

# Training and Assessment Policy

## Purpose

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The purpose of this policy is to ensure that the training and assessment conducted by ABC Licence Training are compliant with the requirements under the Standards for Registered Training Organisations 2015 as well as relevant training package rules.

This policy has referenced to Clauses 1.1-1.4 and 2.2 of Standards for Registered Training Organisations (RTOs) 2015 which requires ABC Licence Training to develop and implement strategies and practices that ensure that learners attain all the relevant skills and knowledge. This policy must be read in conjunction with the RPL policy, learner support policy and reasonable adjustment policy.

## Policy

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ABC Licence Training will ensure the following:

- All assessment processes implemented meet the training package and competency-based assessment requirements
- All assessments are conducted by individuals who meet the necessary requirements as mentioned in the SRTOs 2015
- All assessments must comply with the Principles of Assessment as per clause 1.8:
  - Fairness
  - Flexibility
  - Validity
  - Reliability,
- All evidence submitted for assessment is assessed in accordance with the rules of evidence as per clause 1.8:
  - Validity
  - Sufficiency
  - Authenticity
  - Currency.

# Procedures

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## Training and Assessment Strategy

ABC Licence Training develops and implements strategies for training delivery and assessment for each of the training products on its scope of registration. The assessment strategy defines how evidence will be gathered from students and demonstrate how the assessment will meet the training package requirements, meet the rules of evidence and be conducted in accordance with the principles of assessment. It will also include details about entry requirements, human resources, physical resources, modes of delivery and student cohorts.

ABC Licence Training will include an assessment mapping within its learning management system which will indicate the relevance of the assessment activities to the components within the applicable unit of competency.

## Training Resources

ABC Licence Training will ensure that all its learners have access to suitable and required resources, facilities and equipment to complete their training in the enrolled unit. The amount of training provided for each training product on our scope of registration will be sufficient to ensure effective outcomes for the learner and will be in accordance with the training package and AQF requirements. All learners will receive the required support to complete their learning journey. ABC Licence Training will also ensure that all its assessors must meet the requirements under clause(s) 1.13 – 1.16 of the SRTOs 2015.

## Assessment Method

The assessment method for each unit may differ and may also use more than one method of assessment. The choice of assessment methods will be informed by a range of factors including the evidence guide requirements in the unit of competency, the assessment guidelines in the applicable training package and importantly the scope and nature of the skills and knowledge being applied.

Assessment methods may include:

- Direct observation checklists with instructions for demonstration,
- Simulated exercises or role-plays,

- Questioning of required knowledge (verbal and/or written),

ABC Licence Training will also ensure that it takes into consideration the need to have their assessment modified to make it appropriate for satisfying individual learner needs which include but are not limited to reasonable adjustment etc.

## Training and Assessment Process

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ABC Licence Training will monitor the progress of each learner to ensure that further support is not required for the individual learner to gain the required competency. Learners may differ based on special considerations, reasonable adjustment, recognition of existing skills or prior learning.

The process for assessment is simply the steps the assessor takes when gathering evidence of a student's competence. Information pertaining to assessment is provided to the learners to guide them to complete the assessment activities. Assessment information will include the expected outcomes of the assessment, required evidence etc. A typical assessment process will include:

- Step 1: Prepare for assessment,
- Step 2: Provide clear instructions to the learners,
- Step 3: Plan and prepare the evidence-gathering process,
- Step 4: Collect the evidence and make the assessment decision,
- Step 5: Provide feedback on the assessment,
- Step 6: Record and report the result,
- Step 7: Review the assessment process,
- Step 8: When required, participate in the reassessment and appeals process.

All evidence and assessment records including feedback will be retained as per the records management policy of ABC Licence Training.

## Reassessment and Appeals Process

Where a learner has undertaken an assessment and it has been marked as Not Satisfactory (NS), they may be allowed to re-sit the test/or have a re-assessment. The assessor will provide a detailed feedback with the areas of improvement which will also substantiate the reason for the NS outcome. If the learner is deemed NS after 2 attempts, they will be advised

to re-enroll into that unit. The assessor must also in this instance provide a detailed feedback, information on the complaints and appeal process.

## Assessment Validation

ABC Licence Training will implement a plan for the ongoing validation of assessment practices and judgements for each training product on its scope of registration. ABC Licence will ensure that it meets the requirements under clause(s) 1.9 – 1.11 of the SRTOs 2015.

## Management Action and Responsibility

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All trainers and assessors are responsible for implementing and maintaining key principles of assessment and providing required information, support, and direction to the students.

All the documents related to the training and assessment policy will be approved by the CEO.

## Definitions

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- **Assessment:** The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.
- **Training:** The process used by an RTO or a third-party delivering services on its behalf, to facilitate learning and the acquisition of competencies in relation to the training product on the RTO's scope of registration.
- **Competency:** The specification of knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.
- **Competency Based Assessment:** The process of collecting evidence and making judgments on whether competency has been achieved.
- **Re-Assessment:** When the student is required to repeat or redo the assessment formally.