



Macarthur Community College Inc
RTO ID 6860

POLICY	
Title	Assessment
Purpose Describe policy intent	The purpose of this Policy is to clarify the conditions under which the College conducts Participant assessments
Scope List who this policy and procedure applies to	This Policy is relevant to Principal VET Manager VET Tutors VET Assessors VET course participants (including RPL candidates)
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Relevant training Package assessment requirements NVR standards 2015 National Assessor Code of practice (TAE 2010)
Definitions	<p>Assessment – 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 the training package or accredited course.</p> <p>Assessor – person who assesses the candidates' competence</p> <p>Hazard Awareness – conscious scanning of the workplace by Staff (or representative of) for Hazards</p> <p>PAR – Participant Assessment Record. Used to record and report competency outcomes</p> <p>Participant/Candidate – individual undertaking assessment</p> <p>Principles of Assessment – assessments are valid, reliable, flexible and fair</p> <p>RPL – Recognition of Prior Learning where a candidate may request acknowledgement of their current knowledge or skills. These may have been achieved through learning, work or life experience.</p> <p>Rules of evidence – evidence collected towards achieving competency must be valid, authentic, current and sufficient</p>



Policy

All Participants/candidates have the right to be assessed in a fair and equitable manner against the competency standards or learning outcomes as identified in the Training Package or Accredited Course (listed on training.gov website). Assessment will be conducted by a suitably qualified assessor. All assessments will be conducted in a safe assessment environment that is hazard free and fosters inclusivity and equity.

Requests to undertake assessment may be as a result of a training, assessment only or RPL pathway. The College may source, design or develop these assessments (either internally or externally) to meet the needs of the Training Package, participant/candidate and industry. Each Training Product (on scope) assessment will be validated (see Assessment Validation Policy for further details).

Participants/candidates will be advised of available options to undertake assessment including RPL, assessment only and training pathways. Participants will be provided details of the assessment requirements (and required to acknowledge receipt of information) upon commencement of course (training pathway).

Assessment submissions must be the work of the participant or candidate and must not plagiarise work from another person or source. All submitted assessments must be accompanied by a signed 'Assessment Cover Sheet' stating that it is the work of the participant/candidate.

All assessments will be processed within 30 days and feedback (verbal and/or written) provided to the participant/candidate along with a satisfactory or not yet satisfactory result.

Participants/candidates are entitled to two attempts at each assessment event or activity and will be provided with written feedback from their assessor for each assessment activity/task. After all assessments for each unit/course/cluster/module is completed a final result of competent or not yet competent will be provided to the College from the assessor.

All assessments will incorporate and follow the 'Principles of Assessment' and apply the Rules of Evidence as described in the TAE10 Training Package. Assessors will provide the College with the outcome recorded on a Participant Assessment Record (PAR).

It is a Participant/candidates' right to appeal against an assessment that they believe has not been conducted in an appropriate manner. Appeals may be against the decision or process. All appeals will be treated confidential, impartial manner free of repercussions (see Appeals policy and procedure for specific details).



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Relevant documentation	Participant Assessment Records (PARs) Assessment information sheets Participant Assessment acknowledgement Assessment Cover Sheet National Assessor Code of Practice Relevant National Training Package or Accredited courses Assessment Procedure Assessment plan and tools (various) Complaints and Appeals Policy and Procedure RPL Policy and Procedure Code of Conduct			
Communication and support for staff	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
Procedure	Assessment			
Review date	March 2016			
Mapping to Standards for RTOs	1.4, 1.8, 1.12, 1.13, 1.14, 1.15, 1.21, 1.22, 1.25 2.2, 3.5, 6.2			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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