

Objective

The purpose of this policy is to:

- Outline the framework for the management of the assessment system, responsibilities and obligations for assessment, and quality assurance.
- Ensure assessment practices are relevant to the needs of the industry and informed by industry engagement.
- Ensure the RTO systematically uses the outcome of industry engagement to ensure the industry relevance of training and assessment.
- Ensures that assessment (including recognition of prior learning) complies with the assessment requirements of the relevant training package or VET accredited course.
- Ensures that assessment (including recognition of prior learning) is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2 of the Standards for RTOs.
- Ensure that assessment of any TAE product is conducted by a suitably qualified trainer assessor, as specified in Item 2 of Schedule 1 of the Standards for RTOs.
- Procedures for the effective conduct of assessment are contained in the Assessment Procedure.

Scope

This policy applies to the CEAV Institute (RTO 22523) including:

- Trainers and assessors
- Students
- Work placement organisations

Managers across ACCE who take placement students

Policy

CEAV Institute develops and implements assessment strategies to facilitate student learning and to assess achievement against learning knowledge and performance evidence. CEAV Institute assessment tools support student-centred approaches to learning. Assessment practices include the provision of constructive and timely feedback to students to provide students with a measure of their progress against stated learning outcomes and assist in their preparation for future assessment.

CEAV Institute encourages and supports assessors to develop and use relevant and diverse forms of assessment.

Management of the Assessment System

The RTO Manager and delegated staff oversee the development, review and monitoring of assessment tools and activities in accordance with the Standards for RTOs, Training Packages and CEAV Institute policies and procedures for developing, reviewing, and validating courses (including the assessment tools).

Responsibilities and Obligations for Assessment

The RTO Manager is responsible for delegating the coordination and monitoring of assessment practices to ensure that fair, effective, consistent, and appropriate assessment is taking place.

The RTO Manager and/or delegate staff will review Assessment Matrixes and Assessment Schedules developed for each qualification to ensure the instruments and timings of assessments are fair, equitable and consistent with the specifications outlined in the Training Package of Training and Assessment Strategies.

CEAV Institute assigns responsibility for conducting assessment to CEAV Institute Training Assessors and ensures that assessment tasks are consistent with the aims, objectives, and content of a course and/or unit of study.

Responsibilities of Quality Training and Assessment (may be delegated to authorised staff)

- Review and approve assessment tools.
- Ensure assessment validation and moderation, as described in the Assessment Validation and Moderation Policy, are conducted.
- Ensure all students and assessors are aware of their obligations regarding assessment activities.
- Ensure the development and review of assessments to CEAV Institute Course Standard and the CICA Industry Standards.
- Approve Reasonable Adjustments as described in the Access and Equity Policy.

Responsibilities of Assessors

- Contribute to the development of Delivery and Assessment Instruments, Timetable and Training and Assessment Strategy for each qualification in association with the RTO Manager and/or Training Lead.
- Provide constructive and timely feedback on assessments submitted by students.
- Adhere to assessment instrument.
- Report students at risk of non-completion and/or a not competent course outcome to the RTO Manager.
- Report on student progress and achievement in an honest, clear and objective manner and based only on relevant data.
- Report on assessment outcomes.
- Apply the Plagiarism and Cheating Policy is necessary.
- Be aware of the Student Complaints and Appeals Policy and Procedure which includes the procedure for appealing assessment decisions.

Responsibilities of Students

- Be aware of all requirements to pass or be deemed competent in a unit of study.
- Be aware of mechanisms within CEAV Institute for seeking assistance and advice, in particular in relation to problems in meeting assessment time frames, withdrawal from a course and/or unit of study and special consideration due to illness or other misadventure.
- Practice academic integrity and avoid plagiarism, cheating or collusion.
- Accept fair, helpful and timely feedback on assessment tasks including evaluation of performance and progress in a unit of study.

- Be aware of the Plagiarism and Cheating Policy and the Student Complaints and Appeals Policy and Procedure which includes the procedure for appealing assessment decisions.

Definitions

Quality Assurance

The RTO Manager and/or the delegated staff member is responsible for the regular review of assessment practices and activities. CEAV Institute has in place a range of quality assurance systems and mechanisms to ensure that feedback and input from assessors, students, and external advisers is collated, analysed, and acted upon. Information received in relation for a course and/or unit of study is analysed and reported on each semester.

CEAV Institute welcomes industry input into the development of courses, delivery processes and assessment strategies (refer to the Industry Consultation Policy and Procedure).

Reasonable Adjustment

Assessment tasks may be subject to reasonable adjustment where a student has a specific disability or special need. Adjustments are measures or actions taken to provide substantive equality for students with a disability. The obligation on CEAV Institute to implement any adjustments is subject to provision by the student of timely and relevant advice of the student's individual requirements. In determining the reasonableness of an adjustment to assessment, the vocational and professional outcomes of the course must be considered to ensure assessment decisions are appropriate (refer to the Access and Equity Policy and Procedure).

Moderation

Assessment moderation is the review of assessment decision-making to ensure consistency across assessors. A group of assessors will meet to discuss their assessment processes and tasks with a view to identify issues and making improvement (refer to the Assessment Validation and Moderation Policy and Procedure).

Validation

Assessment validation involves comparing, evaluating, and reviewing assessment processes, methods and tools and the subsequent assessment decisions (refer to the Assessment Validation and Moderation Policy and Procedure).

Related Documents

- Access and Equity Policy
- Application for Extension Procedure
- Assessment Cover Sheet and Feedback Form
- Assessment Validation and Moderation Policy
- Assessment Validation and Moderation Procedure
- Competency Assessment Sheet



- Plagiarism and Collusion Policy
- Reasonable Adjustment Procedure
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- CEAV Institute Course Development Standard

Related Legislation

- Education and Training Reform Act 2006
- National Vocational Education and Training Regulator Act 2011

Approved by

The Committee of Management

Signed:		Date:	02/02/2021
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Review date

Effective from: February 2021

Review date: February 2024