Assessment

Objective

This policy establishes the framework for quality assurance for Cire Training in the management of the assessment system, responsibilities and obligations for assessment, and quality assurance.

Procedures for the effective conduct of assessment practices are contained in the Assessment Procedure.

Scope

- Senior Manager, Training
- RTO Manager
- RTO Data Co-ordinator
- RTO Administration Co-ordinator
- Trainers/Assessors

Policy

Cire Training develops and implements assessment strategies to facilitate student learning and to assess achievement against learning knowledge and performance evidence. Cire Training 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.

Cire Training 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 AQTF, Training Packages and Cire Training 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 accredited course documents or Training and Assessment Strategies.

Cire Training assigns responsibility for conducting assessment to Cire 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 RTO Manager (may be delegated to authorised staff)
- Review and approve Assessment tools.
- Ensure assessment validation and moderation, as described in the *Moderation and Validation Policy* are conducted.
- Ensure all students and assessors are aware of their obligations in regards to assessment activities.
- Ensure the development and review of assessments to Cire Training Course Standard.
- 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 relevant Team Leaders.
- 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 outcome to the Training 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* if necessary.
- Be aware of *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 Cire Training for seeking assistance and advice, in particular in relation to problems in meeting assessment timeframes, withdrawal from a course and/or unit of study and special consideration due to illness or other misadventure.
- Practise 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 delegated staff member is responsible for the regular review of assessment practices and activities. Cire Training 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 to a course and/or unit of study is analysed and reported on each semester.

Cire Training welcomes industry input into the development and continuous 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 in order to provide substantive equality for students with a disability. The obligation on Cire Training 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 in order 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 *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
- Assessment Validation and Moderation Policy and Procedure
- Competency Assessment Sheet
- Plagiarism and Collusion Policy
- Reasonable Adjustment Procedure
- Student Complaints and Appeals Policy and Procedure
- Cire Training Course Development Standard

Related Legislation

- Standards for Registered Training Organisations 2015

Area of Compliance

- Skills First Victorian Funded Contract
- Standards for Registered Training Organisations 2015 Clause 1.1

Organisational Area

Cire Training and Community Hubs

Approved by

The Board

Signature: Date: October 2021

Operative Date

May 2019
Reviewed October 2021

Review Date

October 2023