
Assessment

Procedures for Implementation

Recording

Assessors are required to make assessment decisions and formally record these on the *Competency Assessment Sheet (CAS)* and the Training Plan for each unit of competency. Once an assessment has been marked, it is to be returned to the student within 14 days.

RTO Data Coordinator records the student results in the Student Management System (SMS) after the monthly student file audit. If the appropriate documentation has not been completed correctly, or there is no evidence of assessment, a result cannot be entered into the SMS.

RTO Data Coordinator will place the Trainer/Administration Communication form in each student file to inform trainers of any non-conformances in their assessment documentation. If non-conformances are not addressed prior to the next monthly upload, the matter will escalate to the RTO Manager.

Extensions

Cire Training offers students a maximum of three attempts to achieve a satisfactory outcome for each assessment task. Students who require an extension to the assessment task submission due date are to follow the process below:

- Students must communicate with the trainer at least a day before the submission due date and come to an agreement for an extension for up to a week. The trainer is required to record the agreed due date on student's file.
- If the student needs an extension for more than a week or fails to submit an assessment task within a week of the due date, the student is required to submit an *Assessment Extension Application Form*.
- Every time a student fails to submit an assessment task on an agreed due date, it will be counted as non-satisfactory assessment outcome.

Students who require an extension to their course completion due date to an Assessment task extension, must apply in writing to the Training Manager separately using *Course Extension Application Form*.

Extensions can only be granted due to compassionate or compelling circumstances that are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing.

Assessment Methods:

Below is the list of Assessment methods used by Cire Training:

- Written
- Demonstration
- Workplace Tasks
- Verbal

Re-submission

Students deemed Not Yet Satisfactory (NYS) in an assessment task may re-submit the assessment up to **two** times. The student and the assessor must negotiate a specific timeframe for the re-submission of the assessment task and note and sign the re-submission timeframe on the *Assessment Cover Sheet*.

If a student is still deemed NYS, they will receive a Not yet Competent (NYC) result. They have the opportunity to re-enrol in the unit in the next course intake. Additional fees may apply.

Appealing an Assessment Result

If a student is dissatisfied with an assessment result, they may lodge a written appeal with the RTO Manager. (Refer to the *Student Complaints and Appeals Policy and Procedure*)

Assessment Results

Assessments for all Vocational Programs are assessed according to the rules outlined in each Training Package and accredited course unit of study. Each unit of study is allocated a result as follows:

Competent	C	Competent is awarded to a student who has achieved all of the learning outcomes specified for that unit/module to the specified standard.
Not Yet Competent	NYC	Not Yet Competent is awarded to the student who failed to achieve all the learning outcomes for that unit/module to the specified standard.
Withdrawn	WD	Withdrawn is awarded to a student who withdraws from the course or who does not complete the assessment Activities.
Recognition of Prior Learning	RPL	Recognition of Prior Learning (RPL) involves the assessment of the previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. RPL is an assessment process (rather than a training process) that assesses the individual's non-formal and informal learning. This assessment determines the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification.
Credit Transfer/national recognition	CT	Credit Transfer is a training credit for a unit of competency or subject (module) previously completed by a client and includes granted application for mutual recognition.

Record keeping and confidentiality

Records of assessment results are stored electronically in the Student Management System and archived for a period of at least 30 years in line with the State or Territory Registering Body requirement. The SMS is password protected and only authorised users may access it.

Student files containing hard copy assessments and assessment results are kept in locked filing cabinets in administration offices. Online assessments and results are password protected and may only be accessed by authorised staff.

Related Documents

- Assessment Policy
- Assessment Cover Sheet
- Competency Assessment Sheet
- Student Complaints and Appeals Policy
- Assessment Extension Application Form
- Course Extension Application Form

Area of Compliance

- Standards for Registered Training Organisations 1.8
- Skills First Victorian Funded Contract

Organisational Area

Cire Training and Community Hubs

Approved by

The Board

Signature:

A handwritten signature in black ink, appearing to be 'ABS'.

Date: October 2021

Operative Date

May 2019

Updated October 21

Review Date

October 23