

P.20.06 TRAINING AND ASSESSMENT POLICY

In line with the Standards for Registered Training Organisations (RTO's) 2015, specifically Standard One - AVETA's Training and Assessment Policy has been designed so that AVETA's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of Training Packages and VET Accredited Courses on AVETA's Scope of Registration.

Implementation of this policy will ensure that learners, employers and industry have confidence in the integrity, currency and value of certification documents issued by AVETA, through its high-quality training and assessment practices that:

- meet the requirements of the relevant training packages and VET accredited courses on AVETA's Scope of Registration;
- is responsive to industry and learner needs; and
- is delivered by appropriately qualified trainers and assessors with the right support services, facilities and equipment.

AVETA's training and assessment strategies and practices will ensure that the amount of training required for the learner to gain the competencies as specified in the relevant training package or VET accredited course AVETA's Scope of Registration. The amount of training will vary depending on the existing skills and knowledge of the learner and the mode of delivery.

To ensure thorough and rigorous assessment practices and results, AVETA will implement a comprehensive plan of systematic validation. Trainers and assessors who are involved in training and assessment delivery will be considered as part of the validation process and will participate in this validation process.

With regards to the Standards for Registered Training Organisations (RTO's) 2015 – Clause 1.1/1.2

AVETA's Training and Assessment strategies and practices, which includes the amount of training it provides, are consistent with the requirements of Training Packages and VET Accredited Courses on AVETA's Scope of Registration which will enable each learner to meet the requirements for each Unit of Competency in which they are enrolled.

To ensure that AVETA can achieve this goal, AVETA will determine the amount of training they provide to each learner with regard to:

- the existing skills, knowledge and the experience of the learner
- the mode of delivery

With regards to the Standards for Registered Training Organisations (RTO's) 2015 – Clause 1.3

AVETA has for all of its courses on its Scope of Registration, as outlined in each Training and Assessment strategy, sufficient:

- Trainers and Assessors to deliver the training and assessment to meet the "Assessment Requirements" on a Unit of Competency by Unit of Competency basis or all qualifications on its Scope of Registration;
- Educational and support services to meet the needs of the learners undertaking the Training and Assessment;
- Learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery; and
- Facilities and equipment to accommodate and support the number of learners undertaking the Training and Assessment.

With regards to the Standards for Registered Training Organisations (RTO's) 2015 – Clause 1.4

AVETA will meet as specified all requirements as specified in the relevant training package or VET accredited course.

With regards to the Standards for Registered Training Organisations (RTO's) 2015 –

Clause 1.5

AVETA's training and assessment practices will be relevant to the needs of industry and are informed by industry engagement.

With regards to the Standards for Registered Training Organisations (RTO's) 2015 –

Clause 1.6

AVETA will implement a range of strategies for industry engagement and systematically uses the outcome of this industry engagement (refer to P.10.01 Industry Engagement Policy) to ensure the industry relevance of:

- its training and assessment strategies,
 - ensuring that the selection of elective Units of Competency for each qualification are relevant to the job outcomes being addressed within each qualification
- its training assessment practices, resources and tools ;
 - ensuring that these reflect current industry requirements
- the current industry skills of AVETA's trainers and assessors.
 - ensuring AVETA's Trainers and Assessors possess current industry skills relevant to the qualification that they are delivering and assessing

With regards to the Standards for Registered Training Organisations (RTO's) 2015 –

Clause 1.8

AVETA's assessment system, for all qualification on its Scope of Registration will ensure that AVETA's assessment practises including Recognition of Prior Learning (as per the P.18.06b Recognition of Prior Learning (RPL) Policy and Procedures):

- **Complies with the assessment requirements of the relevant Training Package or VET Accredited Course; and**
- **is conducted in accordance with the Principles of Assessment, namely:**

Fairness

- The individual learner's needs are considered in the assessment process.
- Where appropriate, reasonable adjustments are applied by AVETA taking into account the individual learner's needs.
- AVETA informs the learner about the assessment process, and provides learners with the opportunity to contest the result of assessments and be reassessed if necessary.

Flexibility

Assessment is flexible to each individual learner by:

- reflecting the learner's needs;
- assessing competencies held by the learner no matter how or where they have been acquired; and
- drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

Validity

Any assessment decision by an AVETA assessor is justified, based on the evidence of performance of the individual learner. This requires:

- assessment against the unit(s) of competency and the associated assessment requirements which covers the broad range of skills and knowledge that are essential to competent performance;
- assessment of knowledge and skills that are integrated with their practical application;
- assessment will be based on evidence that demonstrates that learners could demonstrate these skills and knowledge in other similar situations; and
- judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.

Reliability

Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of AVETA's assessor conducting the assessment.

This will be evidenced by the relevant Assessor sighting and declaring on Form T.01.01 AVETA VET Assessor Guide-Lines For Undertaking Skill And Knowledge Assessments of Evidence Provided by Students in Order to be deemed Competent that they have read and understood the Assessment Requirements as outlined in the VET Assessor Guide for Understanding Skill & Knowledge Assessments which references the Assessment Requirements from the relevant Training Package and the Standards for Registered Training Organisations (RTOs) 2015 as well as declaring that they will conduct assessments that are in accordance with the Principles of Assessment and the Rules of Evidence as outlined in these Guidelines. A copy of this declaration will be maintained on each Assessor Personal File.

In addition, the Assessors will be reminded of this requirement on each Unit of Competencies Summative Assessment Tool (for each Assessment Task they undertake for a Unit of Competency)

- **is conducted in accordance with the Rules of Evidence, namely:**

- Validity

- The assessor is assured that the learner has the skills, knowledge and attributes as described in the unit of competency and associated assessment requirements.

- Sufficiency

- The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

- Authenticity

- The assessor is assured that the evidence presented for assessment is the learner's own work.

- Currency

- The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

This will be evidenced by the relevant Assessor sighting and declaring on Form T.01.01 AVETA VET Assessor Guide-Lines For Undertaking Skill And Knowledge Assessments of Evidence Provided by Students in Order to be deemed Competent that they have read and understood the Assessment Requirements as outlined in the VET Assessor Guide for Understanding Skill & Knowledge Assessments which references the Assessment Requirements from the relevant Training Package and the Standards for Registered Training Organisations (RTOs) 2015 as well as declaring that they will conduct assessments that are in accordance with the Principles of Assessment and the Rules of Evidence as outlined in these Guidelines. A copy of this declaration will be maintained on each Assessor Personal File.

In addition, the Assessors will be reminded of this requirement on each Unit of Competencies Summative Assessment Tool (for each Assessment Task they undertake for a Unit of Competency)

The academic standards and integrity of AVETA will be maintained throughout every aspect of the assessment process. AVETA will ensure the integrity of its assessment processes by ensuring that the following principles are adhered to:

- a) Trainers will inform students of the assessment requirements and will ensure that they have every opportunity to complete all assessments for all units of competency (within the period that the student is enrolled at AVETA). This clause ensures that:
 - i. Trainers are using AVETA version-controlled documentation of the current training package for a required qualification
 - ii. All of AVETA's assessments will cover every required element, performance criteria, underpinning skills, underpinning knowledge and all critical aspects of assessment
 - iii. All AVETA students will be provided with timely feedback on the evidence that they have provided in order to be deemed competent

AVETA will safeguard its assessment processes by ensuring that:

- a) All Trainers/Assessors employed by AVETA will up-date their Trainer Matrix on an annual basis; which will be maintained on their personal file.
- b) During the induction of all AVETA Trainers, they will be provided with Staff Handbook, which will include information on the process of assessment at AVETA
- c) All Trainers employed by AVETA will have access to a version controlled 'trainers only copy' assessment criteria/model answers for each assessment task

With regards to the Standards for Registered Training Organisations (RTO's) 2015 –

Clause 1.9

AVETA will implement an ongoing systematic validation plan of its assessment practices and judgements that includes for each training product on AVETA's Scope of Registration:

- when assessment validation will occur;
- which training products are to be the focus of the validation;
- who will lead and participate in validation activities; and
- how the outcomes of these activities will be documented and acted upon (where the validation activity recommends/suggest an enhancement/change/alteration to the assessment practices, this will be recorded in the Continuous Improvement Register (F.03.32 Continuous Improvement Register) to ensure that the each recommendation is being acted upon)

With regards to the Standards for Registered Training Organisations (RTO's) 2015 –

Clause 1.12 / 3.5

Prior to enrolling learners in a qualification or package of qualification, AVETA will process Recognition of Prior Learning to individual learners - P.18.06b Recognition of Prior Learning (RPL) Policy and Procedures. As part of this RPL process where AVETA accepts and provides RPL credit to learners for Formal Learning relating to Units of Competency, these will be evidenced by the student providing AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or authenticated VET transcripts issued by the Registrar. Where this is the case, before processing the formal learning, AVETA will confirm that the content of this documentation is valid as part of this RPL process, by contacting the issuing organisation and maintaining a record of the confirmation/s on the students file.

With regards to the Standards for Registered Training Organisations (RTO's) 2015 –

Clause 1.13 & 1.14

Clause 1.13

AVETA's training and assessment is delivered only by persons who have:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment.

Clause 1.14

In addition AVETA's training and assessment will be delivered only by persons who have the training and assessment credential specified in Item 1 or Item 2 or Item 3 of Schedule 1.

With regards to the Standards for Registered Training Organisations (RTO's) 2015 –

Clause 1.16

AVETA will ensure that all its trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment (P.01.06 Annual Feedback and Review Policy) – AVETA has established a benchmark of six (6) Professional Development activities per year for this process. Trainers will be responsible for providing evidence to AVETA for these activities for inclusion on their personal files.

With regards to the Standards for Registered Training Organisations (RTO's) 2015 –

Clause 1.26

- Where a training product on AVETA's Scope of Registration is superseded AVETA will transfer all learners into its replacement within a period of one year from the date the replacement training product was released on the National Register. This will not apply where a training package requires the delivery of a superseded unit of competency.
- Where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment will be completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register
- AVETA will not commence training and assessment for a new learner in a training product that has been removed or deleted from the National Register.

**With regards to the Standards for Registered Training Organisations (RTO's) 2015 –
Clause 2.2**

AVETA will monitor its training and assessment strategies and practices to ensure ongoing compliance with the required Standards. In addition AVETA will also systematically evaluate and use the outcomes of the evaluations to continually improve its training and assessment strategies and practices (AVETA will document all improvements to its training and assessment strategies and practices in its Continuous Improvement Register for each qualification). Evaluation information includes but is not limited to quality/performance indicator data, validation outcomes, client trainer and assessor feedback and complaints and appeals.

**With regards to the Standards for Registered Training Organisations (RTO's) 2015 –
Clause 3.1 / 3.3**

AVETA will only issue AQF certification documentation within 30 calendar days to a learner whom has being assessed as meeting the requirements of the training qualification as specified in the relevant Training Package or VET Accredited Course.

**With regards to the Standards for Registered Training Organisations (RTO's) 2015 –
Clause 5.2**

Each learner will be properly informed by AVETA prior to enrolment and at the commencement of training and assessment current and accurate information about the training and assessment they would need to undertake for the qualification. This will be evidenced by each enrolling student signing and dating AVETA's "Pre-enrolment Form" relating to the qualification they are enrolling in. This documentation will be maintained on the relevant student's file.

**With regards to the Standards for Registered Training Organisations (RTO's) 2015 –
Clause 6.2 / 6.4 / 6.5**

AVETA has an appeals policy (P.03.02 Complaints and Appeals Policy) to manage a student's request to review an assessment decision/s made by AVETA Assessor. The process to be followed will ensure the principles of natural justice and procedural fairness are adopted at every stage of the appeal process.

This will be available on AVETA's website and will set out the procedure for requesting an appeal (F.01.14 Appeals Form). The Appeal will be acknowledged in writing and finalised as soon as practicable. If the process fails to resolve the appeal at the request of the individual making the appeal, AVETA will provide for a review by an appropriate party independent of AVETA and the appellant. Where AVETA considers it will take more than 60 calendar days are required to process and finalise the appeal, AVETA will inform the informs the appellant in writing, including reasons why more than 60 calendar days are required, and regularly update the appellant on the progress of the matter.

AVETA will securely maintain records of all appeals and their outcomes, and will identify potential causes of appeals and take appropriate corrective action to eliminate or mitigate the likelihood of its reoccurrence (F.03.32 Continuous Improvement Register).

3.0 REFERENCES

- a) Standards for Training Packages
- b) Standards for VET Accredited Courses
- c) Standards for VET Regulators
- d) Australian Qualifications Framework
- e) Data Provision Requirements
- f) Education Service for Overseas Students (ESOS) Act
- g) The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2018)
- h) ASQA Standards for Registered Training Organisations (RTO's) 2015
- i) Student Identifiers Act
- j) Standards for National Vocational Education and Training Regulator Act 2011 (NVR Act)