

## POLICY

<b>Conduct Assessment</b>			
Standard 1	STD 1.8	Policy No.	<b>RTO.S1-POL-013</b>
		Related Procedure No.	<b>RTO.S1-PRO-013</b>
Policy Owner	Ferne Robinson, Compliance Manager		
Scope	This policy applies to clients, participants and employees of Risk Management Training Solutions and its associated entities.		
Date of approval	24.09.18	Review Date	24.09.21
Change Control	Review of Policy as part of continuous improvement		
Version No.	1.1		
Related Policies	Training and Assessment Strategy Policy Training and Assessment Staff Policy Training Delivery Policy Complaints and Appeal including Academic Grievance Policy Participant Support Policy Recognition of Prior Learning Policy Credit Transfer Policy Qualifications issued by another RTO Policy		

### 1. Overview

Risk Management Training Solutions (RMTS) are committed to the delivery of high quality innovative training and assessment practices informed by industry and addresses real workplace and environmental training needs.

Assessments including RPL must be conducted in accordance with the principles of assessment and rules of evidence. Assessment tasks must be valid, reliable, flexible and faire and the evidence collected must be sufficient, current and authentic to confidently deem a candidate competent against a Unit of Competency.

This Policy provides RMTS staff with clear guidelines on the conducting of assessment in line with Standard 1, Clause 1.8 of the Standards for Registered Training Organisations (RTOs) 2015.

## 2. Policy

- 2.1 All RMTS enrolled participants will be provided with the choice of an appropriate learning pathway that ensures the participant will achieve competencies for the Qualification or Statement of Attainment they have commenced.
- 2.2 The learning pathways offered are:
- A learning and assessment pathway including formative and summative assessment activities;
  - Assessment only pathway for RPL (Recognition of Prior Learning) or Credit Transfer. *Refer to Recognition of Prior Learning and Credit Transfer Policy and Recognition of Qualifications issued by other RTOs Policy for further information.*
  - Combination of the two pathways where the participant achieves competency (recognition of some units through an assessment pathway involving skills recognition, followed by achievement of others through a learning and assessment pathway)
  - Accelerated learning pathway where participants have been deemed competent in a unit of competency and industry standards require the participant to undertake updated or refresher training and no changes have occurred to the unit of competency e.g. First Aid and CPR.
- 2.3 Regardless of the mode of delivery or engagement (workplace, classroom, E-learning /online or distance or recognition process) all assessment must meet the same standard and will comply with the assessment requirements of the relevant training package or VET accredited course.
- 2.4 In the case of workplace assessment, an employer resource assessment will be conducted to ensure the workplace has adequate equipment and resources available to the participant in order for the participant to be able to complete their workplace assessment. Where the workplace cannot provide access to the equipment or resources required for the purposes of assessment, Risk Management Training Solutions will address any such gaps in consultation with the employer to ensure that the learner can undertake assessment appropriately to meet competency requirements.
- 2.5 RMTS trainers must ensure that the principles of fairness, flexibility, validity and reliability are met as part of the assessment process. Assessment evidence provided and used to make a decision of competence must be valid, sufficient, authentic and current.
- 2.6 All participants have the right to resubmission of an assessment item. A participant will be provided with three (3) resubmission attempts per assessment item only.
- 2.7 Where a participant appeals an assessment decision, the reassessment appeals process as described in the Complaints and Appeals Policy and Procedure must be followed.
- 2.8 RMTS trainers will mark assessments within 24 hours of submission with feedback provided to the participant.
- 2.9 All evidence collected as part of the assessment process must be handled as per the Retention of Evidence Policy and Procedure.

### 3. Definitions

**Assessment** – means the 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 a training package or VET course.

#### RTO Standards: TABLE 1.8-1: PRINCIPLES OF ASSESSMENT

<b>Fairness</b>	<p>The individual learner's needs are considered in the assessment process.</p> <p>Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs.</p> <p>The RTO informs the learner about the assessment process and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.</p>
<b>Flexibility</b>	<p>Assessment is flexible to the individual learner by:</p> <ul style="list-style-type: none"> <li>• reflecting the learner's needs;</li> <li>• assessing competencies held by the learner no matter how or where they have been acquired; and</li> <li>• 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.</li> </ul>
<b>Validity</b>	<p>Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.</p> <p>Validity requires:</p> <ul style="list-style-type: none"> <li>• assessment against the unit(s) of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance; assessment of knowledge and skills is integrated with their practical application; assessment to be based on evidence that demonstrates that a learner 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.</li> </ul>
<b>Reliability</b>	<p>Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.</p>

#### RTO Standards - TABLE 1.8-2: RULES OF EVIDENCE

<b>Validity</b>	<p>The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.</p>
<b>Sufficiency</b>	<p>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.</p>
<b>Authenticity</b>	<p>The assessor is assured that the evidence presented for assessment is the learner's own work.</p>
<b>Currency</b>	<p>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.</p>



#### 4. References

Standards for Registered Training Organisations (RTOs) 2015  
Standard 1 - Clause 1.8