

Policies and Procedures

QMS1: P002 Assessment and Recognition of Prior Learning

Policy details	
Responsible area	Training and Assessment
Endorsed by	General Manager
Review date	13.4.17
Modifications	30.03.15 Updated to new format for procedures and minor revisions 31.08.13 Revised to remove detail of validation activity as this has been given a separate policy and procedure (QMS1: P009 Assessment Validation) 12.11.15 Revised to include procedures for more than three resubmissions of an assessment item/cluster 13.4.16 Review only

Policy statement
<p>At Linx Institute we understand that assessment is at the heart of a quality VET system. We comply with Training Package or accredited course assessment guidelines. We take measures to ensure our assessment processes are valid, reliable, fair and flexible and comply with the rules of evidence for validity, sufficiency, authenticity and currency. Our assessment instruments are systematically validated, to ensure our ongoing compliance and commitment to quality assessment processes.</p>

Definitions	
Valid	Assessment methods assess what they claim to assess
Reliable	Assessment methods result in a consistent interpretation of evidence from the participant and from context to context
Fair	Assessment methods will not place participants at a disadvantage. Methods take individual student needs into account.
Flexible	Assessment procedures will involve a variety of methods to the circumstances of the individual or context.
Sufficiency	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgment to be made of a student's competency.
Authenticity	The assessor is assured that the evidence presented for assessment is the student'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.
Validity	The assessor is assured that the student has the skills, knowledge and attributes as described in the module or unit of

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	competency and associated assessment requirements.
Validation	<p>Validation is a quality review process that confirms the RTO's assessment system can consistently produce valid assessment judgements. A valid assessment judgement is one that confirms a learner holds all of the knowledge and skills described in a training product. Validation activities are generally conducted after assessment is complete—so that an RTO can consider the validity of both assessment practices and judgements. (Source ASQA Fact sheet Conducting Validation, 13.5.15)</p>

Policy rules

Assessment system

We must implement an assessment system that ensures that assessment (including recognition of prior learning)

- complies with the assessment requirements of the relevant training package or VET accredited course
- is conducted in accordance with the Principles of Assessment (valid, reliable, fair, flexible) and the Rules of Evidence (validity, sufficiency, authenticity and currency).

Individual needs

The individual applicant's needs are considered in the assessment process and where appropriate, we will apply reasonable adjustments to account for individual needs. We give the applicant information about the assessment process provide applicants with the opportunity to challenge the result of the assessment and be reassessed if necessary.

Validation

At Linx Institute we implement a plan for ongoing systematic validation of assessment judgements and in accordance with our internal Assessment Validation Policy and procedures. (QMS1: P009 Assessment Validation)

Recognition of prior learning

We offer recognition of prior learning to individual students.

Assessment records

As identified in our Records Management Policy, we comply with ASQA's General direction for the retention of completed student assessment items. We keep all completed assessment items relating to each unit or module for six months from the date on which the decision on competence for the unit or module was made.

Procedures

Steps	Description	Responsible
1	TAS developed	Trainer/ Assessor
	Training and Assessment strategy is developed in accordance with Training and Assessment Strategy Policy. This determines the units and assessment methodologies to be used.	

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2	Assessment tools developed	<p>Assessment instruments and tools are developed in line with Unit requirements for performance criteria, skills and knowledge requirements and the critical aspects of evidence.</p> <p>All assessment tools are mapped against the requirements of the Unit of Competency. Mapping documents follow the Mapping template and are stored with course documents.</p>	Trainer/ Assessor
3	Advice to students	<p>Students are provided with written and verbal advice in advance of all assessment activities.</p>	Education Manager, Trainers
4	Reasonable adjustment	<p>Where students have an identified need, reasonable adjustment strategies are applied in conducting assessments. These will be applied, where possible, in association with the <i>Individual Support plan</i> previously agreed with Student.</p> <p>All <i>Individual Support Plans</i> and adjustments to assessments will be noted in the individual student file and retained.</p>	Trainer/ Assessor
5	Student completes assessment	<p>Student completes and submits the required assessment via Moodle for marking</p>	Student
6	Student verification	<p>Student verification takes place with 20% off all assessments submitted. This involves directly calling student to check their knowledge against the training package. Results are saved on aXcelerate</p>	Trainer/ Assessor
7	Feedback to students on assessment	<p>Detailed, written feedback is given and decision on satisfactory or not satisfactory determined. This is submitted back to the Student using Moodle.</p> <p>Assessment evidence must align with the Training and Assessment Strategy and be checked against marking guides.</p> <p>Feedback is documented on Competency <i>Record</i> sheet and on Student Assessment evidence.</p> <p>Records of assessment are retained as per the schedule provided in the records policy</p>	Trainer/ Assessor
8	Options for reassessment	<p>Student whose assessments marked not satisfactory will have the option to be assessed on a further two occasions. Students must be advised accordingly.</p>	Trainer/ Assessor

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9	Recording status	<i>Competency Record Sheet</i> is used to track achievement towards competency in aXcelerate database.	Administration
11	Determining competence	When all assessment tasks for a unit of competency, including any required work placements have been completed and marked satisfactory, and all required signatures obtained, competence will be determined. Competence is recorded in the <i>Competency Record Sheet</i> .	Trainer/ Assessor
12	Sign off	Student and workplace supervisor sign off is sought where relevant.	Trainer/ Assessor
13	Records	<i>Competency Record Sheets</i> and detailed Assessment Feedback are uploaded to aXcelerate and Unit status updated	Trainer/ Assessor
Recognition of prior learning (RPL) assessment			
14	RPL application	Students can apply for RPL with their enrolment or up to 2 weeks into their course.	Student
15	RPL application	Applicants are given an online self-assessment tool to complete.	Student Administration
16	RPL application	Assessor is appointed to review the applicant's self-assessment and determine suitability for RPL	Education Manager
17	RPL assessment	Meeting is held with applicant. If deemed suitable, applicant is issued <i>RPL Application Kit</i> and guidance. Unsuitable applicants are offered a training mode	Assessor
18	RPL assessment	Evidence is submitted via Moodle and student may request competency conversation or opportunity to demonstrate skills	Applicant
19	Student advised of outcome	Evidence is assessed and applicant advised of outcome. Students are referred to appeals process if unsatisfied	Assessor
20	Records	Student records are amended including <i>Competency Record Sheets</i>	Assessor, Administration

Context

Associated documents

Linx Institute Compliance Calendar (annual document)
 QMS1:P009 Assessment Validation
 QMSP:006C: Student support
 QMS2: P004: Complaints and appeals

Work orders and forms

Individual support plan (for students with special needs)
 Validation record
 Competency Record sheet
 Competency Record Sheet

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	RPL Application Kit
Policy base	NVR Standards 2015, conduct effective assessment (Clauses 1.8 – 1.12)

