

Policy – Assessment

Navitas Professional - Careers & Internships
ABN 25 100 404 199

Document

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Responsibility	Curriculum & Learning Manager, C&I
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Version Control

Issue Date:	Summary of Changes	Review Date
10 November 2015	Initial document, v1.0	10 November 2017
2 May 2016	Update position titles, v1.1	10 November 2017
5 May 2017	Include section on extension requests, v2.0	10 November 2017

1. Purpose and Scope

The purpose of the Assessment Policy is to ensure that Navitas Professional – Careers & Internships (C&I) assessment procedures comply with the Assessment Guidelines in applicable Nationally Endorsed Training Packages and that assessment practices are inclusive and support equity principles.

This policy applies to all participants currently enrolled in C&I's programs and all staff involved in the assessment process.

2. Policy

2.1 Assessments

2.1.1 C&I provide assessments, including Recognised Prior Learning (RPL), that:

- are conducted by assessors that have a current training and assessment qualification, relevant and appropriate vocational competencies and current industry experience; and
- meet the requirements of the relevant Training Package or VET accredited course; and
- are conducted in accordance with the principles of assessment and the rules of evidence; and
- meet workplace and regulatory requirements; and
- are systematically validated; and
- meet participants' specific learning needs; and
- have been developed in consultation with industry; and
- are retained securely in accordance with C&I's Records Management Policy.

2.1.2 Assessment methods used to gather evidence of participant competency may include but are not limited to the following:

- Demonstration
- Presentation
- Oral Questioning
- Discussion
- Interview
- Scenario
- Problem solving
- Role-play
- Simulation exercises
- Case studies
- Written test
- Quiz
- Short answer question
- Report
- Workplace Document
- Research
- Projects
- Skills portfolio
- Assessor observation
- Third party feedback
- Evidence of prior learning

2.2 Marking of assessments

- 2.2.1 All assessments are submitted to the relevant C&I Trainer who will assess the evidence against the relevant competency standards.
- 2.2.2 Participant assessment results are submitted to the Participant via Moodle.
- 2.2.3 Participants who have completed all assessments for a unit of competency will be assessed as either “Competent” or “Not Yet Competent”.
- 2.2.4 Participant results are kept as a valid record of the participant’s progress in achieving the qualification or attaining an outcome for the accredited education undertaken.
- 2.2.5 All participants assessed as being competent in all required units in a qualification will receive, on completion of the program, a testamur with a record of results.
- 2.2.6 Where a participant has been assessed as Competent in all areas, a Statement of Attainment will be issued within 30 days of completion.

2.3 Extension Requests

- 2.3.1 All participants are expected to submit their assessments by the due date. In rare circumstances a participant may be granted an extension of time for the submission of their assessment. The timely submission of assessment or the appropriate negotiation of an extension is the responsibility of the participant. As participants are notified of assessment details well in advance of due dates, extensions will not be granted without demonstrated serious cause.
- 2.3.2 Requests for an extension of more than one week from the original assessment due date must be submitted in writing through an Extension Request Application to the C&I Programs Services Officer at the relevant state office in person or by email. Applications must be received at least 1 week before the assessment due date *unless the special circumstances prevent applying within this period*.
- 2.3.3 Assessment extensions will be assessed by the participant’s trainer.
- 2.3.4 Extensions will only be granted in extenuating circumstances and will only be considered on medical, compassionate, or other serious grounds. All request must be accompanied by supporting documentation. It is the participant’s responsibility to ensure all relevant supporting documentation is forwarded along with the extension application. Extensions will be calculated on the information contained within the supporting documentation.
- 2.3.5 No extension may exceed 14 calendar days from the original due date
- 2.3.6 Submitting a request for an extension does not automatically mean that the extension will be granted.
- 2.3.7 No extensions are available for resubmissions.
- 2.3.8 No more than two (2) extensions per participant may be granted in any academic year unless there are special circumstances. If more than two (2) requests per academic year are lodged, C&I reserves the right to refuse the request outright.
- 2.3.9 If a participant is not meeting the required level of commitment for completing assessment tasks, C&I has the right to re-assess the participant’s suitability for continued study.
- 2.3.10 A participant may appeal a decision to refuse an extension by following C&I’s Appeals and Complaints Policy.

2.4 Trainers

2.4.1 All Trainers employed by C&I must meet the following requirements:

- current training and assessment qualifications; and
- relevant vocational competencies at least to the level being delivered and assessed; and
- relevant and current industry experience and working knowledge of the industry; and
- demonstrated ongoing Professional Development in VET and in relevant discipline.

2.4.2 All Trainers will:

- apply reasonable adjustment without compromising the integrity of the competency standard;
- conduct assessments in accordance with the information contained in the C&I Trainer Handbook;
- provide participants with support and assistance with any queries during the learning process;
- provide timely and accurate feedback to participants in relation to their assessment tasks;
- keep accurate and secure records of participant assessment results in accordance with C&I's Records Management Policy;
- provide accurate data relating to the participants' assessment results and progress through the learning process.

2.5 Assessment Validation and Moderation

2.5.1 Assessment tools, practices and procedures are reviewed regularly in accordance with C&I's Assessment Validation and Moderation Policy.

2.5.2 Feedback from Trainers, participants and industry on C&I's assessment process will be managed by the Curriculum Learning Manager, C&I.

2.6 Assessment Appeals

2.6.1 Where a participant is not satisfied with the outcome of an assessment, the participant may apply for an appeal in accordance with C&I's Complaints and Appeals Policy.

3. Responsibilities

- The **Director, C&I** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- The **Curriculum & Learning Manager, C&I** and **State Operations Managers, C&I** are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.
- **C&I employees** are responsible for being aware of, and complying with this Policy.

4. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

- **Competent** – The participant is assessed as competent if they achieve all of the learning and performance outcomes specified by a unit of competency.
- **Not Yet Competent** – The participant is assessed as not yet competent if they do not achieve all of the learning and performance outcomes specified by a unit of competency.
- **Principles of Assessment** – The assessment principles require that assessment is valid, reliable, flexible and fair.
- **Rules of Evidence** – The rules of evidence ensure that the evidence collected by the assessment tools are valid, sufficient, current and authentic.
- **Extension** – Extension refers to additional time granted to a participant for the submission of an assessment
- **Independent Support Documentation** - Refers to documents from sources other than the participant, their family or friends, such as doctor's certificates, letters from counsellors or police notes, which are the evidence of the special circumstances which apply and form the basis on which a judgement can be made on the extension request.

5. Review

This Policy is reviewed every 2 years by the Curriculum & Learning Manager to ensure compliance with the Assessment Guidelines in applicable Nationally Endorsed Training Packages and that assessment practices are inclusive and support equity principles.

6. Records

All records in relation to this policy will be managed as follows

Record type	Responsible	Location	Retention
Participant assessments	C&I Program Officers	Retained in Moodle	7 years

7. Related documents

- CI-01.01-13P Records Management Policy
- CI-01.01-67P RPL Policy
- CI-01.01-23D Trainer Handbook
- CI-01.01-06P Complaints and Appeals Policy
- CI-01.01-04P Assessment Validation and Moderation Policy
- Assessment extension request form