

1.03.828 DEVELOPMENT AND CONDUCT OF ASSESSMENT

This policy is applicable to: All IRT Academy Students, IRT Academy employees and Third Parties acting on behalf of IRT Academy.

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DOCUMENT CONTROL

Policy Number: 1.03.828	Policy Owner: General Manager IRT Academy	Version: 2.3
Contact position: General Manager IRT Academy	Approved for circulation: Group Leadership Team	TRIM classification reference:
Date approved: February 2015	Review due to: Legislative change	Next review due: February 2016
Procedure Manual reference: Assessment Development Conduct of Assessment Assessment Validation and Moderation	Compliance/Accreditation/ Standards reference: Standards for Registered Training Organisations 2015 Standard 1.	

REVISION RECORD

Date	Version	Revision description
April 12	1.0	IRT Academy major review of all policies and procedures against Standards for NVR Registered Training Organisations 2011 - Essential Standards for Continuing Registration.
June 14	1.1	Credit Transfer details
Jan 15	2.0	Previous Policy to be superseded.
Jan 15	2.1	Qualifications of Trainers
Jan 15	2.2	Changes to role titles
Jan 15	2.3	Updated to align to Standards for RTOs 2015.

1. TITLE

1.03.828 Development and Conduct of Assessment

2. POLICY STATEMENT

At IRT Academy we recognise that assessment is a core service offered to our students (students) and is at the centre of our operation as a Registered Training Organisation. Quality assessment ensures that the skills and knowledge of students are assessed so that:

- Assessment decisions are based on the assessment of skills and knowledge against the units of competency drawn from industry Training Packages or State accredited courses.
- The target industry or enterprise requirements are contextualised and integrated within the assessment.
- Evidence is gathered that meets the rules of evidence.
- Assessment is conducted in accordance with the principles of assessment.

3. PURPOSE

To meet the requirements of:

- National Vocational Education and Training Regulator Act 2011; and
- Standards for Registered Training Organisations 2015

4. SCOPE

The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.

5. OBJECTIVE

The purpose of this policy is to:

To ensure that assessment is conducted according to nationally understood principles and known rules of evidence.

6. POLICY DETAILS

6.1 Principles of assessment

In the delivery of assessment services, IRT Academy applies the principles of assessment. Assessment strategies have been designed to ensure:

6.1.2 Validity

We conduct assessment against the broad range of skills and knowledge identified within each unit of competency and is integrated with practical application.

6.1.3 Reliability

We seek to gather and interpret evidence in a consistent manner that provides for reliable assessment both for the student and for Assessors.

We achieve this by employing Assessors who have:

- The required vocational competencies and can demonstrate vocational currency.
- Hold the current required training and assessment qualification as specified in the Standards for RTOs 2015 and demonstrate annual currency in Vocational Education and Training.

Our assessment resources also provide for standardised outcomes supported by marking guides and exemplar assessment tools to guide Assessors in their professional judgments. Reliability is also supported by the Moderation of assessment judgments through the use of exemplar assessment tools.

6.1.4 Flexibility

We strive to provide assessment opportunities that reflect a student's needs. Our chosen assessment strategies provide for recognition of a student's current competence, employ a range of methods appropriate to the context of the industry, the competency and the student.

6.1.5 Fairness

Our assessment approach encourages fairness in assessment through consideration of the student's needs and characteristics and through making reasonable adjustments when it is required. Assessors achieve this through clear communication with a student to ensure that the student is fully informed about, understands and is able to participate in, the assessment process, and agrees that the process is appropriate.

6.1.6 Benchmarks for assessment

IRT Academy uses units of competency drawn from nationally endorsed industry Training Packages as our primary benchmark for assessment. Supporting this are industry standards and/or codes of practice.

These and other industry specific publications inform the context and standard of performance during assessment.

6.1.7 Engagement with industry

IRT Academy is well placed to incorporate industry requirements into the assessment process.

Consultation with enterprises or industry will provide information about assessment requirements relevant to workplaces.

Regulatory requirements that relate to specific units of competency will be incorporated to ensure our students are well prepared for their workplace duties.

6.1.8 The rules of assessment evidence

In collecting evidence, IRT Academy applies the rules of evidence to inform the assessment strategy. Assessment strategies have been designed to ensure:

6.1.9 Sufficiency

We prioritise the collection of enough appropriate evidence to ensure that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly.

6.1.10 Validity

We collect evidence that is specified in the benchmarks for assessment. IRT Academy places significant emphasis on direct evidence that is gathered in a workplace through observation and compilation of a portfolio of work outcomes. Where this is impractical due to geographic distance, other forms of evidence are used such as industry evidence and detailed assessment of underpinning knowledge.

6.1.11 Authenticity

We seek evidence that is authentic. To support this, assessors must be assured that the evidence presented for assessment is the student's own work. In all instances work submitted is to include a signed statement by the student that they certify the work as their own.

6.1.12 Currency

We must be satisfied that the student currently holds the skills and knowledge relating to a particular assessment. This will mostly relate to recognition applications where a student has been in the workplace for many years and is seeking recognition of skills and knowledge obtained through workplace experience or previous training. We will apply where necessary assessment strategies which satisfy currency through the gathering of direct evidence in the workplace.

7. ROLES AND RESPONSIBILITIES

All employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Specific roles and responsibilities of employees and management are outlined in Section 6 of this policy.

Specific roles and responsibilities of areas/departments/functions are outlined in the table below.

Role	Responsibility
Policy Owner – General Manager IRT Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Operations Coordinator	Ensure day to day implementation and compliance with policy.
Policy Implementation- Trainer/Assessor	Implement procedure as per IRT Academy Procedure Manual
Policy Owner – General Manager IRT Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.

8. EDUCATION AND STAFF DEVELOPMENT

This is a Standard Policy.

Education and Staff development relevant to this policy will occur via:

- Via IRT Academy On-Boarding procedure
- Via IRT Academy quarterly meetings
- This is a standard policy – specific education is not required, employees are expected to be familiar with this policy.

9. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- Operations Coordinator
- General Manager

The policy will be reviewed every 2 years by the General Manager. Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy.
- New business activities impacting on this policy.
- Changes to internal controls relating to this policy.
- Changes to legislative and/or regulatory requirements.

10. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
RTO	Registered Training Organisation

11. ASSOCIATED PROCEDURES AND FORMS

Name and number of document
IRT Academy Management Manual
IRT Academy Procedure Manual
Assessment Summaries
Training and Assessment Strategies
Learning and Assessment Plan
Continuous Improvement Register
Trainer Feedback Form

12. REFERENCES – COMPLIANCE AND BEST PRACTICE

Legislative references
National Vocational Education and Training Regulator Act 2011
Best Practice references
Standards for RTOs 2015
Standard 1. 1

13. LINKS TO OTHER POLICIES

1.03.829 Complaints Incidents and Appeals
1.03.805 Skills and Qualification Recognition
1.03.813 Record Retention & Archiving
1.03.824 Training and Assessment Strategies
1.03.825 Version control