

# VET Assessment Policy

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**Document History**

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**Distribution List**

To: All RCDC VET staff  
All RCDC VET students

Cc: Chair, Council  
Chair, Senior Management Committee

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## 1 Purpose

In vocational education and training (VET) courses, students are assessed based on competency achieved on units of study. This Policy sets out the VET assessment principles at Raffles College of Design and Commerce (RCDC), in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015.

## 2 Scope

This policy applies to all students enrolled in a vocational education and training (VET) course offered by RCDC. All staff who are engaged in any aspects of VET assessment process must comply with this policy.

## 3 Definitions of Terms

**Assessment:** is the process of collecting evidence and making judgments of whether competency has been achieved so as to confirm that a student can perform to the standard or level of achievement required within a subject.

**Competency:** the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situation and improvements (Standards for Registered Training Organisations 2015: User's Guide).

**Assessment Moderation:** Is a quality control process aimed at bringing assessment judgments into alignment. Moderation is generally conducted before the finalization of student results as it ensures the same decisions are applied to all assessment results within the same unit of competency.

**Assessment Validation:** 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.

## 4 Policy Principles

### 4.1 Assessment System

RCDC shall implement an assessment system that ensures that assessment, including any recognition of prior learning:

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

### 4.2 Individual Learner Needs

- a. RCDC ensures that individual applicant's needs are considered in the assessment process and where appropriate, applies reasonable adjustments to account for individual needs.

- b. Students are given the opportunity to appeal against the results of assessments if they believe that they had not been conducted in accordance with the Principles of Assessment, and be reassessed if necessary.

#### **4.3 Validation**

- a. As part of continuous improvement, RCDC implements a plan for ongoing systematic validation of assessment judgments that includes, for each training product on our scope of registration:
- when assessment validation will occur,
  - which training products will be the focus of the validation,
  - who will lead and participate in the validation activities, and
  - how the outcomes of these activities will be documented and acted upon.
- b. RCDC ensures that each training product is validated at least once every five years, with at least 50% of products validated within the first three years of each five year cycle, taking into account the relative risks of all of the training products on RCDC's scope of registration, including those risks identified by the VET Regulator.
- c. RCDC undertakes systematic validation of its assessment practices and judgments as an RTO through one or more persons who are not directly involved in the particular instance of delivery and assessment of the training product being validated, and who collectively have:
- vocational competencies and current industry skills relevant to the assessment being validated,
  - current knowledge and skills in vocational teaching and learning, and
  - the required training and assessment qualification or assessor skill set.
- d. Industry experts may be involved in validation to ensure there is the combination of expertise set out above.

#### **4.4 Assessment Records**

RCDC keeps all completed assessment relating to each unit or subject for six months from the date on which the decision on competence for the unit or subject was made, in accordance with the ASQA's General direction for retention of completed student assessment items.

### **5 Supporting or related documents**

- Training and Assessment Strategies
- VET Assessment and Validation Procedure

### **6 References**

- Standards for Registered Training Organisations (RTOs) 2015  
<https://www.legislation.gov.au/Details/F2014L01377>
- ASQA Fact Sheet - Conducting Validation, updated 13.5.2015  
<http://www.asqa.gov.au/media-and-publications/conducting-validation1.html>

## Appendix A

Assessment in VET courses is conducted in accordance with the Principles of Assessment and the Rules of Evidence.

### Principles of Assessment

- **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, irrespective of the assessor conducting the assessment.
- **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.

### Rules of Evidence

- **Validity:** The assessor is assured that the student has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
- **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.

## Appendix B

### Grading Criteria

All assessments for VET courses are assessed according to the training rules in the relevant Training Package or accredited course. At completion, students will receive a result for each unit of competency as follows:

- **Competent (C)** - awarded to a student who has achieved all of the learning outcomes specified for the subject to the required standard.
- **Not Yet Competent (NYC)** - awarded to a student who has attempted all the assessment items but failed to achieve all of the learning outcomes specified for the subject to the required standard.