

## 1.03.828 DEVELOPMENT & CONDUCT OF ASSESSMENT

### What You Need to Know

The purpose of this policy is to ensure that assessment is conducted according to nationally understood principles and known rules of evidence.

**Always read this Policy in conjunction with the Related Procedures identified below.**

<b>Policy Statement</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• Assessment decisions are based on the assessment of skills and knowledge against the units of competency drawn from accredited Training Packages The target industry or enterprise requirements are contextualised and integrated within the assessment.</li> <li>• Evidence is gathered that meets the rules of evidence.</li> <li>• Assessment is conducted in accordance with the principles of assessment.</li> </ul>
<b>Purpose</b>	<p>To meet the requirements of:</p> <ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011; and</li> <li>• Standards for Registered Training Organisations 2015</li> </ul>
<b>Risk Statement</b>	IRT has a low appetite for risk of failing to comply with legislation.
<b>Scope</b>	The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.
<b>Related Procedure</b>	<ul style="list-style-type: none"> <li>• IRT Academy Procedure Manual</li> <li>• IRT Academy Management Manual</li> <li>• Assessment Summaries</li> <li>• Training and Assessment Strategies</li> <li>• Learning and Assessment Plan</li> <li>• Continuous Improvement Register</li> <li>• Trainer Feedback Form</li> </ul>

<b>Related Documents</b>	<ul style="list-style-type: none"><li>• 1.03.829 Complaints Incidents and Appeals</li><li>• 1.03.805 Skills and Qualification Recognition</li><li>• 1.03.813 Record Retention &amp; Archiving</li><li>• 1.03.824 Training and Assessment Strategies</li><li>• 1.03.825 Version control</li></ul>
<b>Compliance Requirements</b>	<ul style="list-style-type: none"><li>• National Vocational Education and Training Regulator Act 2011</li><li>• Standards for RTOs 2015 - Standard 1</li></ul>
<b>Policy Owner</b>	EGM - People & Culture
<b>Effective Date</b>	January 2020
<b>Review Date</b>	January 2023
<b>Content Manager Reference Number</b>	EDOC2020/04982

## **1 POLICY PRINCIPLES**

### **1.1 Principles of Assessment**

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

#### **1.1.1 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.

#### **1.1.2 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.

#### **1.1.3 Validity**

We conduct assessment against the unit of competency and the associated assessment requirements ensuring the broad range of skills and knowledge essential to competent performance are assessed

#### **1.1.4 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.

### **1.2 Rules of Evidence**

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

#### **1.2.1 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.

### 1.2.2 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.

### 1.2.3 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.

### 1.2.4 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.

## 2 ROLES AND RESPONSIBILITIES

Role	Responsibility
Policy Owner – General Manager IRT Academy	<ul style="list-style-type: none"> <li>Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.</li> </ul>
Policy Monitor – Operations and Compliance Manager	<ul style="list-style-type: none"> <li>Ensure day to day implementation and compliance with policy.</li> </ul>
Policy Implementation-Trainer/Assessor	<ul style="list-style-type: none"> <li>Implement procedure as per IRT Academy Procedure Manual</li> </ul>

## 3 DEFINITIONS

In this Policy, words have the following meaning:

Term	Definition
RTO	Registered Training Organisation