

<b>Title</b>	Assessment Policy	<b>Type</b>	<input checked="" type="checkbox"/> POL	<input type="checkbox"/> PRO	<input type="checkbox"/> INS
<b>Section</b>	Quality Assurance	<b>Reference Number</b>	Standard 4, 5, 6, 7		
<b>Endorsement Date</b>	March 2015	<b>Review Date</b>	March 2017		
<b>Version</b>	1.1	<b>Review Personnel</b>	Sarah Watterson		

<b>PURPOSE</b>
<p>The purpose of this policy is for ADULT ED. to determine whether a student who is participating in an ADULT ED. course has acquired the required competencies offered by the course and by establishing whether or not they have achieved the standards of performance required as outcomes of that course.</p> <p>ADULT ED. will at all times comply with the Assessment Guidelines contained within the nationally endorsed Training Packages or the assessment requirements specified within accredited courses curriculum documents contained within ADULT ED. scope of registration</p>
<b>SCOPE</b>
<p>This policy is applicable to all VET operations of Adult Ed Community College.</p>
<b>PRINCIPLES</b>
<p>Adult Ed Community College (RTO ID 6558) is a compliant organisation and takes its obligations under various legislation, standards, and contracts seriously. The organisation has quality assurance mechanisms in place to ensure ongoing compliance and continuous improvement across its operations.</p> <p>Adult Ed Community College complies with Commonwealth and State legislation and regulatory requirements on :</p> <p>WH &amp; S            Duty of care legislation            Workplace harassment, victimisation and bullying            Anti-discrimination, including equal opportunity, racial vilification or disability discrimination            Prohibited Employment            Child Care and Protection</p>

Disability Service Standards  
 Fair Work Australia  
 Worker Compensation  
 Taxation legislation  
 Vocational Education and Training  
 Provision of international education and training services  
 Apprenticeships and traineeships

**POLICY**

ADULT ED. will at all times comply with the Assessment Guidelines contained within the nationally endorsed Training Packages or the assessment requirements specified within accredited courses curriculum documents contained within ADULT ED. scope of registration

Adult Ed.'s assessment processes will be:

**Valid:** that is all assessment methods utilised by ADULT ED. will be valid and they will assess what they claim to assess. ADULT ED. will utilise some of the following assessment methods:

- o Observation & Demonstration
- o Question and Answer
- o Workplace Projects
- o Written tests and examinations
- o Practical tests

**Reliable:** that is all assessment procedures utilised by ADULT ED. will be reliable and they will result in a consistent interpretation of evidence from the participant and from context to context

**Fair:** that is all assessment procedures utilised by ADULT ED. will be fair and they will not place participants at a disadvantage. Adult Ed.'s assessment procedures will:

- o be equitable and culturally appropriate to the needs of the individual participant or client group;
- o involve processes in which the criteria for judging performance are made clear to the participants;
- o employ a participatory approach; and
- o provide for participants to undertake assessments at appropriate times and where required locations;

**Flexible:** that is assessment procedures utilised by ADULT ED. will be flexible and they will involve a variety of methods that can be tailored to the circumstances surrounding the assessment situation.

All ADULT ED. assessment procedures will recognise equity and cultural issues without compromising the integrity of the assessment.

Assessments are conducted by experienced and suitably qualified staff that have the Certificate IV in Training and Assessment TAE40110.

ADULT ED. will deliver and assess all qualifications currently on its scope of registration in accordance with the delivery and assessment strategies in place for each qualification or accredited course.

Adult Ed.'s assessment process will be fully equitable for all persons and will take into account the cultural, linguistic, and other individual participants' needs in relation to assessment tasks.

All participants of ADULT ED. programs will be informed of the assessments to be conducted throughout the program. Students will be provided with notice of when an assessment is to be conducted and provided with ample time for preparation and practice.

All assessment results are treated as strictly confidential and ADULT ED. will provide feedback to students about the outcomes of the assessment and provide further guidance on future options.

All assessments are marked as either 'Competent' or 'Not Yet Competent'. In a situation of an assessment being marked as 'Not Yet Competent' students will be provided with an opportunity to re-sit the assessment at a mutually arranged time.

If any participant in a program is dissatisfied with the results of their assessment they have the right to appeal the results.

ADULT ED. will undertake an annual review of its assessment systems and procedures and the outcomes of assessment to ensure that they are appropriate and current and in line with the requirements of the relevant industry groups. This review and moderation process is essential in maintaining the integrity of ADULT ED. assessment system.

#### PUBLISHING AND COMMUNICATION

Published March 2015

Reviewed March 2016

Published on Website

<b>Authorised Officer Position</b>	CEO	<b>Authorised Officer Name</b>	Sarah Watterson
<b>Signature</b>		<b>Date</b>	30 <sup>th</sup> March 2016

