

## CONDUCT OF ASSESSMENT

### POLICY STATEMENT

This document provides a consistent set of principles under which REIWA Training will conduct assessment to comply with the requirements of the Standards for Registered Training Organisations (RTOs) 2015.

### SCOPE

Assessment is a planned activity organised by a Registered Training Organisation to allow the opportunity for a student to present evidence of their knowledge, skills, and application of knowledge and skills, against national industry competency standards.

REIWA Training is committed to the conduct of assessment that meets the requirements of the relevant training package and in accordance with the principles of assessment and the rules of evidence.

### APPLICATION

Assessment can be undertaken in a range of contexts and can be conducted via the following pathways:

- Recognition of prior learning
- As part of a structured learning and assessment process
- Assessment only.

### RECOGNITION OF PRIOR LEARNING

Enrolling students will be provided with the opportunity to have existing knowledge and skills recognised through the application of REIWA Training's Recognition of Prior Learning (RPL) policy and procedure.

Prospective students will be provided with information about REIWA Training's RPL process via the REIWA Training website and RPL information brochure.

Students who select to undertake assessment via recognition of prior learning will be supported by a trainer and assessor to gather and provide the evidence required to support the RPL application. The RPL policy and procedure provides information relating to the conduct of recognition of prior learning.

### STRUCTURED LEARNING AND ASSESSMENT

Students who select to enrol in a learning and assessment program will be provided with clear guidelines on the expectations of the student undertaking assessment. The information provided to the student must be clear and understood by the student prior to assessment commencement.

Trainers and assessors will ensure that the student is well informed of the nature of assessment and options available for further study, planning and negotiation of submission dates if required.

Students will be provided with the assessment decision and feedback on the assessment outcome within a maximum of 20 working days of receipt of the assessment evidence by REIWA Training.

Where a student is deemed not yet competent, he or she will be provided with one opportunity to resubmit the assessment. The student will also be provided with the opportunity to discuss the outcome with the assessor to ensure that the student clearly understands what is required. The assessor may recommend further study before resubmission or may request further evidence in the form of supplementary oral or written questions or activities.

### **ASSESSMENT ONLY**

Students who consider that they already have knowledge and skills to meet the competency requirements may opt to undertake assessment only.

Assessment only students will be provided with clear guidelines on the expectations of the assessment. Students will be provided with the assessment decision and feedback on the assessment outcome within a maximum of 20 working days of receipt of the assessment evidence by REIWA Training.

If the student is deemed not yet competent, he or she will be provided with one opportunity to resubmit. Should the student be again deemed not yet competent, he or she will be invited to undertake further formal or personal study before re-enrolment for assessment. An assessment only fee is payable on each occasion that evidence is supplied for assessment under the assessment only option.

### **ASSESSMENT APPEALS**

Trainers and assessors will ensure that the student is informed of the appeals against an assessment decision process available under the REIWA Training Appeals Policy and Procedure

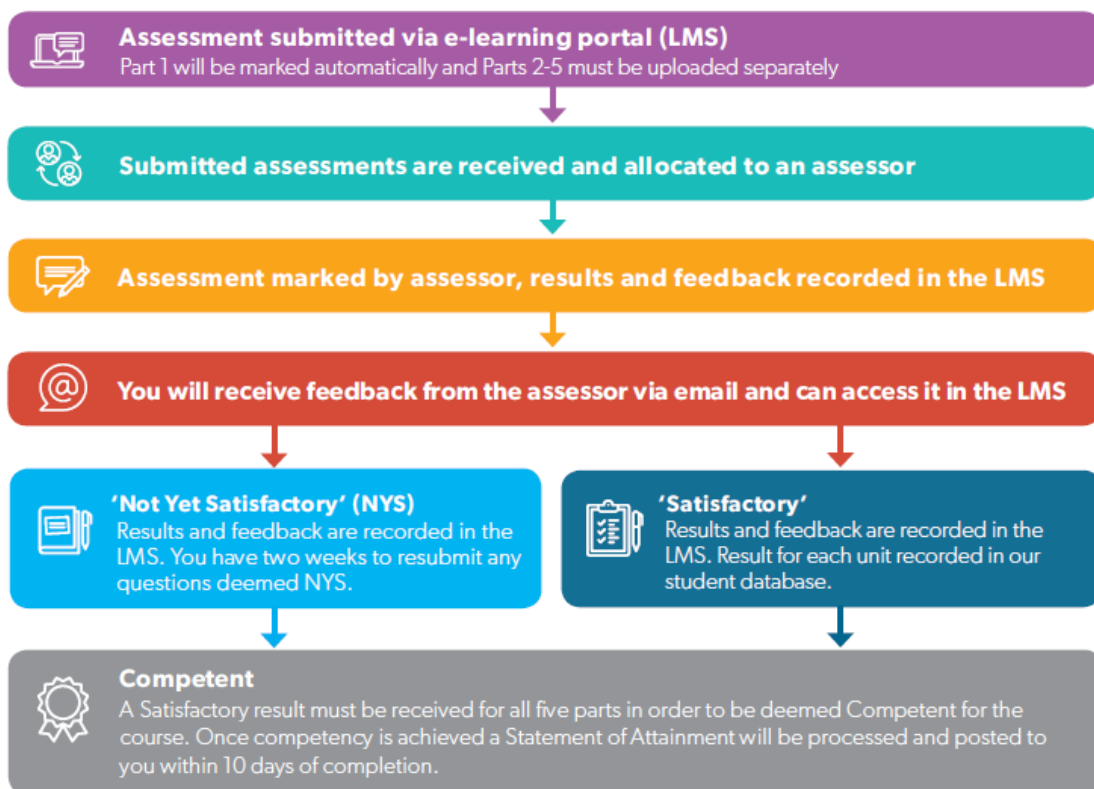
### **ASSOCIATED DOCUMENTS**

- Standards for Registered Training Organisations (RTOs) 2015
- RPL Policy and Procedure
- RPL Application Form
- Assessor Feedback Form - PM Registration
- Assessor Feedback Form - Sales Registration
- Diploma Unit Feedback Form
- Appeals Lodgement Form
- Appeals Progress Form
- Assessment Process

**PROCEDURE**

On receipt of a student’s assessment submission, the following procedure will be implemented:

## Assessment process



**Please note:**

Assessment processing, and issuing of results, will be finalised within 20 days. Please do not contact REIWA Training for your results unless we are outside of the 20 days.

COURSE ASSESSMENT PROCESS (STUDENT) V13

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### REVIEW OF THE POLICY

This is a controlled document. It may only be changed on the authority of the Executive Manager Training.

**AUTHOR OF POLICY:** Liz McIlhone - Executive Manager Training

**DATE REVIEWED:** September 2017

**DATE TO BE REVIEWED:** September 2019

### VERSION CONTROL

Version	Page	Revision Details	Changed by	Date
1.0	All	New policy	Liz McIlhone	May 2013
2.0	All	Review	Liz McIlhone	February 2015
3	All	Review Rebranding REIWA Learning to REIWA Training AQTF to Standards for RTOs 2015	Liz McIlhone	May 2016
4	All	Review	Liz McIlhone	September 2017