

## 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

### 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.

Assessors will adhere to REIWA Training's RPL assessor guide when reviewing workplace evidence, conducting gap interviews and gathering third party evidence and making assessment judgements via the RPL process.

### 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. Assessors

will adhere to the applicable version of REIWA Training's assessor guides when reviewing assessment evidence and making assessment judgements.

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 the 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 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
- Appeals Lodgement Form
- Appeals Progress Form
- Assessment Process
- REIWA Training Trainer Code of Conduct

**PROCEDURE**

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

**Assessment process**



ASSESSMENT PROCESS V15

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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:** Lesley Reagon - Executive Manager Training

**DATE REVIEWED:** October 2018

**DATE TO BE REVIEWED:** October 2020

### 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
5	All	Inserted updated assessment flow chart v14  Inserted reference to trainer code of conduct, assessor and RPL guides	Lesley Reagon	October 2018