

## ASSESSMENT POLICY

### Policy:

Numurkah Community Learning Centre (NCLC) will ensure that the requirements of the training package are met through the use of appropriate training and assessment processes and requirements in accordance with Standards for Registered Training Organisations 2015 or their successors.

NCLC will offer Recognition of Prior Learning to its clients to ensure that client needs are met and assessment is fair and flexible

NCLC will issue to persons whom it has assessed as competent in accordance with the requirements of the Training Package or VET accredited course, a VET qualification or VET statement of attainment

NCLC will recognise AQF and VET qualifications and VET statements of attainment issued by any other RTO.

### Procedure:

- Undertake assessment only on qualifications or units of competency that are recorded against the RTO's scope of registration.
- Involve all stakeholders in a systematic process for continuous improvement across all aspects of training and assessment
- Ensure Training and Assessment strategies, staff, facilities, equipment and training and assessment materials meet the requirements of the relevant Training Package or VET accredited course
- Undertake consultation with industry stakeholders when developing Training and Assessment strategies.
- Engage employers and other parties contributing to learners' training and assessment in the development, delivery and monitoring of the training and assessment
- Ensure assessment including RPL meets the requirements of the relevant Training Package or VET accredited course and is conducted in accordance with the principles of assessment and the rules of evidence and that it meets workplace and regulatory requirements (where appropriate)
- Inform all students about the training, assessment and support services to be provided and their rights and obligations prior to enrolment.
- Inform students of the availability of Recognition of Prior Learning at the time of enrolment.

- Inform students that qualifications issued by another RTO will be recognised provided the original qualification is presented.
- Inform all students that Assessments must be submitted by the due date or an extension requested in writing. Arrange for students to meet with Student Support Worker if Assessments not submitted.
- Inform students that they may be withdrawn from the course if, following counselling by the Student Support Worker, they still fail to submit the required assessments.
- Inform all students of their right to appeal an Assessment decision according to the Appeals Policy.
- Ensure assessment meets the needs of the individual.
- Undertake systematic validation and moderation of assessment in accordance with NSSC guidelines current at the time.
- Monitor assessment services provided on behalf of NCLC to ensure compliance with the relevant regulatory requirements, standards and funding body requirements.
- Ensure Certificates / Statements of Attainment are issued to only those NCLC has assessed as competent in accordance with the requirements of the Training Package or VET Accredited Course.

## **Related Standards for RTO's 2015**

Standard 1

### **Related Documents**

Student Handbook

Tutor Handbook

Training and Assessment Strategies

Course Materials

Position Descriptions

**Validation Plan**

### **Related Policies**

Enrolment Policy

Complaints and Appeals Policy

Plagiarism and Cheating Policy

**Competence of RTO Staff Policy**

**Records Management Policy**