

ASSESSMENT POLICY

1. PURPOSE/SCOPE:

AIM WA is committed to implementing a high standard of training and assessment services. The Assessment System ensures that assessment complies with the assessment requirements of the relevant training package or VET accredited course and is conducted in accordance with the Principles of Assessment and Rules of Evidence – as defined in the Standards for RTOs 2015.

Assessment practices and judgements must comply with internal policies and procedures, the Standards for RTOs 2015, and will be subjected to audit and validation.

Before members or clients enrol on a Qualification or a unit with a view to receiving a Statement of Attainment, AIM WA will provide information on the Assessment process and fees, support services and their rights and obligations.

AIM WA uses a recognition of prior learning assessment model. This is a formal assessment process that requires participants to gather evidence of all their learning and experience, specifically including the accredited training aligned to any qualification, in order to prove their competency against the requirements of the qualification.

AIM WA applies this assessment model as all its participants who enrol, are required to have a minimum of 2 years' experience in their chosen field/area of work, before they can enrol in their preferred qualification and only then, if their completed self-assessment questionnaire indicates that they have enough experience to be able to undertake this type of assessment pathway.

The self-assessment survey is required to be signed off by the prospective participants Manager/Supervisor, as this is the person who will provide the support necessary in the workplace to allow the participant relevant access to gather the necessary evidence for assessment.

2. PRINCIPLES:

AIM WA complies with the Standards for Registered Training Organisations (RTOs) 2015 including the clauses related to implementing, monitoring and evaluating training and assessment strategies and practices (clauses 1.1 to 1.4 and 2.2) and conducting effective assessment (clauses 1.8 to 1.12).

3. DEFINITIONS:

Assessor: a person employed by or contracted by AIM WA to assess a client's competence in accordance with the clauses set out in Standards for RTOs 2015.

Assessment: the process of making judgements on a client's competency. Assessment is criteria based – this means that clear expectations are set out on knowledge, skill or behavioural performance that will be taken to reflect a competent level of achievement. Assessment is via Recognition of Prior Learning, whether a Training and Assessment pathway, or Assessment pathway only.

Assessment Tool: The assessment tool for each unit of competence, is made up of four (4) assessment components;

1. Knowledge Questions
2. Workplace Evidence
3. Personal Statement
4. Third Party Report

The assessment components are designed to enable the participant to generate the required evidence to demonstrate competency.

Assessor Guide: Guidance notes are provided for the assessor to facilitate a consistent approach to assessment judgements.

Assessment Mapping: Each unit Assessment Tool contains 4 (four) Assessment Components. Each component is mapped directly to each of the individual requirements of each unit, i.e.

1. **Knowledge evidence requirements** are addressed by **The Knowledge Question component**
2. **Performance evidence requirements** are addressed by **The Workplace Evidence component**
3. **Ability to demonstrate tasks consistently in the workplace - The Personal Statement component**
4. **Performance criteria requirements** are addressed by **Third Party Report component**
5. **Foundation skills requirement** is addressed by all components of each **Assessment Tool**.

Recognition of Prior Learning is an assessment method that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which the individual meets the requirements specified in the training package or VET accredited courses.

4. REFERENCES:

Standards for RTOs 2015: [Standards for Registered Training Organisations \(RTOs\) 2015](#)

Record Keeping and Issuing Certification Documents Policy

Validation Schedule

Consultant Handbook

Confidentiality Contract

Appeals Policy

AIM WA Info and T&C of Assessment

Australian Qualifications Framework (AQF)

5. POLICY:

- 5.1. The AIM WA Assessment system will be subject to audit with both assessment practices and judgements forming part of a systematic validation schedule.
- 5.2. Feedback from clients, assessors, consultants and employers will be fed into the validation schedule, or where appropriate, result in an earlier review of any assessment tool.
- 5.3. The L&D Specialist, is responsible for ensuring that accurate participant records are maintained and kept to support the assessment outcome, in line with the *Retention of Evidence* Policy. These records must be made available to a client on request or as part of any assessment appeal process or audit.
- 5.4. Assessment submissions must be made through the AIM WA Assessment Portal. Both the appointed assessor and assessment services, will be notified by the Portal, when a participant submits assessment evidence.
- 5.5. Assessment Services allocate assessors as and when required, when a new participant gains access to the assessment portal. Assessors are allocated in a manner which allows for fair distribution of work and in keeping with the competence of the assessor.
- 5.6. Assessors and their currency are reviewed yearly as part of the yearly review of consultants.
- 5.7. Assessors must have signed the confidentiality agreement in order to receive work from Assessment Services.
- 5.8. Assessor Competence must comply with the requirements set out in the Standards for RTOs 2015, including maintaining currency of assessment practices.
- 5.9. Assessment Services keep informed of participant progress, through communication with the Assessor and through daily automated reports from the student management system aXcelerate.
- 5.10. The current assessment model allows the Assessors two weeks (10 working days) to complete the assessment decision per unit (4 assessment components). If further evidence is required from the participant, the assessor is to provide detailed advice on the gaps and provide guidance on how the participant may submit further evidence/information to satisfy the Rules of Evidence. Unless otherwise agreed between the assessor and the participant, the additional evidence must be submitted within four (4) weeks. Further evidence may be submitted three (3) times, however an assessor is to use reasonable judgment on whether they go back to the participant requesting further evidence beyond this before the submission is to be treated as a new submission and subject to additional fees.
- 5.11. Evidence of assessment judgements (the original submission plus any further evidence requested by the assessor) will be kept for the period specified in the *Retention of Evidence* Policy.
- 5.12. Design of assessment tools must be in alignment with the training package or accredited course requirements and the specifications set out in the unit assessment outline and written at the correct AQF level.

- 5.13. All newly designed or customised assessment tools will be validated before first use and require mapping information (mapping tool) and assessor guide.
- 5.14. Assessment participants are given a 'Guide to Assessment' document which guides them on how to use the Assessment Portal and submit their evidence
- 5.15. Participants are obligated to provide evidence as specified in the assessment tool, to verify that the work and evidence is their own work, and to be accurate and truthful in any statements made in support of their evidence. Each electronic submission is an automatic declaration by the participant that they **accept the terms and conditions of assessment** [Assessment Terms and Conditions Document](#) and verify the authenticity of their work.
- 5.16. Evidence submitted for assessment will not be returned to the client, AIM WA will keep the submission as part of its retention requirements. Clients are advised to keep a copy of all of their assessment submissions.
- 5.17. Assessment decisions must comply with the Principles of Assessment and Rules of Evidence as defined in the Standards for RTOs 2015.
- 5.18. Assessors will inform the participant through the Assessment Portal of their assessment judgement and provide feedback to clients in a form that is clear and focused on the academic content of the task. Comments of a judgmental nature must not be made under any circumstances. The feedback should provide guidance and direction that can be utilised by the participant in future assessment tasks. Noting that all assessment decisions are subject to confirmation by the AIM WA Assessment Services. The participant will be officially notified of their result by the AIM WA Assessment Services team.
- 5.19. If the final assessment decision for any given Assessment Tool is Not Yet Competent, the client may appeal the decision. Refer to the *Appeals Policy*.
- 5.20. Assessment decisions are recorded on the official AIM WA student management system to maintain the accuracy and integrity of the process.