



Student Assessment Policy

The purpose of this policy and procedure is to set out the guidelines process to governing Elite Training Institute (ETI) assessments.

Scope

This policy applies to all:

- Staff of ETI who are involved in providing training.
- Current learners and prospective learners.
- Current and prospective councils and employer of learners.

Definitions

Assessment is the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

Assessment tools include the following components: the context and conditions of assessment; tasks to be administered to the learner; an outline of the evidence to be gathered from the candidate; and evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules).

Competency is the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Result is the final assessment outcome determination for a unit of competency, expressed as Competent or Not Yet Competent.

Competent is the outcome to learners whose assessment tasks demonstrate the knowledge and/or performance evidence related to the unit of competency.

Not Yet Competent is the outcome to learners whose overall achievement is unsatisfactory even after resubmitting assessment tasks twice and still demonstrate a lack of understanding, skills and knowledge related of a unit of competency.

Special consideration is the making of alternative arrangements for the assessment of learners who are unwell or experience hardship. As required under the principles of assessment fairness, reasonable adjustments are applied by ETI to take into account the individual learner's needs.

Learner is the active learner with a current course of enrolment with ETI.

Unit of competency is the unit of learning in a VET qualification and includes assessment requirements and the specification of the standards of performance required in the workplace as defined in a Training Package.

Policy

Assessment is the process of collecting evidence and making judgments about the extent to which learners have achieved the intended learning outcomes of a unit of competency.



ETI uses various types of assessment. For each unit of competency within each course, the final outcome for a learner is determined from the learner’s performance in all of the assessments tasks for the unit of competency. Following aspects are considered:

- Performance at an acceptable level of technical skill;
- Organisation of tasks;
- Appropriate response and reaction when things go wrong; and
- Transferability of skills and knowledge to new situations and contexts

ETI implements an assessment system that ensures that assessment (including recognition of prior learning) is according to the required standards. This system considers that assessment:

- A. Complies with the assessment requirements of the relevant training package or VET accredited course
- B. Conducted in accordance with the Principles of Assessment contained in Table 1. and the Rules of Evidence contained in Table 2.

Table 1: Principles of Assessment

Fairness	<p>The individual learner’s needs are considered in the assessment process.</p> <p>Where appropriate, reasonable adjustments are applied by ETI to take into account the individual learner’s needs.</p> <p>ETI informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.</p>
Flexibility	<p>Assessment is flexible to the individual learner by:</p> <ul style="list-style-type: none"> • reflecting the learner’s needs; • assessing competencies held by the learner no matter how or where they have been acquired; and • drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.
Validity	<p>Any assessment decision of ETI is justified, based on the evidence of performance of the individual learner. Validity requires:</p> <ul style="list-style-type: none"> • assessment against the unit(s) of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance; • assessment of knowledge and skills is integrated with their practical application; • assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and • judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.
Reliability	<p>Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.</p>

Table 2: Rules of Evidence



Validity	The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner’s competency.
Authenticity	The assessor is assured that the evidence presented for assessment is the learner’s own work.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

Various types of assessment are used at ETI to make a considered judgement about whether or not learners have achieved and consistently met the knowledge & evidence performance of the unit of competency.

Assessment tasks may include (but not limited to):

Demonstration	Questioning
Observation	Fault finding
Case Scenarios	Investigation reports
Case Studies	Peer assessment
Problem Solving	Interviews
Quizzes	Scenario
Reports	Project
Role play	Third party reports

Procedure

Assessment requirements

- Trainers/Assessor will ensure that learners are fully informed of unit knowledge and performance standards, including the assessment requirements.
- Unit, Module Delivery and Assessment Plans will be provided to all learners on the commencement day (the first time learner account information to access online portal is made available), which will outline the assessment tasks, conditions of assessment and submission dates.
- The learner assessment document will be provided to the learners through online portal, and in printed form if requested for delivery formats other than online learning. The Facilitator will provide support for each assessment task as and when support is needed by the learners.

Submission of assessments

- Assessment tasks will be set, submitted, assessed and acknowledged to learners, of each unit or module of competency. It’s the responsibility of the trainer/assessor to take the submissions and make sure that learners have got the access of the assessment workbook. This allows Assessor to make judgements on the learners’ progress and provides learners with valuable feedback.



- Learners will submit the assessment tasks to their trainer/assessor. The learner must check the declaration before submission. The learner must complete and sign the declaration before submission.
- Learners are to keep a copy of all work submitted until the final course results are recorded and credential issued.
- If the learners fail to submit their assessments by the maximum available time and an extension has not been approved, it will automatically be resulted as Not Yet Competent.
- The learners have the right to seek clarification of the assessment results.

Application for extension

- An extension to the in maximum completion / submission time for assessment task(s) should only be granted where the following criteria apply:
 - the learner has to send Request Form for an extension prior to or within three (3) working days of the maximum allowed time; and
 - the learner has justified his/her request on the basis of individual circumstances that are reasonably likely to have prevented him/her from completing the assessment(s) by the specified timeline.
- Applications for extensions may be submitted formally or verbally to the trainer/assessor using the general Request Form and submit through email, post or in person.
- Any extension can be granted verbally or formally communicating a new due date for submission of the assessment item(s), during which the learner can submit the work.

Feedback to learners about their performance

- Timely feedback to each learner throughout the course is considered an essential component of the teaching and learning process at ETI. Feedback will be provided in various ways, including:
 - Review of individual class participations; and
 - Review of individual summative assessments.

Resubmission of an assessment task

- Once an assessment task has been officially submitted, it is deemed to have been presented for marking and cannot be resubmitted to improve the result.
- If the assessment is deemed unsatisfactory, the learner will be provided feedback by the facilitator and provided an opportunity to resubmit by an agreed due date.
- If the learner's re-submission is assessed by the assessor and deemed unsatisfactory, the learner will be provided written feedback by the facilitator and provided a final opportunity to resubmit by an agreed due date.
- If the second resubmission is assessed by the assessor and deemed unsatisfactory, the learner's overall result for the unit of competency will be Not Yet Competent. In this situation, the learner will be required to re-enrol in the unit of competency, which may have an additional fee payment and extension in course enrolment.



- An extension will not be granted for any assessment re-submissions.

Assessment outcomes

- The assessor has ten (14) days from the date of submission of assessment, to provide the result of learner's assessment tasks.
- All assessment tasks for each unit or modules of competency must be deemed "Satisfactory" to achieve an overall result of competent.
- All the units must be "Competent" to complete the qualification and be awarded a credential.

Reporting of assessment outcomes

- Learners are responsible for their own result checks as these results may be made available from the trainer/assessor or by calling ETI student support services.
- Assessor are responsible for reporting all assessment outcomes considering the course progress considering the term time planned according to maximum available timeline to a learner.
- Administration staff are responsible for checking / recording the results as per the compliance requirements in the learner management system within fourteen (14) days of the assessment outcome.

Retention and disposal of assessments

- Learners are required to keep a copy (electronic or hard) of all items they submit for assessment, unless the format of the assessment item precludes a copy being made and stored.
- All completed and marked learner assessment tasks are to be retained in soft form for the duration of six months from the date of judgement, as per Records Management Policy and Procedure.
- All recorded assessment results in the learner management system are to be retained in accordance to Records Management Policy and Procedure.

Appeals

Applicants who are not satisfied with the outcome of their application, may seek to appeal the decision via the Complaints and Appeals Policy and Procedure available from ETI website.