

Policy Assessment

Policy Statement

Royal Life Saving Society Western Australia (RLSSWA) is committed to developing robust assessment tools and maintaining compliant assessment processes in accordance with The Standards for Registered Training Organisations (RTOs) 2015.

Scope

This policy applies to all RLSSWA vocational education and training courses encompassing nationally recognised units of competency, skill sets and qualifications.

RLSSWA recognises that assessment is a core focus of our operation as an RTO. Quality assessment ensures that the skills and knowledge of students are assessed using four principal determinants:

- That assessment decisions are based on the assessment of knowledge and skills for each unit of competency drawn from industry Training Packages.
- That the target industry or enterprise requirements are contextualised and integrated within the assessment.
- That assessment is conducted in accordance with the principles of assessment.
- That evidence is gathered that meets the rules of evidence.

Definitions

Assessment means 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 a vocational education and training (VET) accredited course.

An assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment and the Rules of Evidence.

Source: ASQA Guide to Assessment Tools version 1.1

Assessment Pathways

RLSSWA assesses competency via any of the following assessment pathways:

Learning and Assessment	A learning journey comprising of one or a combination of learner guides, eLearning modules, industry documents and resources and classroom training to train and prepare students for the assessment component of the course.
Assessment Only	A pathway whereby learning has occurred outside of the RTO and a student wishes to be recognised against unit/s of competency but

	<p>may not have the required workplace evidence to progress with the RPL process.</p> <p>RLSSWA acknowledges that these students could have gained the required knowledge and skill from both on the job exposure or participation in learning experiences, separate to the activities of the RTO.</p> <p>These students enrol and complete the assessment component of the course.</p>
Recognition of Prior Learning	A pathway where candidates demonstrate that they can meet the unit outcomes via compiling a portfolio of current evidence. This could include workplace evidence and third-party evidence. A gap interview with an assessor is used to confirm competency.

Context of Assessment

RLSSWA designs the assessment tasks to align with the workplace and the requirements of the job role. Consideration is given to the most pragmatic approach which aligns with the physical environment, the legal environment, the applicable workplace policies and procedures, the equipment used in the workplace and any other specifications in the assessment conditions of the unit of competency. This includes:

- workplace assessment tasks
- practical simulation tasks
- realistic workplace scenarios

Knowledge based assessment adheres to current workplace practices, legislation, industry codes, circumstances and issues.

Design and Development of Assessment Tools

RLSSWA designs and develops assessment tools which align with the applicable unit of competency, specifications of the training package and current industry practice. These may incorporate but are not limited to:

- Knowledge based assessment questions
- Scenario based assessment questions
- Practical assessment tasks
- Direct observation
- Workplace based assessment tasks
- Workplace documents
- Third party evidence

All assessments are mapped to the unit of competency demonstrating that all facets have been assessed prior to a competency judgement being made.

Instructions to direct students through the assessment process are provided – this could include within the assessment tool itself, the eLearning portal and briefings by the assessor.

Guidelines for assessors specify the assessment requirements including documentation and how their judgements should be made.

RLSSWA Trainers and Assessors

RLSSWA assessors demonstrate both vocational industry experience; in addition to holding qualifications in training and assessment.

RLSSWA ensures that assessment is only conducted by suitable qualified assessors.

Assessment practices are reviewed by RLSSWA's validation schedule which incorporates both validation of assessment tools and assessment judgements (evidence). This process ensures that RLSSWA assessors are using the assessment tools as specified to generate the required evidence to make the assessment judgement.

Reasonable Adjustment

Reasonable adjustment may be made in the assessment process as long as the inherent requirements of the unit of competency are maintained.

RLSSWA ensures that consultation with each individual student about their needs and the required accommodations occurs at any of these times:

- Prior to enrolment
- Prior to course participation
- During course participation
- Prior to assessment

Examples of reasonable adjustments

Use oral assessment instead of written assessment except where a unit stipulates that a document or form must be completed	e.g. oral assessment on knowledge-based questions but an incident report must be written by the student
Provide additional time to complete the assessment except where this does not align with how the task should be performed in the workplace or if the time is specified in the unit.	e.g. additional time to complete a risk matrix but cannot provide additional time when a unit specifies that a swim of 200m must be completed in 6 minutes
Arrange assessment on a one-on-one basis apart from the student cohort	e.g. CPR assessed in a separate location with just the assessor and the student

Assessors in consultation with the RTO Compliance Coordinator will address student needs against the requirements of the unit of competency and training package specifications.

The RLSSWA administration team as the first point of contact for students will support the assessment process by identifying students where reasonable adjust could be provided.

Assessment Process

RLSSWA has a continuous and integrated assessment system:

Assessment Overview	<ul style="list-style-type: none"> • The required assessment evidence is stipulated. • Expectations are confirmed prior to commencement of assessment – this applied to both students and assessors. • Assessment conditions are clarified including the workplace context, required equipment and resources. • Students understand the assessment requirements and confirm readiness for assessment.
Assessment Tasks	<ul style="list-style-type: none"> • Each assessment task is identified. • Where appropriate, reasonable adjustments are applied by RLSSWA to take into account the individual student's circumstances • Students complete the assessment tasks (this could be via the learning management system, in the classroom, in the workplace) • Students receive feedback from an assessor
Assessment Outcomes	<ul style="list-style-type: none"> • Assessors record the assessment outcomes for each individual student as “satisfactory” or “not yet satisfactory” • Assessors inform students of their results • Students with a NYS result have the opportunity to attempt the tasks again on two additional occasions – a total of three attempts. <ul style="list-style-type: none"> ○ Assessors discuss assessment requirements and identify gaps in knowledge and skill. Additional learning may be recommended. ○ Should a satisfactory outcome not be achieved following three attempts, a new enrolment and learning and assessment pathway should occur.
Assessment Judgement	<p>Note: All assessment tasks must be deemed satisfactory before an overall judgement of competent can be made by an assessor.</p> <ul style="list-style-type: none"> • Assessors record the assessment outcome together with applicable comments. • This judgement is confirmed with the student. • Students have the right to appeal the assessment decision within 10 days of notification. • Assessors return all documentation underpinning their assessment judgement to RLSSWA within 48 hours of the assessment decision.
Assessment Administration	<p>RLSSWA administration team</p> <ul style="list-style-type: none"> • Confirms all required documentation has been submitted. • Follows up by exception when this paperwork has not been submitted with 48 hours of the final assessment (<i>in some instances, this is the final day of classroom delivery and assessment</i>) • Follows up with students to secure a USI if one has not been provided (<i>this is a three-step process – email, phone call email</i>)

	<ul style="list-style-type: none"> Securely retains all completed student assessment items for each student for a period of six months from the date on which the judgement of competence for the student was made Issues certification in accordance with the RLSSWA Competency Confirmation Checklists and Certification procedure
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Associated Policies

- Access and Equity
- Complaints, Grievances and Appeals
- Industry Engagement
- Recognition of Prior Learning
- Trainers and Assessors
- Validation

Version Control			
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