

# Alexandra Community Hub

## Assessment Policy

Policy No: 2

### Policy:

Alexandra Community Hub (ACH) 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.

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

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

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

### Procedure:

1. Undertake assessment only on qualifications or units of competency that are recorded against the RTO's scope of registration.
2. Involve all stakeholders in a systematic process for continuous improvement across all aspects of training and assessment
3. Ensure Training and Assessment strategies, staff, facilities, equipment and training and assessment materials meet the requirements of the relevant Training Package.
4. Undertake consultation with industry stakeholders when developing Training and Assessment strategies.
5. Engage employers and other parties contributing to learners' training and assessment in the development, delivery and monitoring of the training and assessment
6. Ensure assessment including RPL meets the requirements of the relevant Training Package or 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
7. Ensure that any student who will not complete a superseded training product during the transition period is transitioned into the new training product. The superseded training product will be mapped to the new criteria and gap training and assessment will be provided to ensure students meet the requirements of the new training products.
8. Inform all students about the training, assessment and support services to be provided and their rights and obligations prior to enrolment.
9. Inform students of the availability of Recognition of Prior Learning at the time of enrolment.
10. Inform students that qualifications issued by another RTO will be recognised provided the original qualification is presented.
11. Ensure that credit for qualifications issued by another RTO are authenticated either by checking USI website or contacting the RTO that issued the qualification.
12. Inform all students that Assessments must be submitted by the due date or an extension requested in writing.

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13. Inform all students of their right to appeal an Assessment decision according to the Appeals Policy.
14. Ensure assessment meets the needs of the individual.
15. Undertake systematic validation of assessment in accordance with ASQA guidelines current at the time.
16. Monitor assessment services provided on behalf of ACH to ensure compliance with the relevant regulatory requirements, standards and funding body requirements.
17. Ensure Certificates / Statements of Attainment are issued to only those ACH has assessed as competent in accordance with the requirements of the Training Package.

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

Standard 1

## **Related Documents**

Student Handbook  
 Tutor Handbook  
 Training and Assessment Strategies  
 Course Materials  
 Enrolment Work Instruction  
 Validation Plan

## **Related Policies**

Enrolment Policy  
 Appeals Policy  
 Plagiarism Policy  
 Staffing and Recruitment Policy  
 Records Management Policy

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