

Policy & Procedure 11 – Competency & Qualification Assessment Decisions

Relates to standards:	3.1 – 3.4 + Schedule 5, Standards for Registered Training Organisations (RTOs) 2015 2.7, 2.10, 2.11 ACT Standards for Delivery of Training – Skills Canberra
Applicable to:	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Referenced documents:	Policy & Procedure 1 – Enrolment Policy & Procedure 3 – Learner Support Policy & Procedure 4 – Assessment Policy & Procedure 13 – Privacy Policy & Procedure 15 – Industry & Employer Engagement Policy & Procedure 16 – Trainers & Assessors
Monitor and review:	In accordance with: Policy & Procedure 18 – Quality Management
Responsibility:	Ben Murphy – as Proprietor / Chief Executive
Questions/queries:	administration@gets.edu.au (+61) 02 6262 0077

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1. Policy Objective

To ensure qualifications, statements of attainment and records of results are only issued when the learner has fully demonstrated competence and completed all requirements.

To ensure qualifications, statements of attainment and records are issued and maintained in accordance with the standards.

To ensure learners, employers and trainer and assessors understand the way in which Competency assessment decisions will be made and our requirements.

2. Policy

Qualifications, statements of attainment and records of results

Qualifications, statements of attainment and records of results are;

- only issued when the learner has fully demonstrated competence and completed all requirements.
- only issued where there is adequate evidence on file to justify competency and qualification assessment decisions.
- issued and maintained by the RTO in accordance with the requirements *Schedule 5, Standards for Registered Training Organisations (RTOs) 2015*
- issued within 30 calendar days of the learner being assessed as meeting the requirements of the enrolled training program.
- issued including the Australian Apprentice number, the date deemed competent, the statement ‘Achieved through Australian Apprenticeship arrangements’.

Assessments

Assessments are completed in accordance with Policy & Procedure 4 – Assessment.

Prerequisites

All prerequisites must be met before Competency assessment decisions can be made

Competency and qualification assessment decision makers

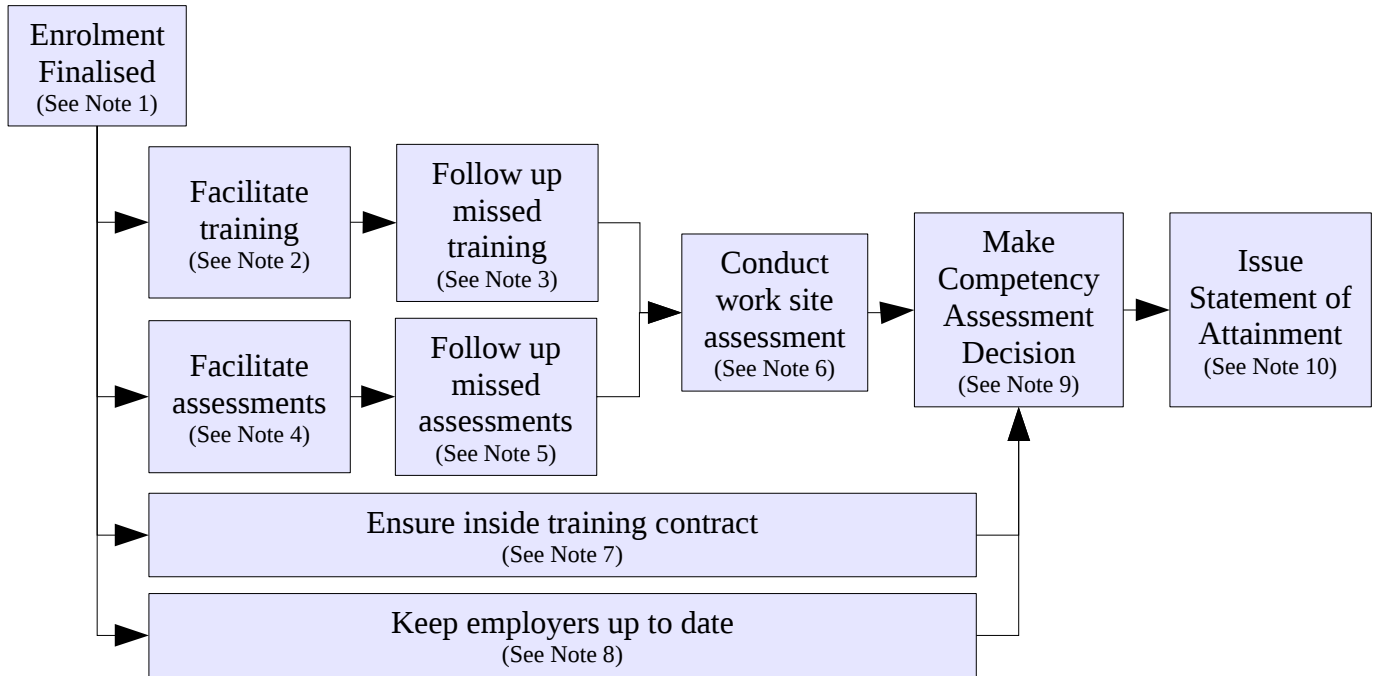
Competency and qualification assessment decisions are only be made by staff who meet the requirements of Policy & Procedure 16 – Trainers & Assessors

Privacy

The handling of records in accordance with Policy & Procedure 13 – Privacy

3. Flow Charts

Flow chart 1 – Apprenticeship Core units



Flow chart 1 Note 1: Enrolment Finalised

Follows on from enrolment and induction procedure: In accordance with Policy & Procedure 1 – Enrolment

Flow chart 1 Note 2 & 3: Facilitate training

Includes, training, support, re-enrolment and additional tutorials where needed. In accordance with Policy & Procedure 3 – Learner Support

Flow chart 1 Note 4 & 5: Facilitate assessments

Includes, theory practical assessments, re-enrolment and additional tutorials and reassessments where needed. In accordance with Policy & Procedure 4 – Assessment

Flow chart 1 Note 6: Conduct work site assessment

Includes;

- Site visit observation
- Structured interview
- Supervisor Interview

In accordance with Policy & Procedure 4 – Assessment

Flow chart 1 Note 7: Ensure inside training contract

Monitor progress with Apprentice. Due to loss of employment or change of employer apprentice may not have signed back up with an Apprenticeship Network Provider.

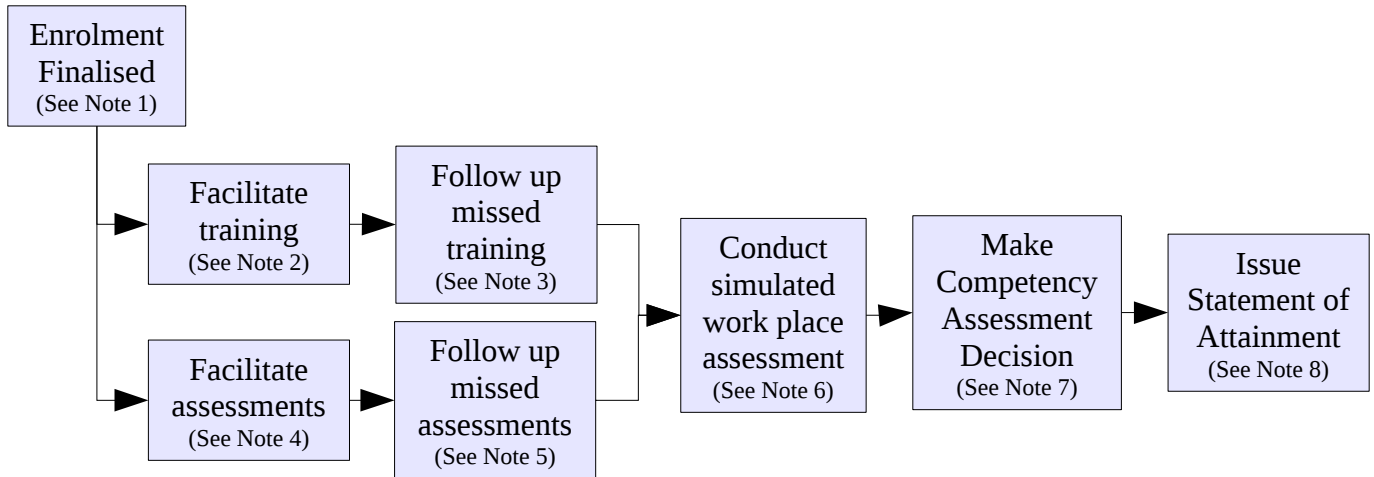
Flow chart 1 Note 8: Keep employers up to date

Employers are an essential part of the learning an apprentice goes through and must be kept up to date in accordance with Policy & Procedure 15 – Industry & Employer Engagement

Flow chart 1 Note 9 &10: Finalisation

Make Competency Assessment Decision and issue Statements of Attainment and Qualifications In accordance with procedures section of this policy.

Flow chart 2 – Electives including Solar and Telecommunications



Flow chart 2 Note 1: Enrolment Finalised

Following on from enrolment and induction procedure: Policy & Procedure 1 – Enrolment

Flow chart 2 Note 2 & 3: Facilitate training

Includes, training, support, re-enrolment and additional tutorials where needed. In accordance with Policy & Procedure 3 – Learner Support

Flow chart 2 Note 4 & 5: Facilitate assessments

Includes, theory practical assessments, re-enrolment and additional tutorials and reassessments where needed. In accordance with Policy & Procedure 4 – Assessment

Flow chart 2 Note 6: Conduct simulated work place assessment

Simulated work place assessments will be made in accordance with Policy & Procedure 4 – Assessment

Flow chart 2 Note 7 & 8: Finalisation

Make Competency Assessment Decision and issue Statements of Attainment. In accordance with procedures section of this policy.

If the learner is an Apprentice, Employer support of competency achieved is required, if the learner is an existing tradesperson, Competency Assessment Decisions can occur between the learner and Trainer and Assessor only.

4. Procedures

Assessment Process

1. Theory and practical assessments undertaken in the classes by the Trainer/Assessor
2. Workplace supervisor assesses workplace activities
3. Trainer/Assessor assesses apprentice via observation on site visits, and interviews with employer/supervisor
4. Head Trainer reviews all assessment documentation and judgements and signs to say that the rules of evidence and rules of assessment have been met.

Recording, storage and auditing of assessment tasks

Recording of an individual's assessment task results are logged in our database prior to the completed paper script being filed.

Assessment originals are filed weekly, in our paper based Individualised Learner files.

Learner files are audited at the end of each term and the results recorded in our database. Actions arising from missing or incomplete assessment tasks are actioned within two weeks of the audit.

Competency and qualification assessment decisions

Competency and qualification assessment decisions are made;

- in conjunction with the learner, employer and RTO.
- once all prerequisites units and assessment tasks are complete.
- after the learner's files have been audited and the results recorded in our database.

Competency and qualification assessment decisions documentation

Competency and qualification assessment decisions are documented on the Competency and Qualification Assessment Decision sign off sheets and also on the learner's training plan.

Competency and Qualification Assessment Decision paperwork is stored in paper based individualised learner files and stored electronically.

Competency or Qualification Assessment Decisions are entered into our Learner Management System.

Issuance of qualifications, statements of attainment and records of results

Qualifications, Statements of Attainment and records of results issued meet all the requirements of *Schedule 5, Standards for Registered Training Organisations (RTOs) 2015*

It is our policy to check both ASQA and Skills Canberra's certification requirements previous to printing any Certification document.

Only certification documentation out of Certificate III in Electrotechnology Electrician – UEE30811 can be printed.

Only the Proprietor / Chief Executive can authorise and sign Certification documents.

Anti-counterfeit measures are in place including recording of certificate numbers.

Where a learner withdraws from a program, they will be issued with Statements of Attainment for all previously completed units of competence.

AVETMISS and AVETARS reporting

Competency or Qualification Assessment completions and decisions are entered into our Learner Management

System.

Generated Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data files (NAT Files) are provided to the;

- National Centre for Vocational Education Research (NCVER).
- Education and Training Directorate through the ACT Vocational Education and Training Administration Records System (AVETARS).

Access to records

Access to records is as per the Policy & Procedure 13 – Privacy.

In summary:

- Learners can at any time request a copy of the personal information that we store about them. The VET Regulator can also at any time request a copy of this information.
- Learners can at any time request us to replace certification documentation, and these replacements are treated with the same recording and verification process as used for the producing the original documentation.
- Records and registers will be kept for a period of 30 years.
- Applicants identities must be verified to ensure that Qualifications, Statements of Attainment, or personal information is not given to an unauthorised person.
- Learners and employers can at any time request access to the learner's file and completed assessment tasks.
- The Australian Skills Quality Authority or the ACT Education and Training Directorate can at any time request access to a learner's file and completed assessment tasks.

5. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V1	29/09/2015	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release
V2	29/02/2016	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Added records Replaced Assessment Matrix with Database Added ETD Australian Apprenticeship certification requirements. Replaced AVETMISS Data Entry Tool with Learner Management System Added storage, recording and auditing of assessments tasks from P&P 4 – Assessment Extended access to records section Added AVETMISS and AVETARS section Revision after staff consultation prior to release of V2.
V3	26/04/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Changed future to present tense as required minor changes to improve readability reference to the P&P – Privacy added process which shows rules of evidence and assessment are met. added information on issuing of qualifications and expanded on right to ask for replacement qualifications. renumbered according to

					numbering system Expanded flow chart sections Expanded Issuance of qualifications, statements of attainment and records of results
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