

## Policy & Procedure 4 – Assessment

<b>Relates to standards:</b>	1.8 - 1.11, Table 1.8-1 and Table 1.8-2 Standards for Registered Training Organisations (RTOs) 2015 1.3, 2.9 ACT Standards for Delivery of Training – Skills Canberra Australian Electrical Standards AS/NZS 3000 series
<b>Applicable to:</b>	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.
<b>Referenced documents:</b>	Policy & Procedure 2 – Credit Transfer & Recognition of Prior Learning Policy & Procedure 3 – Learner Support Policy & Procedure 5 – Academic misconduct Policy & Procedure 11 – Competency & qualification assessment decisions Policy & Procedure 13 – Privacy Policy & Procedure 15 – Industry & employer engagement. Policy & Procedure 18 – Quality Management Training & Assessment Strategy 1 – Electrical Training & Assessment Strategy 2 – Solar Training & Assessment Strategy 3 – Telecommunications
<b>Monitor and review:</b>	In accordance with: Policy & Procedure 18 – Quality Management
<b>Responsibility:</b>	Ben Murphy – as Proprietor / Chief Executive
<b>Questions/queries:</b>	<a href="mailto:administration@gets.edu.au">administration@gets.edu.au</a> (+61) 02 6262 0077

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## 1. Policy Objective

To ensure;

- assessment judgements are consistently made on a sound basis.
- validation of assessment judgements is carried out.
- assessments meet the requirements of the Training package and in compliance with Australian Electrical standards AS/NZS 3000 series.
- recognition of prior learning is offered.
- learners and employers understand our assessment procedures and resit policy.

## 2. Policy

### Assessments

All assessments are conducted in a manner that is fair, flexible, valid and reliable in accordance with *Table 1.8-1: Principles of Assessment, Standards for Registered Training Organisations (RTOs) 2015*.

### Assessment evidence

All evidence collected and used to make competency and qualification assessment decisions is valid, sufficient, authentic and current in accordance with *Table 1.8-2: Rules of Evidence, Standards for Registered Training Organisations (RTOs) 2015*.

### Training package requirements - Assessment

To meet training package requirements of Certificate III in Electrotechnology Electrician - UEE30811, the following items are fulfilled:

- Assessments will include the application of the competency in the normal work environment or at a minimum the application of the competency in a realistically simulated work environment.
- All prerequisite units of Competency must be met before deeming competency.
- Risk based approach will be used when determining the sufficiency of assessment materials.
- Each element and associated performance criteria will be demonstrated on at least two occasions.

### Training package requirements - Representative body of work performance

In accordance with:

- Training & Assessment Strategy 1 – Electrical

### Licensing requirement

Recognition of Prior Learning cannot be granted for: UEENE105A - Verify compliance and functionality of low voltage general electrical installations in accordance with: Policy & Procedure 2 – Credit Transfer & Recognition of Prior Learning.

### Licensing, Entry and Employment requirements:

In accordance with:

- Training & Assessment Strategy 1 – Electrical

- Training & Assessment Strategy 2 – Solar
- Training & Assessment Strategy 3 – Telecommunications

### **Recording, storage and auditing of assessment tasks**

Recording, storage and auditing of assessments in accordance with: Policy & Procedure 11 – Competency & Qualification Assessment Decisions.

### **Competency and qualification assessment decisions**

In accordance with: Policy & Procedure 11 – Competency & Qualification Assessment Decisions.

### **Reasonable adjustments**

In accordance with: Policy & Procedure 3 – Learner Support

### **Plagiarism and academic misconduct**

In accordance with Policy & Procedure 5 – Academic misconduct.

### **Systematic validation of assessment practices**

In accordance with Policy & Procedure 18 – Quality Management and Policy & Procedure 15 – Industry & employer engagement.

### **Credit Transfer and Recognition of prior learning**

In accordance with: Policy & Procedure 2 – Credit Transfer & Recognition of Prior Learning.

### **Single units, skill sets**

In accordance with:

- Training & Assessment Strategy 1 – Electrical
- Training & Assessment Strategy 2 – Solar
- Training & Assessment Strategy 3 – Telecommunications

### **Privacy**

In accordance with Policy & Procedure 13 – Privacy

## **3. Procedures**

### **Assessments**

Number of assessments, assessments scheduling are carried out as indicated in the course outlines for each unit of Competency.

Example of assessments and scheduling: (UEENEEE104A - Solve problems in d.c. circuits)

<b>Assessment</b>	<b>When</b>	<b>Satisfactory mark/outcome</b>
Theory assessment 1	Day 4	70%
Theory assessment 2	Day 7	70%
Theory assessment 3	Day 9	70%
Practical assessment 1	Day 3	100%

Practical assessment 2	Day 5	100%
Workplace Observation	After theory and practical assessments	Must be valid, sufficient, authentic and current
Employer Competency report		
Structured workplace experience interview		
Note: Once all theory, practical and on-site assessments are complete, competency assessment decisions can be made in conjunction with the learner, employer and registered training organisation.		

To ensure consistency between assessors regarding assessment decisions the Trainer/Assessors are provided with:

- marking keys for tests.
- assessment instructions for each unit of competency.
- participate in moderation exercises 6 monthly.

### Reassessments

Reassessments provide an opportunity for learners to attempt to demonstrate theoretical or practical understanding for individual assessments at a later stage.

The following conditions apply:

- Employers are notified of re-assessments.
- In consultation with employers extracurricular study, such as attending tutorial nights, may be required.
- Re-assessments must occur within three weeks of sitting the first assessment, two weeks is preferred.
- Re-assessments must not occur in the same week as the first attempt. This is to prevent the resit being a short term memory test and not a theory assessment.
- It is the learner's responsibility to book the re-assessment.
- A passmark of 10% higher than the previous attempt is required for any theory assessment re-assessment.

Notes:

- No additional fees are charged for re-assessments.

### Reassessment requirements

Reassessment	Required mark
1 <sup>st</sup> Assessment	70%
1 <sup>st</sup> Reassessment	80%
2 <sup>nd</sup> Reassessment	90%
3 <sup>rd</sup> Reassessment	100%

Through negotiation with the Apprentice and Employer, resitting the course may be appropriate.

Notes:

- A register of re-assessments is maintained.
- No additional fees are charged for re-assessments.

### Re-sit course

In consultation with employers and learners, re-sitting a course in part or full may be required.

Notes:

- No additional fees are charged for re-sitting a course.

## 4. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V1	29/9/2015	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release
V2	29/2/2016	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Revision after staff consultation prior to release of V2. Edited RPL and Assessment only Edited and added content to Procedures: Assessments, Reassessments and Resit course Added plagiarism section Moved RPL to P&P8 - Credit Transfer & Recognition of Prior Learning Updated Single units to include Capstone Moved storage, recording and auditing of assessments to P&P 7 – Competency & qualification assessment decisions
V3	26/4/2017	Ben Murphy	Ben Murphy	3.0	Changes some future tense to present tense eg. 'will' to 'is/are' Revision after staff consultation prior to release of V3. Moved plagiarism and academic misconduct to P&P5 – Academic misconduct Moved Assessment Only into to P&P2 – Credit Transfer & Recognition of Prior Learning Moved Representative body of work performance Training Package requirement to T&S Strategy 1 - Electrical Moved Single units and skill sets to T&S strategies Created new reference in regards to Licensing, Entry and Employment requirements to T&S strategies. Added assessment requirement section