

## 26. AOT Assessment Policy

Policy Name:		AOT Assessment Policy	
Document Reference:		P_TA_26.1_V2	
Document Version:		2	
Authorising Officer:		CEO	
Document Location:		Quality Management System	
Publish Date:		25/05/2016	
Formal Review Date:		15/05/2017	
Related Legislation & Guidelines		Standards for Registered Training Organisations (RTOs) 2015	
Scope	Course Type	All	
Version Updates	Version 1	Assessment, Reasonable Adjustment, CT & RPL Policies	1/12/2013
	Version 2	Combined Assessment, Reasonable Adjustment, CT & RPL Policies	25/05/16
Glossary:			
RTO		Registered Training Organisation	
Communication:			
<p>All RTO policies, procedures and guidelines are saved in a central file location accessible by all relevant staff. Updates are communicated to staff through our knowledge management system. Updates are communicated to students via announcements in our Learning Management System.</p>			

## 1. Purpose

AOT has an assessment system that ensures that all assessment complies with the assessment requirements of the relevant training package, and is conducted in accordance with the Principles of Assessment and the Rules of Evidence .

This policy ensures that AOT take into account the individual student's needs and provides information to the student about the assessment process, and provides the student with the opportunity to appeal the result of the assessment and be reassessed if necessary (See Appeals Policy).

## 2. Policy

The Principles of Assessment and the Rules of Evidence are adhered to in all AOT assessment tools and related practices . All assessment methods are considered Fair, Flexible, Valid and Reliable.

Evidence collected must be Valid, Sufficient , Authentic and Current to be assessed as competent.

### 2.1 Assessment

**2.1.1** AOT assessment will be assessed by Assessors who:

- i. hold the training and assessment qualification at least to the level being delivered; or have demonstrated equivalence of competencies.
- ii. are industry current

**2.1.2** Submitted assessments will be assessed and returned, with feedback, to the student within five (5) business days.

**2.1.3** Students are provided with three (3) attempts at each assessment task to achieve a satisfactory outcome with written feedback and guidance provided following each attempt.

**2.1.4** Virtual Classroom Assessment takes place at a mutually agreed time between the student and the assessor in a Skype Business Meeting. The following must then occur:

- i. An email confirmation is to be sent immediately the appointment is made.
- ii. Students will receive a reminder email twenty four (24) hours prior to the Assessment appointment, and;
- iii. The Assessor is to send the student a Skype invite ten (10) minutes prior.

### 2.2 Reasonable Adjustment

Wherever possible AOT will adjust the context and conditions of assessment and consider the characteristics of the student so that performance is not impacted.

AOT offers one-on-one trainer support to students, where necessary.

## 2.3 Recognition of Prior Learning

AOT acknowledges the skills and knowledge gained through previous studies, work and life experiences. To be deemed as eligible for RPL, students must submit the required evidence of and undertake an interview with an Assessor. Each RPL application is based on individual units of competence and is assessed according to the relevant training package rules.

AOT ensures the total evidence provided by the student demonstrates she or he has current skills and knowledge in all requirements (See RPL process)

An Individual Training Plan will be issued to the student, once a successful RPL result is entered into the Student Management System.

## 2.4 Credit Transfer

AOT accepts and provides credit to students for units of competency which are evidenced by:

- i. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- ii. authenticated VET transcripts issued by the Registrar.

**2.4.1** With student authorisation, AOT will authenticate each statement of attainment or record of results by contacting the organisation that issued the document and confirming the content is valid. (see Authentication Policy)

**2.4.2** AOT follows the definition of currency as ‘from the present or the very recent past’ the student must be able to demonstrate that they still hold current skills and knowledge in the unit of competence, or equivalent, submitted for credit transfer.

**2.4.3** If the unit code is different and is not equivalent then an assessment will be made to decide if a gap assessment is to be conducted. This policy ensures that the gap assessment will cover the aspects of the unit which have changed and was previously not included in the original unit.

**2.4.4** An Individual Training Plan will be issued to the student, once a successful Credit Transfer result is entered into the Student Management System.

## 3. Related Forms and Documents

AOT’s Document Register outlines all the forms and documents that relate to this policy. The Document Register is saved within a central file location and is accessible by all relevant staff.

## 4. Quality and Continuous Improvement

All policies, procedures and processes are reviewed on an annual basis. This policy will be formally reviewed on the date set out in the version control table at the beginning of this document.



Accredited Online Training

AOT reserves the right to review and update policies, procedures and processes at any time outside of the formal review cycle, as required by:

- a) changes in regulatory, statutory, or contractual obligations,
- b) results of internal quality assurance processes,
- c) feedback received from staff.

Any recommendations to improve this document must be submitted to [ceo@aot.edu.au](mailto:ceo@aot.edu.au). This request will be logged on AOT's Continuous Improvement Register, and reviewed by the relevant staff.