

26. AOT Assessment Policy

Policy Name:	AOT Assessment Policy		
Document Reference:	P_TA_26.1_V4		
Document Version:	4		
Authorising Officer:	Chief Executive Officer		
Document Location:	PolicyDoc (cloud based document management system)		
Publish Date:	25/05/2016		
Formal Review Date:	17/08/2019		
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
	Version 2.1	CT procedure and process adjusted	28/02/18
	Version 2.2	Updated section 2.1	14/03/18
	Version 3	Minor updates to wording Version Numbering	17/08/2018
	Version 4	Defining SLA for VC assessment marking Timeframe for a locked assessment	01/04/2019
	Version 4.1	Skype for Business replaced by Microsoft Teams	08/11/2019
	Version 4.2	Added 100% pass mark	01/06/2020
Glossary:			
RTO	Registered Training Organisation		
Communication:			
<p>All RTO policies, procedures and guidelines are saved in PolicyDoc (cloud based document management system) which is 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, excluding virtual classroom (VC) assessments, will be assessed and returned, with feedback, to the student within ten (10) business days.

2.1.3 Students are provided with three (3) attempts at each assessment task to achieve a satisfactory outcome (100% pass mark) of that task, 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 Microsoft Teams 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 Microsoft Teams invitation ten (10) minutes prior.
- iv. The VC assessment must be marked and feedback provided within 24 hours of the VC assessment session.

2.1.5 Assessments in the LMS marking queue may only be locked by the assessor if the assessment is to be marked the same day it is locked. The assessor should use caution

when locking an assessment. If necessary, AOT will remove the lock from an assessment to make it available for another assessor to mark.

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 and undertake an interview with an assessor. Each RPL application is based on individual units of competency and is assessed according to the relevant training package rules.

AOT ensures the total evidence provided by the student demonstrates that they have current skills and knowledge in all requirements (See RPL process)

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, or
- iii. review of the USI transcript online for a student that has activated permission to AOT; or
- iv. written letter from ASQA documenting the competencies achieved by the student.

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 If the unit code for the unit being transferred is different and stated as “not equivalent” in the training.gov.au then an analysis will be completed to determine what gaps needs to be covered in a currency conversation. This policy and our CT process ensures that any ‘minor’ gap between the current unit and the unit used as a credit transfer will cover the aspects which have changed and was previously not included in the original unit. (Refer to the ‘CT process flow chart’)

2.4.3 If it is noted that there are major changes between the original unit being transferred and the current unit, the admin team will inform the student that an RPL process will be required for gap assessment. (refer to the RPL process)

2.4.4 The ‘individual training plan’ will be updated and sent 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 PolicyDoc 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.

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.