

ACTU Education Inc. Assessment Policy

Summary

1. The RTO documents training and assessment strategies and ensures each qualification on our scope meets the requirements of the relevant Training Package.
2. The RTO conducts assessments according to the Principles of Assessment and the Rules of Evidence, and systematically validates assessment practices and judgements.

Assessment Development

3. Educators (with assistance from the RTO Compliance Manager) design assessments, ensuring tasks:
 - a) Meet the requirements of the associated units of competency.
 - b) Collect evidence of SKAB (skills, knowledge, attitudes and behaviour).
 - c) Are holistic and reflect real life practice.
 - d) Adhere to the Principles of Assessment (valid, reliable, flexible and fair).
 - e) Allow for collected evidence to meet the Rules of Evidence (valid, sufficient, current and authentic).
 - f) Require that the majority of evidence collected is directly observed by Educators, with mentors providing third party reports of competence in the workplace.
 - g) Require participants to reflect and analyse their own experiences and workplaces, thereby minimising temptation for participants to plagiarise.
 - h) Use well designed, user-friendly materials to collect evidence.
 - i) Are accompanied by marking guides to ensure consistent outcomes are given.
4. The RTO Compliance Manager develops assessment matrixes (within the Delivery Plan, see RTO Policy on Delivery) showing how units of competency are covered.

5. Educators invite qualified and / or experienced representatives from unions to trial assessments and provide feedback about whether the assessment tasks are suitable for participants.
6. Educators consider the feedback from unions, and where appropriate, incorporate suggestions for improvement into the assessment, updating the Delivery Plan to reflect changes.
7. Educators finalise the assessment and save the assessment (and all associated materials such as marking guides, etc) onto the SDrive..

Assessment Information to Participants

8. The RTO Compliance Manager provides information about units of competency and how assessment will be implemented in course information on course pages on our website.
9. Educators provide participants with access to paper and / or electronic copies (via ACTU LMS) of all assessments.
10. Assessment cover sheets give instructions for how participants should submit their assessment.

The instructions advise participants to keep copies of their assessment.

Plagiarism and Cheating

11. The RTO defines plagiarism and cheating as: Using answers to assessment tasks, either written or verbal, that have been completed by another person and presenting them as one's own. This includes sharing credit for the final result in group assessment tasks without sufficient participation.
12. It is the responsibility of participants to refrain from cheating and plagiarising.
13. Participants are informed at enrolment that all assessment evidence they submit must be completely their own work. They are reminded of this on assessment cover sheets.
14. Participants suspected of cheating or plagiarising are contacted for a discussion, as per the assessment marking process.

Re-submission of assessments and/or additional information may be required.

15. Participants who repeatedly engage in cheating or plagiarising may be subject to disciplinary counseling.

Assessment Marking Process

16. Participants complete assessment tasks and submit to their Educator/s via the ACTU LMS. Participants are advised on Assessment Cover Sheets to keep copies of their assessments prior to submitting.
17. Educators log receipt of the assessment in the qualification assessment tracker and inform the participant (via email) that their assessment will be marked within 30 days (1 month).
18. Educators mark assessments and provide written feedback to participants within 30 days (one [1] month) of receiving assessments.
19. When marking assessments, Educators refer to relevant marking guides and evaluate evidence according to the Rules of Evidence:
 - a) Valid – relates directly to the task.
 - b) Sufficient – enough; shows the participant can consistently repeat the task to the required standard.
 - c) Current – recent and up to date.
 - d) Authentic – the participant's own. Educators must be satisfied that the participant has not plagiarised or cheated.
20. Educators provide written feedback to individual participants via email and/or via the feedback box on the assessment cover sheet.
21. If Educators suspect a participant has cheated or plagiarised, they contact the participant to discuss, preferably face-to-face, but via telephone if face to-face is not an option.

Educators follow the guidance strategies below during the discussion.

- a) Don't assume the plagiarism / cheating is intentional.

- b) Without being accusatory, explain the reason for the discussion.
 - c) Clearly explain that an Educator must be sure that all assessment answers submitted are authentic.
 - d) If participants admit to cheating or plagiarising, refer them to the Policy on the website. Remind them of responsibilities and the possibility of disciplinary action.
 - e) Use the conversation as an opportunity for the participant to discuss and expand on their answer. Educators notes of the discussion can be used as authentic, assessable evidence.
 - f) Use the conversation as an opportunity to educate the participant.
22. If additional information is required or the task/s need to be re-submitted, Educators speak to the participant to make sure the participant understands what they need to do.
23. Educators record assessment outcomes in the qualification assessment tracker.
24. The RTO Compliance Manager enters unit of competency outcomes in the VETtrak-Trakker database.

Assessment Appeals Procedure

25. Participants have the right to appeal against an assessment decision made by an Educator. The Assessment Appeals Procedure is available for participants.website.
26. Participants should lodge their appeal as soon as possible after receiving the assessment outcome, to the RTO Compliance Manager.
27. Appeals must be in writing and include:
- a) Name and contact details of the participant lodging the appeal.

- b) Name/Number of the assessment.
 - c) Name of the Educator.
 - d) Reason for appeal.
28. The RTO Compliance Manager will, within five (5) working days:
- a) Clarify with the participant where necessary.
 - b) Advise the initial educator of the appeal.
 - c) Obtain input from the participant's mentor/union, if appropriate.
 - d) Arrange for re-assessment by another educator.
 - e) Respond to the participant, in writing, advising of and confirming re-assessment.
29. The Educator completing the re-assessment will follow the Assessment Marking Process.
30. The RTO Compliance Manager and Educators may seek advice from the RTO CEO when handling appeals and liaising with participants and mentors regarding assessment issues.
31. All information, discussions and outcomes relating to the appeal and re-assessment must be forwarded to the RTO Compliance Manager for saving in the participant file.

Overdue Assessment

32. Educators and / or the RTO Compliance Manager contact participants to advise of overdue assessment, as per the Participant Access & Support Policy.
33. Where the participant's union has paid the participant enrolment fee, the mentor/union may also be contacted, followed by a meeting to discuss the participant's continued involvement in the training.
34. If needing more time to complete assessment, participants may request (in writing) an extension.

Assessment Validation

35. The RTO Compliance Manager advises Educators when course review is due, and which assessments need to be validated, according to the Validation Schedule.
36. Educators invite qualified and experienced representatives from unions to validate both assessment and assessment outcomes at course review meetings.
37. At least two (2) Educators and one (1) union representative must be involved in validation.

All Educators and union representatives must hold the qualification / unit they are validating and have demonstrated experience in the area being validated.

38. Educators cannot validate outcomes of assessments they have marked.
39. Educators and union representatives validate assessments according to the following criteria:
 - a) Are the tasks appropriate for Certificate IV level?
 - b) Are the tasks valid, reliable, flexible and fair?
 - c) Do the tasks cover the required skills & knowledge and essential evidence?
 - d) How does the assessment provide support and guidance to both the candidate and assessor?
 - e) Do the tasks collect evidence that is valid, authentic, sufficient and current?
 - f) Is the task user friendly and efficient?
 - g) Are the tasks appropriate for the culturally diverse and those with special needs?
 - h) What feedback from unions do we have about the assessment?

40. Educators and union representatives validate assessment outcomes to determine the given outcome was appropriate according to the evidence that was gathered.

41. Educators forward validation outcomes and continuous improvement actions arising from validation activities to the RTO Compliance Officer for recording in the Continuous Improvement Register.

Assessment Via RPL

42. The RTO defines Recognition of Prior Learning (RPL) as an assessment process that looks at an individual's formal and informal learning to determine if that individual is competent in the units that make up a qualification.
Applicants collect and submit evidence, such as work examples, supervisor reports, verified copies of previously gained certificates and resumes showing work history and experience. Evidence can also be given verbally, meaning that the assessor interviews the applicant and takes notes of the conversation as evidence. The evidence shows that the individual can be awarded the qualification (or part thereof) without completing any more training.
43. The RTO Compliance Manager creates a list of RPL evidence for each qualification and saves it onto the SDrive.
44. Information about RPL is provided to participants in policy information on our website.
45. RPL is available to participants of qualification courses who have previous qualifications and/or experience may apply for RPL by contacting the RTO or their educator.
46. Educators respond to RPL requests by talking the participant through the RPL evidence list to determine if RPL is a suitable course of action and ensure the participant has all necessary information regarding the evidence they need to submit.
47. If RPL is suitable, the participant submits their evidence for each unit of competency they are applying for RPL for.
48. Educators assess RPL evidence according to the Assessment Marking Process.
49. All written advice to participants should be forwarded to the RTO Compliance Officer for saving into the participant file.
50. The RTO Compliance Manager records RPL outcomes and issues relevant certificates where applicable.

51. Applicants have the right to appeal against RPL assessment decisions made by an Educator. All appeals in relation to RPL decisions are addressed using the procedures outlined in the Assessment Appeals Procedure.
52. Costs for RPL are the same as costs for attending training. They are per unit of competency, as detailed on the ATUI website.

Payment is required on application. Payment must be made before certificates can be issued.

Credit Transfer

53. The RTO accepts and provides assessment credit to participants for units of competency where the participant provides AQF certificates issued by any other RTO, or authenticated VET transcripts.
54. The RTO Compliance Manager documents credits transfer on the Credit Transfer Application and Record.

Partnerships

55. Where partnership agreements exist, the Manager ensures assessment by the affiliate is compliant with the Standards for RTOs.