

## Assessment Policy

<b>Document Name</b>	<b>Assessment Policy</b>		
<b>Approved by</b>	<b>PEO or delegate</b>	<b>Date</b>	<b>29/05/19</b>
<b>Responsible Officer</b>	<b>Director of Studies</b>		
<b>This policy applies to</b>	<b>ECA College and APIC Foundation</b> (RTO Code 45012; CRICOS Provider Code 02644C) <b>Australasian College of Care Leadership and Management</b> (RTO Code 40829, CRICOS Provider Code 03637E) <b>ECA Graduate Institute</b> (RTO Code 91423)		
<b>Related Documents</b>	Student Handbook Course Progression Policy Complaints and Appeals Policy Validation and Moderation Procedures		
<b>References and Legislation</b>	Standards for Registered Training Organisations (RTOs) 2015, Part 2 Training and Assessment. Standard 1: Clauses 1.8, 1.13-1.20, 1.21, 1.26-1.27 National Vocational Education and Training Regulator Act 2011		
<b>Version</b>	<b>Change description</b>	<b>Approved</b>	<b>Effective Date</b>
<b>v19.0</b>	Updated for new logo and alignment with ECA Group.	PEO	01/06/19

### 1. Purpose

- To engage and train students towards successful completion of their qualification with a wide variety of learning and assessment methods to address individual needs.
- To measure learning progress and assess students in a fair and equitable manner aligned with the requirements of the relevant VET accredited course and the principles of assessment and rules of evidence outlined in the Standards for Registered Training Organisations (RTOs) 2015.
- To outline ECA's assessment framework and the general principles that guide ECA's assessment practices for its Vocational Education and Training (VET) courses.

This policy aims to promote transparent, equitable and accountable assessment practices and justifiable quality outcomes.

### 2. Scope

This policy applies to international and domestic student (potential or actual) who are enrolled in Education Centre of Australia Pty Ltd (ECA Group) educational institutions including ECA Graduate Institute (EGI), ECA College (ECAC) and Australasian College of Care Leadership and Management (ACCLM). ECA Group conducts training and assessment against the competency standards in a Training Package and accordance with the Principles of Assessment, and the Rules of Evidence.

### 3. Definitions

Item	Definition
<b>Assessment</b>	The process of collecting evidence and making judgements on whether competency has been achieved to confirm that an individual can perform

	to the standard expected in the workplace, as expressed by the relevant endorsed industry/enterprise competency standards of a Training Package or by the learning outcomes of a VET accredited course.
<b>Competency</b>	The consistent application of knowledge and skills to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
<b>Recognition of Prior Learning (RPL)</b>	An assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.
<b>Elements</b>	Essential outcomes required to demonstrate competency as detailed in each unit of competency.
<b>Formative Assessment</b>	A form of assessment that does not count towards the final result for a unit of competency but is rather used as an informal strategy to gauge a student's the level of understanding of skills and knowledge.
<b>Summative</b>	Tends to occur at the end of a unit or module to determine whether the student has satisfied the requirements specified within the learning outcomes/units of competency. It is therefore used to certify or recognise candidate achievement against the unit of competency
<b>Reasonable adjustment</b>	Adjustments that can be made to the way in which evidence of student performance can be collected.
<b>Standards for Registered Training Organisations (RTOs) 2015 –</b>	Set of national standards which are used to regulate the vocational education and training sector within Australia.
<b>Training Package</b>	A set of nationally endorsed standards and qualifications for recognising and assessing people's skills in a specific industry, industry sector or enterprise. They are developed by national Industry Skills Councils (ISCs).
<b>Student</b>	An individual person who is formally enrolled to study at an ECA College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned a Unique Student Identifier (USI)
<b>Training Package Assessment Guidelines -</b>	Are contained within each Training Package and are designed to ensure that assessment is consistent with the Standards for Registered Training Organisations (RTOs) 2015.
<b>Training and Assessment Strategies.</b>	Outlines the framework that guides the learning, training and assessment requirements.
<b>Continuous Improvement</b>	Ongoing process to systematically review and improve learning and assessment methods.
<b>Industry Engagement</b>	Consultation with the bodies that have a stake in RTO training, assessment and client services, including industry skills councils, industry organisations, industry advisory bodies, , specific enterprise and licensing bodies.

#### 4. Policy

- 4.1. Assessment is the process of gathering and analysing information in order to guide and make judgements about students' competency in relation to learning goals. Assessment items are an integral part of the learning process and when well-designed can enhance the overall learning experience and contribute to student achievement.
- 4.2. Training and assessment are delivered by skilled trainers and assessors who have the required training and assessment competencies, vocational competencies, industry skills and currency to deliver training and assessment.
- 4.3. Training and assessment are delivered only by persons who have:

- Vocational competencies at least to the level being delivered and assessed
  - Current industry skills directly relevant to the training and assessment being provided
  - Current knowledge and skills in vocational training and learning that informs their training and assessment
  - Hold TAE40116 Certificate IV in Training and Assessment qualification
  - Industry experts may also be involved in the assessment judgment, working alongside the trainer and/or assessor to conduct the assessment.
- 4.4. ECA Group ensures that all trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment.
- 4.5. This policy encompasses principles of:
- Access and equity
  - Training strategies including reasonable adjustment
  - Trainer and Assessor compliance
  - Principles of assessment and rules of evidence
  - Validation and moderation
  - Resubmission of assessments
  - Credit Transfer and Recognition of Prior Learning
  - Transitioning of qualifications/units of competency
  - Retention of assessment requirements

## **5. Review and Continuous Improvement**

The ECA Group is committed to ongoing monitoring and improvement of its policies and procedures, and to this end has an integrated strategy including:

- The ECA Group Management Team conducting reviews of specific elements of the Assessment Policy and Procedures when a possible problem to be addressed is raised that has not been factored into the existing policy and/or procedure. This will then be referred to the ECA Group General Manager and/or the Management Review Committee for approval.
- Staff at the College with responsibilities relating to the managing of Assessment are encouraged to submit any concerns about, and suggestions for making improvements to the Policy and Procedure to the appropriate Manager in the college who is responsible for ensuring that appropriate responses are reported to the ECA Group for development.