

Assessment Policy

Assessment Standards

All assessments conducted by us will:

- Comply with the assessment guidelines defined in the relevant nationally endorsed training package. In the case of our qualifications we will ensure that the competency assessment is determined by a vocationally competent assessor who holds the TAE10 assessment units of TAEASS401A, TAEASS402A and TAEASS403A.
- All of our assessments within our RTO will lead to the issuing of a statement of attainment or to the issuing of a qualification under the AQF where a person is assessed as competent against the National Endorsed units of competency in the applicable training package.
- All of our Assessments will be:
 - **Valid** - Assessment methods will be valid, that is, they will assess what they claim to assess
 - **Reliable** - Assessment procedures must be reliable, that is, they must result in consistent interpretation of evidence from the learner and from context to context
 - **Fair** - Assessment procedures will be fair, so as not disadvantage any learners. Assessment procedures will:
 - Be equitable, culturally and linguistically appropriate
 - Involve procedures in which criteria for judging performance are made clear to all participants
 - Employ a participatory approach
 - Provide for participants to undertake assessments at appropriate times and where required in appropriate locations.
 - **Flexible** - Assessment procedures will be flexible, that is, they should involve a variety of methods that depend on the circumstances surrounding the assessment

We will achieve this through:

- careful design of the assessments
- validation and moderation of the assessment materials conducted in our ongoing review
- an understanding of the definition and practical application of the above definitions.

Assessment Criteria

All our assessments will provide for applicants to be informed of the context and purpose of the assessment and the assessment process.

This will include information regarding assessment methods, alternative assessment methods if required to accommodate special needs or circumstances, information will also be included at the start of each unit or course as to the assessment processes, number of assessments, types of assessment and the individual weighting of each assessment.

Assessment Methods

- Our assessments and assessment methods will ensure that we focus on the application of the skill and knowledge as required in the workplace, including:
 - Task skills (actually doing the job)
 - Task management skills (managing the job)
 - Contingency management skills (what happens if something goes wrong)

- Job Role environments skills (managing your job and its interaction with others around you)
- Assessments may be carried out in simulated work context as advised by the training package assessment guidance criteria.
- We will ensure that we assess you in sufficient detail to ensure that we can determine that you have attained competency.
- Staff are available to discuss and provide limited professional advice as to the outcomes of the assessment process and guidance on future options.
- All assessment tasks must consider any language and literacy issues, cultural issues or any other individual needs related to the assessment.
- Re-assessment is available on appeal, see further details in the appeal process section.

Sydney Office

Level 3
657 Pacific Highway
St Leonards
NSW 2065

Postal

PO Box 487
St Leonards
NSW 1590

Adelaide Office

Office 1 2 Fisher Place
Mawson Lakes
SA 5095

Phone

1300 009 924

Fax

1300 277 177

Email

info@upskilled.edu.au

Web

www.upskilled.edu.au

RTO ID

40374

ABN

14 125 906 676