

Assessment Policy

Document Name	Assessment Policy		
Approved by	PEO	Date	29/05/19
Responsible Officer	Director of Studies		
This policy is used by	ECA College (RTO Code 45012; CRICOS Provider Code 02644C) Australasian College of Care Leadership and Management (RTO Code 40829, CRICOS Provider Code 03637E) ECA Graduate Institute (RTO Code 91423, CRICOS Provider Code 03865D)		
Related Documents	Student Handbook Course Progression Policy Complaints and Appeals Policy Validation and Moderation Policy		
References and Legislation	Standards for Registered Training Organisations (RTOs) 2015, Part 2 Training and Assessment. Standard 1: Clauses 1.8, 1.13-1.20, 1.26-1.27 National Vocational Education and Training Regulator Act 2011		
Version	Change description	Approved	Effective Date
v19.0	Updated for new logo and alignment with ECA Group.	PEO	01/06/19
v19.1	Reviewed in line with ESOS and VET Standards	PEO	2/07/19
v19.2	Reviewed	PEO	11/11/19
v21.0	Update CRICOS code	PEO	18/05/21

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
Assessment	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.
Competency	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.
Credit Transfer	Students will be given credit for units from previous studies that are deemed equivalent if on scope. If an international student is given Credit, their CoE will be adjusted.
Recognition of Prior Learning (RPL)	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.
Elements	Essential outcomes required to demonstrate competency as detailed in each unit of competency.
Formative assessment	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.
Reasonable adjustment	Adjustments that can be made to the way in which evidence of student performance can be collected.
Standards for Registered Training Organisations (RTOs) 2015	Set of national standards which are used to regulate the vocational education and training sector within Australia.
Student	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)
Summative assessment	Used to determine whether the student has satisfied the requirements specified within the learning outcomes/unit of competency. It is used to certify or recognise candidate achievement for the unit of competency
Training Package	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).
Training Package Assessment Guidelines -	Are contained within each Training Package and are designed to ensure that assessment is consistent with the Standards for Registered Training Organisations (RTOs) 2015.
Training and Assessment Strategies	Outlines the framework that guides the learning, training and assessment requirements.
Continuous Improvement	Ongoing process to systematically review and improve learning and assessment methods.
Industry Engagement	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. ECA Group implements a system that ensures the assessment requirements of the relevant training package. The Training and Assessment Strategy for each qualification on scope, designed to include all details of the ECA Group assessment practise, along with this Assessment Policy and Assessment Procedure ensure the requirements are detailed and communicated to staff and trainers delivering each course.
- 4.3. Training and assessment tools include information on and the implementation of the Principles of Assessment and the Rules of Evidence.
- 4.4. 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.
- 4.5. Training and assessment are delivered only by persons who have:
 - a. Vocational competencies at least to the level being delivered and assessed
 - b. Current industry skills directly relevant to the training and assessment being provided
 - c. Current knowledge and skills in vocational training and learning that informs their training and assessment
 - d. Hold TAE40116 Certificate IV in Training and Assessment qualification
 - e. Industry experts may also be involved in the assessment judgment, working alongside the trainer and/or assessor to conduct the assessment.
- 4.6. In circumstances where training and assessment is delivered by an individual who is not a qualified trainer or assessor:
 - the individual holds the training and assessment credential specified in Item 6 of Schedule 1 and works under the supervision of a qualified trainer and assessor and does not determine any assessment outcomes
 - assessment is conducted by a qualified assessor
 - training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and RTO Standard 1.
 - ECA Group ensures that supervising trainers monitor and are accountable for the training provided by an industry expert and that assessment evidence is collected in accordance with the Principles of Assessment and the Rules of Evidence.
- 4.7. 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.
- 4.8. Where a learner is engaged in a training product that is superseded, training and assessment is completed with the specified one year of the training product being superseded or is transferred into a replacement course.
- 4.9. 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
- 4.10. ECA Group ensures that

- a) where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register;
- b) where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register;
- c) where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register; and
- d) a new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register.

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.