

## POL002 ASSESSMENT POLICY

*This policy applies to both Southern Training Organisation RTO#91378 and MBA Group Training Limited RTO#88163*

This policy describes the processes to be followed by the above-mentioned RTO's administrative staff, trainers/assessors, and students when undertaking assessment tasks as required by Standard 1.8 of the Standards for Registered Training Organisations (RTO's) 2015. It is the expectation of all RTO administrative staff, trainers/assessors and students to conduct and participate in assessment practices in accordance with this policy and procedure and all other related documents.

### ASSESSMENT PRACTICES

The RTO is committed to implementing assessment practices that are consistent with the requirements of the relevant Training Package, workplace, and where applicable, regulatory frameworks that will result in the valid, reliable, fair, and flexible assessment of students at all times.

A well-designed and established assessment system creates consistent and reasonable assessment based on the Principles of Assessment and Rules of Evidence and plays an integral role in supporting learners to achieve successful outcomes.

The RTO will ensure that all assessment strategies, tools, processes, evidence, and outcomes are subject to systematic validation and moderation for both continuous improvement and consistency of assessment within the organisation.

It is the policy of the RTO that all assessment practices are relevant to the needs of industry and informed by the RTO's policy and procedure – refer to POL001 Training and Assessment Strategy Practices, POL003 Quality Assurance Policy and POL015 Validation and Moderation Policy.

### PRINCIPLES OF ASSESSMENT AND RULES OF EVIDENCE

The RTO ensures assessment practices are based on the Principles of Assessment and comply with the Rules of Evidence to achieve quality outcomes. The ASQA definitions for the Principles of Assessment can be found in Table 1.8-1 and the Rules of Evidence in Table 1.8-2 under Clause 1.8 of the [Standards for Registered Training Organisations \(RTOs\) 2015](#).

Principles of Assessment are considered when developing assessment tools and finalising assessment judgements. All RTO trainers/assessors and students are provided with information regarding assessment practices and are subject to fair, flexible, valid and reliable assessment supported through the RTO's Policies and Procedures.

### PROCEDURE

The RTO's Scope of Registration requires varied assessment methods for each training product. The below procedure is the general format used to structure and administer assessment tasks within the RTO. Course specific assessment practices can be found in each training products' Training and Assessment Strategy.

## 1. PROVISION OF ASSESSMENT INFORMATION

**1a. Provision of information to students:** Prospective and current students are provided with a summary of assessment information through the RTO marketing and promotional materials and at the time of enrolment. This summary includes the duration, location, quantity of assessment, recognition of prior learning and the possible assessment outcomes.

Assessment task specifics such as due dates, submission requirements, assessment judgements and issuance of certification are described in the student handbook or course overview provided to students at the commencement training.

**1b. Provision of information to the RTO staff and trainers/assessors:** RTO staff, including trainers and assessors, have access to all information provided to learners (see 1a). All staff are provided with a copy of this policy at the time of employment and can refer to [Roles and Responsibilities](#) below to clarify the requirements of their position within the organisation.

It is expected that all staff review this policy, any course specific assessment information and the relevant training product/s Training and Assessment Strategy. RTO staff who facilitate training and assessment are required to acknowledge this policy during onboarding through the HR portal.

## 2. ASSESSMENT PRACTICE AND DESIGN

The RTO's assessment practice and design ensure adequate evidence is captured to deem competency for the given training product. MBA GT administrative staff, students and trainers/assessors can be assured that all assessment practices and tasks will:

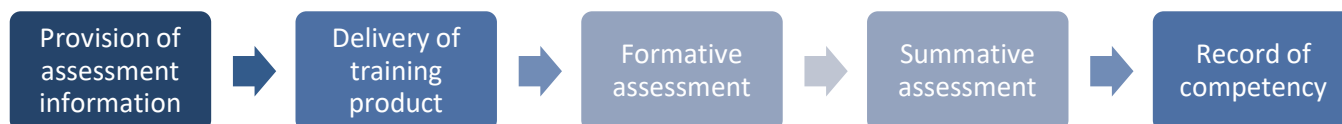
- Align with the requirements and Australia Qualifications Framework (AQF), Standards for Registered Training Organisations (RTOS) 2015, the VET Quality Framework and Commonwealth and State legislative and regulatory requirements.
- Be conducted in a timely and efficient manner, and feedback is provided to learners in a constructive and supportive manner.
- Use a variety of tasks to measure the different learning outcomes of the training product.
- Provide students with three submission attempts for any given summative assessment task.
- Are weighted appropriately with the level of the unit, the amount of work required, and the unit learning objectives being tested by that task.
- Provide students with the opportunity to appeal assessment decisions – see Complaints and Appeals Policy.

## 3. ASSESSMENT SYSTEM

The RTO is committed to ensure assessments are consistent and are based on the Principles of Assessment and the Rules of Evidence. Trainers/Assessors are appropriately qualified and competent to conduct assessments, and accurate and reliable records of assessment outcomes are maintained, secured and confidential.

Administrative staff, trainers/assessors and students can expect the following assessment system to be applied to all training products assessed by the RTO.

Assessment tasks vary for each training product. Course specific assessment tasks can be found within each training products' Training and Assessment Strategy, course overview and student handbook.



## ROLES AND RESPONSIBILITIES

The following table describes the roles and responsibilities of the RTO administrative staff, trainers/assessors, and students during assessment.

### RTO Administrative Staff

Learning and Development Coordinator/Compliance Manager/Training Director/RTO Compliance and Administration Officer	<ul style="list-style-type: none"> <li>Develop, implement, coordinate and maintain assessment materials and supporting documentation including Training and Assessment Strategies, Student Handbooks and course/block overviews.</li> <li>Monitor assessment requirements as described in the training product.</li> <li>Notify relevant staff of training product updates and changes to assessment materials.</li> </ul>
Commercial Training Manager/Senior Course Coordinator	<ul style="list-style-type: none"> <li>Ensure students are provided with access to assessment materials and supporting documentation.</li> <li>Monitor and maintain Short Course assessment practices and process.</li> <li>Ensure Short Course contract trainers are aware of MBA assessment practices and process.</li> </ul>
Course Coordinator	<ul style="list-style-type: none"> <li>Enrol students into training products.</li> <li>Instruct students to navigate the course overviews, student handbooks and MBA policy and procedures.</li> </ul>

### Trainers and Assessors

- Facilitate training product assessment tasks.
- Review assessment materials.
- Assist with assessment development and implementation as required.
- Provide students with assessment feedback and results.
- Report any concerns to the RTO administrative staff.

### Students

- Review assessment materials and supporting documentation.
- Participate and complete assessment tasks as directed.
- Raise any concerns with the RTO administrative staff and/or trainers/assessors.

**DOCUMENT INFO**

Relevant Standards: Standards for Registered Training Organisations (RTOs) 2015 – Standard 1, Standard 2, Standard 4, Standard 5

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