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POLICY STATEMENT

Perth Boat School offers assessment opportunities to all persons undertaking training. Perth Boat School is committed to ensuring that all assessment is conducted in a fair and equitable manner, meeting the requirements of the relevant Training Package, industry expectations and standards and along with competency based assessment requirements and standards.

Perth Boat School is committed to ensuring that certification is only provided to those students who have demonstrated their competence, to the standard required in the workplace.

Perth Boat School will ensure it applies flexible assessment options, which recognize the diversity of individual client needs and circumstances, facilitating wherever possible the realization of their learning and vocational goals.

Perth Boat School will ensure that:

- * all assessment options and processes implemented are in compliance with competency based assessment and Training Package requirements;**
- * all assessments ensure the integrity of the VET system;**
- * it has written policies and procedures for the valid and effective implementation of assessment;**
- * it issues a Statement of Attainment or qualification under the AQF when a person is assessed as competent against units of competency, in relevant Training packages and modules of accredited courses;**
- * assessment complies with the principles of assessment;**
- * assessment provides for applicants to be informed of the context and purpose of the assessment;**
- * assessment focuses on all dimensions of competency;**
- * evidence gathered for assessment meets the rules of evidence;**
- * provide feedback to the applicant about the outcomes of the assessment process, and guidance for future options;**
- * assessments are equitable for all person;**
- * provide for re-assessment on appeal;**
- * all assessments are conducted by individuals who are qualified assessors and vocationally competent in the competency being assessed; and**
- * should one individual not have both assessor qualifications and vocational competency, a team assessment will be undertaken where two persons will make the assessment decision, one being a qualified assessor and one being an industry expert.**



ASSESSMENT

1.0 INTRODUCTION

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF). As such, Perth Boat School is required to ensure that assessments meet the requirements of the endorsed components of Training Packages and the outcomes specified in accredited courses within its scope of registration. Perth Boat School is committed to providing the best practice, professional products and services to its clients and acknowledges it can only succeed in this with effective and efficient quality processes.

It is imperative that the training and assessment services delivered by Perth Boat School are exemplary in all respects, including the issuance of certification.

Integrity, validity and consistency in assessment of competence are critical to ensuring workplace performance standards agreed between industry and government are attained and maintained to the intended professional level.

Equally, persons participating in learning and assessment in relation to nationally endorsed Training Packages, must be assured they are assessed fairly and equitably and that resultant certification they receive will:

- Be recognised and readily accepted by industry throughout Australia;
- Be recognised by other RTOs;
- Articulate with related vocational and tertiary paths of study;
- Truly reflect their level of competence; and
- Be easily replaced if lost.

2.0 POLICY PRINCIPLES :

2.1 Principles

- Assessment is carried out on a consistent and timely basis to ensure that learning has taken place and that students have acquired the knowledge and skills required to demonstrate competency.
- Assessments are designed to be equitable to all persons and be valid, reliable, fair and flexible.
- Assessments are designed to meet the dimensions of competency.
- Assessments are designed to meet the rules of evidence.
- All assessments are undertaken by suitable qualified Assessors who have both assessor competencies and vocational competencies in the function being assessed.
- Assessments are not graded.
- Assessments are assessed as they are submitted by students.
- All assessment must include an assessment cover sheet.
- It is imperative that when marking assessments that assessors make comments throughout and that genuine feedback is provided to the student.
- All assessments must be recorded in accordance with Perth Boat School procedures using appropriate documentation/ templates.



- Evidence gathering methods commonly used by Perth Boat School may include, but are not limited to:
 - Projects
 - Assignments
 - Workplace assignment
 - Workplace performance
 - Demonstration
 - Questioning
 - Role play
 - Simulation
 - Oral presentations
 - Written tests
 - Skills portfolio
 - Third party reports.
- All assessment reporting will indicate competence to the element level.
- Perth Boat School offers students assessment options appropriate to the qualification outcome. This includes Recognition of Prior Learning – See Recognition or Prior Learning Policy.
- All assessment must be submitted within 6 months of commencement of the course. Students who wish to submit assessments after 6 months will need to redo the training course paying the scheduled course fee at the time.
- Students are allowed one resubmit for an assessment, which has been previous deemed Not Yet Competent. Fees may apply for a third or subsequent resubmit.
- Assessments are developed in consultation with industry. (See Development of Learning & Strategies and resources Policy)
- Perth Boat School assessments are Moderated and validated at least annually.

Assessment decisions and outcomes:

- The assessment outcome will be one of the following:
 - Competent
 - Not Yet Competent.
- **Competent (C)** - candidates are deemed 'competent' when they have consistently demonstrated their skills and explained their knowledge to the standard required in the workplace, in a particular subject area
- **Not Yet Competent (NYC)** – candidates are deemed 'Not Yet Competent' when they are unable/have not demonstrated appropriate levels of competence in accordance with the minimum performance standards.
- Students assessed as 'Not Yet competent' shall receive feedback and counseling by the Assessor, and may be required to undergo further training before reassessment.
- Students assessed as 'Not Yet Competent' will be advised of the Perth Boat School Appeals policy.
- The assessment outcome will be recorded both electronically and manually on the student's individual file and kept for 30 years.
- The Manager of Perth Boat School is responsible for ensuring assessments comply with the requirements of National Training packages, the current AQF Implementation Handbook and the AQTF Standards and are within Perth Boat School's scope of registration.



- The Manager of Perth Boat School and Assessors are responsible for ensuring assessment focuses on the application of knowledge and skills to the standard of performance required in the workplace and cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job/role environment skill.
- The Manager of Perth Boat School and assessors must ensure the assessment process is open, structured, consistent and comprehensive incorporating feedback to the student on the outcomes of the assessment process, as well as information regarding the appeals procedure and guidance on other options;
- The Manager of Perth Boat School is responsible for ensuring the assessment strategies are designed with the flexibility to meet the needs and circumstances of a wide range of participants, including those who may be socially, linguistically, educationally, or otherwise disadvantaged.
- Assessment tool is a resources used by assessors to identify and record what the student must demonstrate to be deemed competent in that unit. Assessment tools are crucial for the accurate and consistent assessment of participants against competency standards. They are also required as evidence of assessment. Assessment tools must be retained on record as proof that a person was assessed as competent.
- The assessment tool consists of:
 - Assessment instruments
 - Assessment checklist
 - Student record Summary
 - Pre assessment briefing
 - Post assessment briefing
 - Instructions for assessors
 - Instructions for candidates.

Team Assessment :

- Perth Boat School will conduct team assessments if one assessor does not possess both assessor qualifications and industry competency in the skills being assessed.
- A team assessment is where two persons will jointly determine the competence of the student. One person who is a qualified assessor making the assessment decision and one person who is an industry expert providing their judgment on industry standard within the demonstration of the evidence.

Special considerations

- Students who experience unforeseen circumstances or special needs that affect their performance in an examination or other assessment, may be eligible to apply for a special consideration.
- Special consideration may apply to students who during a course or assessment period experience one of the following circumstances:
 - Serious illness or psychological conditions for example, hospital admission, serious injury, severe anxiety or depression (requires doctors certificate). Does not include minor illnesses, such as a cold.
 - Bereavement
 - Hardship/Trauma for example, victim of crime, sudden unemployment
 - Other exceptional circumstances will be assessed on application.



- Students wishing to apply for Special consideration in the above circumstances may do so by discussing their circumstances with Manager Perth Boat School.
- Approved applications for Special consideration may be subject to one of the following outcomes:
 - Extension of submission date (not beyond 6 months)
 - Deferred examination
 - Additional assessment
 - Reclassification of marks
 - No action
 - Withdrawal from course without penalty
 - Resubmit/reassessment
 - Opportunity to recommence course, dependent on availability on another date.

3.0 SUPPORTING DOCUMENTATION

Perth Boat School documentation which supports the implementation of this Policy includes:

- F05_01 Assessment Resource Pack_v1
- F05_02 Pre-assessment briefing_v1
- F05_03 Post assessment briefing_v1
- F05_04 Student competency record_unit_v1
- F05_05 Student competency record_qual_v1
- F05_06 Written assessment checklist_v1
- F05_07 Observation checklist_v1
- RPL Resources



4.0 PROCEDURES :

4.1 Student advised of assessment requirements

- Students are informed of assessment requirements prior to the commencement of learning
- Students receive assessment documentation prior to the commencement of learning

4.2 Assessment briefing session

- Students undergo an assessment briefing session to confirm assessment requirements.

4.3 Student Readiness for assessment

- Student and Assessor agree on student's readiness for assessment

4.4 Student undertakes assessment

- Student completes all assessment requirements

4.5 Assessor reviews assessment

- The Assessor/s reviews the assessment and make judgement on competency.

4.6 Student is provided with feedback regarding assessment

- The Assessor/s provide feedback to the student regarding the outcomes of their assessment.
- If student in "competent" proceed to 4.7
- If student is "Not Yet Competent" the assessor will provide guidance to the student on further requirements.
- Student may undergo further training
- The Assessor/s completes relevant assessment documentation
- Student individual file and electronic file updated to reflect assessment outcome and further actions
- Refer back to 4.1

4.7 Assessment documentation completed

- The Assessor/s completes relevant assessment documentation
- Course report completed
- Student individual file and electronic file updated to reflect assessment achievements.

4.8 Assessment Evaluation

- The candidate and assessor are asked to complete an evaluation form, providing feedback on the assessment process, tools, judgments.

4.9 Issue certification

- Perth Boat School issues student with appropriate certificate in accordance with the POL21 Issue of Certification policy and procedures

4.10 Appeals

- Should the candidate be dissatisfied with any part of the assessment process they have the right to appeal the decision.