

ASSESSMENT

VERSION: 1.2

POLICY

Australian Workplace Training is committed to ensuring that all Trainers meet the assessment standard required.

- A suitably qualified trainer will supervise lecturers without Certificate IV in Assessment and Workplace Training qualifications
- Trainers to refer to the assessment guide

Integrated assessment of student outcomes will be undertaken on a unit by unit basis and require the demonstration of competence in achieving the learning outcomes of each unit as outlined in the relevant course document.

All trainers within Australian Workplace Training Pty Ltd (AWT) are expected to have Certificate IV in Assessment and Workplace Training qualifications at the time of employment or have gained those qualifications within six (6) months of starting their employment and have been involved in training during that time.

Assessments are to be evaluated as part of the Validation and Moderation process.

PROCEDURES:

Assessment Guide

Trainers are to refer to the Trainer's guide to assist them in conducting assessments.

Assessment Tools

- Assessment undertaken by AWT lecturers will utilise the existing approved assessment tools made available with the teaching manuals and assessment materials provided to staff. These tools include:
 - Written examinations based on the Units of Competence and Assessment criteria in Training Packages
 - Practical demonstration
 - Oral tutorials
 - Research and written reports
- The Program Manager must approve development of alternative assessment tools and the implementation of their use

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- The assessment instruments are to be continually evaluated to ensure they meet the competency standards
- Australian Workplace Training will conduct an annual audit of the assessment instrument

Assessment Grading System

Students undertaking AWT courses will be assessed as Competency Achieved (C/A) or Not Yet Competent (NYC). Students not achieving competency will have the opportunity to retrain and be reassessed until competency is achieved, unless it is evident that competency will not be achieved even after retraining.

Assessment Recording

The computerised Student Management System will be used by the relevant Administration Officer to record the assessment results for each student on completion of each unit as approved by the appropriate trainer.