



### **Purpose**

This policy contains the TexSkill principles of assessment.

### **Scope**

This policy applies to all assessments conducted by TexSkill assessors

### **Policy**

#### **TexSkill Assessment Process**

Assessment Strategies are developed for each course in consultation with the client and students which is documented on a Delivery & Assessment Strategy. Assessment processes shall cater for both individual and group diversity.

Assessments will cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills.

Assessment material will use inclusive language avoiding gender, racial, cultural or other language bias.

Where necessary assessment methods or materials may be redesigned to ensure assessment processes are accessible and equitable to all TexSkill students.

TexSkill will validate its assessment strategies and materials as per the Validation & Moderation Procedure

Students are advised of the access and equity standards of TexSkill, during student inductions and prior to each actual assessment. Student access and equity standards are contained in the Student Induction Handbook.

TexSkill recognises the AQF qualifications and statements of attainment issued by any other RTO and will provide Credit Transfer where relevant.

TexSkill ensures that all students have the opportunity of engaging in RPL, by offering RPL to all students prior to, or at enrolment. The Student Induction Handbook contains information on the RPL process, and TexSkill assessors will ensure students seeking RPL are supported during the process.

The assessment process will involve the evaluation of sufficient evidence to enable fair judgements to be made about whether competency has been achieved. All assessments will be conducted conforming to the principles of validity, reliability, fairness and flexibility.

Assessment may be provided through distance learning strategies or flexible delivery strategies where applicable in accordance with the relevant state requirements.

Students are provided with the following information prior to commencing assessment:

- context and purpose of assessment
- assessment methods and process
- timeframes for assessment to take place
- expectations for students
- any special requirements (i.e. OH&S considerations)
- process for appeals and disputes

Students are provided with the following information at the completion of each assessment

- feedback on the evidence collected
- explanation of the decision of competency
- explanation of the appeals or dispute process
- information on future action (if required)
- an opportunity to provide feedback on the assessment process

A statement of attainment or qualification under the AQF will be issued when a student is assessed as competent against nationally endorsed unit(s) of competency in the applicable Training Package or modules specified in the applicable accredited course



### **TexSkill Assessors**

All TexSkill assessors hold minimum qualification of Certificate IV Assessment and Workplace Training or Certificate IV Training and Assessment.

TexSkill assessors will have either the required level of vocational competencies for the assessments they conduct or they will co-assess with a Subject Matter Expert (SME).

TexSkill assessors receive instruction in the RPL process at induction and will recognise the AQF qualifications and statements of attainment issued by other RTOs where credit transfer is sought.

All staff access relevant assessment guidelines in nationally endorsed Training Packages or the assessment requirements specified in accredited courses via the staff website

Assessments are conducted according to the Assessment procedure.

Assessment documentation will be controlled by the Document Control procedure and accessible to all TexSkill staff through the staff website.

Any action taken to improve quality and or consistency of assessment will be documented via the Opportunity for Improvement procedure

### **Management Responsibility**

Training Coordinator

### **Implementation Responsibility**

Quality Manager

### **Reference**

Validation & Moderation, Delivery & Assessment Strategy, Student Induction Handbook, Assessment Procedure, Document Control, Opportunities for Improvement