



# SPECTRUM TRAINING

(RTO: 2441)

Version No.	EFFECTIVE DATE
1.0	01/04/2015
2.0	01/07/2016
<b>Signature:</b>	
Paul Rasmussen – National Training Manager	

## 1. Assessment Policy

## 2. Statement of Purpose

This policy defines the expectations upon the conduct of assessments undertaken by stakeholders of the Registered Training Organisation.

## 3. Policy Statement

### 3.1. Objectives

This policy defines the requirements for assessment to occur in any and all cases and ensures that all assessment judgements are consistent with both the rules of evidence and the principles of assessment

Further, this policy ensures that all assessment judgements assess the dimensions of competency at the level defined within the Training Package or Accredited Course, namely task skills, task management skills, contingency management skills and job/role environment skills.

This policy ensures that the needs of employers and other stakeholders are considered during the design, implementation and operations of all assessments.

Lastly, this policy ensures that any and all assessment requirements outlined within the Training Package and/or Accredited Course are met along with ensuring that the needs of individuals with diverse needs are met.

### 3.2. Learning and Assessment Strategy

An approved Learning and Assessment Strategy for all qualifications **must** be in place prior to any and all assessment for that qualification being undertaken.

The Learning and Assessment Strategy has been designed to ensure that all assessments are designed and delivered in accordance with this policy.

### 3.3. Assessment Tools

All assessment tools, whether externally or internally designed, **must** be validated prior to being use and this validation must be updated regularly according to the Validation Schedule

### 3.4. Assessment Personnel

All assessors **must** meet the requirements of The Standards for Registered Training Organisations 2015 and have a current Trainer and assessor matrix on file.

### 3.5. Assessment Conditions

Conditions of assessment **must** be defined within the Learning and Assessment Strategy and be informed by both the Training Package or Accredited Course and relevant industry or stakeholder consultation. Defined assessment conditions must be adhered to and can only be modified on an individual learner case-by-case basis in order to provide reasonable adjustment in addressing diverse needs.

### 3.6. Assessment Judgements

All assessment judgements **must** be made in reference to both the Learning and Assessment Strategy and the Training Package or Accredited Course. No assessment judgements, even for the purpose of reasonable adjustment, can deviate from the competency requirements outlined in the Learning and Assessment Strategy and the Training Package or Accredited Course. All judgements with respect to a student's competency must be made by an authorised Assessor. A trainer (unless they are also an Assessor) or any person acting under supervision cannot make decisions with respect to a student's competence.

### 3.7. RPL Assessments

All learners **must** be provided the option of Recognition of Prior Learning for all units of competency undertaken unless it is an offence to do so, breaches legislation or a regulatory instrument, or breaches an approved contract.

All RPL assessments must be provided in accordance with the ST-202 RPL Assessment Process.

## 4. Submission of Assessments

In all cases Spectrum only accepts assessments from students under the following conditions;

- The assessments have been submitted through Spectrum's online learning management system, or
- The assessments have been emailed to Spectrum ([Training@spectrum.org.au](mailto:Training@spectrum.org.au)) in either Microsoft Word, RTF, or PDF formats. No other formats will be accepted and assessments will be returned to students for reformatting, or
- The assessments have been mailed or otherwise delivered to Spectrum in a hard copy format where the contents of the assessment is deemed to be legible.

## 5. Assessment Resubmissions

Where a student has failed to meet the requirements of an assessment for any reason, that student will be asked to either resubmit the assessment or where the assessment is based on a practical task re-undertake that task. Each attempt will be considered to be a separate resubmission. Students are allowed three resubmissions

before they may be required to pay an additional assessment for each and every resubmission undertaken in addition to the first three.

## 6. Applicability

This policy applies to all strategic and operational assessment carried out by the Registered Training Organisation.

## 7. Policy Approval Authority

Manager (Registered Training Organisation)

## 8. Controlling Authority

Manager (Registered Training Organisation)

## 9. Delegate

Coordinator (Registered Training Authority)

## 10. Policy Enforcement

The consequences of not following this policy are detrimental to the business objectives of the Spectrum Organisation Association Incorporated. Non-compliance with this policy and its associated processes may lead to disciplinary action and/or termination of employment.

## 11. Review and Evaluation

This policy will be reviewed on an 'as required' basis.