



## VET ASSESSMENT POLICY

Community College – Northern Inland Inc undertakes to ensure at all assessments of competence in accredited VET courses will be done in accordance with the criteria laid down in the course curriculum, or training package qualification assessment guidelines.

All assessment tasks and processes will recognise equity issues without compromising the integrity of the assessment outcome

It is the responsibility of the Executive Officer to ensure

- a) all assessment processes are fair and transparent
- b) all assessment processes strictly adhere to the criteria in the curriculum and/or training package
- c) that the Association's Access and Equity policy is followed and provides fair assessment process that recognises the particular equity issue

The Executive Officer must consult with the trainer/assessor and/or course coordinator regarding the assessment process prior to the course commencing and make reasonable adjustments to the assessment process to accommodate any barriers which individual students may have. These adjustments will not compromise the integrity of the assessment and determination of competence.

At the commencement of the course students will be advised of the general assessment criteria and requirements they will need to attain for issuance of qualification.

All VET students will be informed of the opportunities for Credit Transfer and Recognition of Prior Learning assessment processes

Students will be given feedback on the quality of their assessment assignments

The Executive Officer can seek the advice of independent experts for any aspect of the process

Students have the right to appeal against an unfavourable assessment outcome –  
See Assessment Appeals Procedure

### **Assessment Procedure**

1. Assessment may take place at any time, including at the beginning of a course. Some students/clients may enroll for assessment only.
2. Assessment will be provided when the student/client feels he/she is ready for the assessment.
3. Assessment will be undertaken in an environment as close as practical to the normal work environment. Wherever possible, assessment of competence will be carried out in the workplace whilst the candidate performs an actual job or task as



appropriate to the level of development.

4. Assessment-only candidates will be informed of the criteria for assessment and the appeals process prior to the assessment event.
5. As a CCNI trainer/assessor you are required to ensure all assessments are assessed within two (2) weeks of completing a unit of competency in a qualification. With all students's results being returned to the Community Services Coordinator for results to be recorded within the electronic file of each student
6. All requirements of the Training Package for assessment will be observed.
7. Students/clients wishing to appeal any assessment decision have the right to the VET Assessment Appeals Procedure and the Complaints Procedure.

Information on assessment decisions is only released to a third party with the written permission of the client.

### **VET ASSESSMENT APPEALS POLICY**

Community College – Northern Inland Inc undertakes to ensure at all assessments and evaluations of students in accredited VET courses will be done in accordance with the criteria laid down in the course curriculum, or training package qualification assessment guidelines.

#### **VET Assessment Appeals Procedure**

All VET students have the right to appeal an unfavorable assessment outcome.

In the first instance students are encouraged to discuss the assessment outcome with the Trainer/assessor to establish the areas within the assessment to be re-addressed and what additional evidence is required.

The student should complete and resubmit the assessment task for re-assessment.

If after re-assessment further evidence is still required and the student disputes the result the following procedure will commence;

- a) the Executive Officer will consult with the trainer/assessor for his/her view of the issue and maintain a record of any comments they wish to make.
- b) Included in the discussions will be whether or not making reasonable adjustments to the process will help to support the student to achieve competence without compromising the integrity of the assessment task and process.
- c) the Executive Officer will arrange to view the assessment task/tool and completed assessments of other students to ascertain validity of the assessment and fairness of the process
- d) A suitably qualified alternate assessor will be employed to conduct the re-assessment. The student will be advised within 5 working days of the outcome of this re-assessment



If a student fails a re-assessment they will be offered an interview to explain the reasons why. If the failure of this assessment leads to non-issuance of the qualification written advice must be given to the student within 5 working days and they will be given a copy of the College Grievance procedure.

Appellants will be informed of their right to make a formal statement and to lodge a complaint with the National VET Regulator. Clients will be provided, on request, with a written record of the proceedings including the reasons for any findings.

Appeals against an assessment finding will be accepted for 28 days after the notification of the result to the client