

RTO POLICY

Assessment Policy

PURPOSE

The purpose of this policy is to ensure that the training and assessment conducted by Master Plumbers Association meets the requirements of the Training Package / Accredited course, as well as the Standards for Registered Training Organisations (RTOs) 2015.

POLICY

Master Plumbers Association of South Australia Inc is committed to ensuring all Assessments undertaken for training services provided meet the following requirements:

Principles of Assessment

Fairness

- *The individual learner's needs are considered and the appropriate support measures are put into place if necessary.*
- *Learner rights and assessment processes are outlined clearly to students prior to enrolment*
- *Students have the right to appeal a result if they believe it has been assessed unfairly*

Flexibility

- *Reflecting the learner's needs*
- *Assessing competencies held by the learner no matter how or where they have been acquired*
- *Assessing students in a range of assessment methods*

Validity

- *Student assessments are undertaken in a manner which covers a broad range of skills and knowledge which are essential to demonstrate competency*
- *Assessment of knowledge and skills is integrated with the Student's practical application*
- *Assessments are based on a student's ability to be able to apply the skills and knowledge in a workplace environment*
- *Judgement is based on evidence of a learner's performance aligned to the unit requirements*

RTO POLICY (Continued)

Reliability

- *Student evidence is consistently interpreted and assessment results are comparable, irrespective of the Assessor*

Rules of Evidence

Validity

- *Sufficient evidence has been provided to demonstrate that the student has the skills and knowledge outlined in the assessment requirements*

Sufficiency

- *The evidence of the Student's knowledge and skills provides a clear direction of judgement of the Student's competency*

Authenticity

- *The assessor is assured that the evidence presented is the own work of the Student being assessed*

Currency

- *The assessor is assured that the assessment evidence demonstrates current competency. Assessment evidence must be from the present or very recent past.*

Master Plumbers Association of SA Inc ensures the above policies are met by:

- Providing Students with information on their rights and responsibilities by providing access to the Student Handbook prior to Enrolment.
- Providing information to Students on their rights to make a complaint or appeal a decision via the Student Handbook and the MPA Website prior to enrolment.
- Providing Student support services and pre-course language, literacy and numeracy skills testing.
- Monitoring Students throughout their training to ensure they are provided with necessary support
- Providing Students with information on MPA's services, including Credit Transfer, Recognition of Prior Learning via the Student Handbook.
- Requiring Student to submit a signed Declaration that assessments are their own work.

RTO POLICY (Continued)

- All Trainers and Assessors are must agree and adhere to the Principles of Assessment and Rules of Evidence.
- Providing a range of Assessment methods in each Unit of Competency.
- Undertaking Assessments in a fair and flexible manner
- Students are provided with sufficient opportunity to demonstrate their skills and knowledge and are provided additional opportunities to complete Assessment tasks where applicable.
- Assessment tasks and requirements are designed to reflect with real-life tasks/ workplace environment.
- All Assessments are resulted as per the requirements of the relevant training package
- Students are only marked competent for units in which all criteria of the training package has been met and where they have demonstrated the required skills in which they can put into a workplace environment
- Validation of Assessment is undertaken on a regular basis
- Training Packages and requirements are checked on a regular basis for updates and any new requirements are implemented into Assessments

Revision Record

Date	Version	Revision
18/4/2014	1.0	Document created to ensure Assessment requirements being met
1/2/2015	2.0	Updated to incorporate name change
20/2/2015	3.0	Updated following recommendations from audit
9/6/2016	4.0	Updated to incorporate new template and additional information
4/6/2018	5.0	Added additional information on how MPA will ensure Policy is met.

Policy Approval

Approved By:	Andrew Clarke	Position:	Executive Officer
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