



# PP034 Assessment Process Policy and Procedure

## 1. Purpose

- 1.1. The purpose of this policy is to outline the assessment process within Austral College, including the requirements for the theory component, practical component, and work placement, as well as the need for a signed third-party report from the student's workplace.

## 2. Scope

- 2.1. This policy applies to all students, trainers, assessors, and workplace supervisors involved in the delivery, assessment, and reporting of training units within Austral College.

## 3. Authority

- 3.1. The Victorian Campus Manager is responsible for effective implementation and management of this Policy. Any complaints or breaches in relation to this Policy and Procedure should be reported to the Victorian Campus Manager by email to: [info@australcollege.com.au](mailto:info@australcollege.com.au) The Victorian Campus Manager will provide information on ways to resolve complaints of breaches of this Policy and Procedure.
- 3.2. The Victorian Campus is responsible for consistent implementation of this Policy and Procedure and may provide advice on ways to resolve complaints of breaches of this Policy and Procedure.
- 3.3. This Policy and Procedure is issued on the authority of the CEO. The CEO has overall responsibility for the management and review of this Policy and Procedure. Any complaints or breaches in relation to this Policy that involve the Victorian Campus Manager should be reported to the CEO by email to: [info@australcollege.com.au](mailto:info@australcollege.com.au)

## 4. Definitions

- **Theory Component:** The part of the assessment process that focuses on the knowledge evidence questions. It assesses the student's understanding of the concepts, principles, and knowledge required for the unit.
- **Practical Component:** The part of the assessment process where the student demonstrates the skills and knowledge acquired from the theory component through hands-on tasks and activities.
- **Work Placement:** A structured period of practical experience in a real workplace setting, where students apply their skills and knowledge under the supervision of a qualified professional.



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- **Third-Party Report:** A signed document provided by the student's workplace supervisor, confirming that the student has demonstrated the required skills and knowledge during their work placement.

### 5. Policy Statement

- 5.1. Austral College is committed to ensuring that all students are assessed in a fair, valid, and reliable manner, in accordance with the requirements of the relevant training package. The assessment process includes a comprehensive evaluation of the student's theoretical knowledge, practical skills, and workplace performance.

### 6. Procedures

#### 6.1. Theory Component

- **Assessment Structure:** The theory component consists of knowledge evidence questions that assess the student's understanding of the concepts and principles outlined in the unit of competency.
- **Assessment Methods:** Students will complete written assessments, which may include multiple-choice questions, short-answer questions, case studies, and other tasks designed to evaluate their theoretical knowledge.
- **Completion Requirements:** Students must satisfactorily complete all knowledge evidence questions to progress to the practical component of the assessment.

#### 6.2. Practical Component

- **Assessment Structure:** The practical component requires students to demonstrate the skills and knowledge they have acquired during the theory component. This may include performing specific tasks, role-playing, and simulations in a controlled environment.
- **Assessment Methods:** Practical assessments may involve direct observation by an assessor, demonstrations of tasks, practical exercises, and the use of simulated environments where applicable.
- **Competency Requirements:** Students must demonstrate competency in all practical tasks to be deemed competent in the unit. Assessors will use observation checklists and other tools to record the student's performance.



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## 6.3. Work Placement Requirements

- **Placement Arrangement:** Students must complete a work placement in a real workplace setting, where they can apply the skills and knowledge gained during their training.
- **Supervision:** The work placement must be supervised by a qualified professional within the workplace who is familiar with the unit of competency and the student's learning outcomes.
- **Documentation:** Austral College will provide a work placement logbook or similar documentation for the student to record their activities and experiences during the placement.

## 6.4. Third-Party Report

- **Report Requirement:** Upon completion of the work placement, the student's workplace supervisor must complete and sign a third-party report. This report will confirm that the student has demonstrated the required skills and knowledge during their placement.
- **Report Content:** The third-party report must include:
  - The student's name and details of the work placement.
  - A summary of the tasks and activities performed by the student.
  - An assessment of the student's performance, including their ability to apply theoretical knowledge in practical situations.
  - Any feedback or recommendations for further development.
- **Submission and Review:** The signed third-party report must be submitted to Austral College by the student. The assessor will review the report to ensure that the student has met the competency requirements for the unit.

## 6.5. Assessment Outcome

- **Competency Determination:** The student's overall competency for each unit will be determined based on the successful completion of the theory component, practical component, and work placement, including the signed third-party report.
- **Feedback and Appeals:** Students will receive feedback on their assessments, and they have the right to appeal assessment decisions if they believe the process was not conducted fairly or in accordance with Austral College's policies.



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## 7. Compliance

This policy aligns with the Standards for Registered Training Organisations (RTOs) 2015 and the relevant training package requirements. Compliance with this policy will be monitored through regular audits and reviews.

## 8. Review Date

12 months from the date of this version, or as required.

## 9. Version History

Version	Date	Action	Prepared by	Approved by
V1.0	24/10/2024	Initial Review	Candice Taylor	Desi Kasimiotis