



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Policy:

(VET) Assessment

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Contents

1	OBJECTS OF THE UNIVERSITY	3
2	PURPOSE.....	3
3	SCOPE.....	3
4	PRINCIPLES.....	3
5	ROLES AND RESPONSIBILITIES	4
6	RELATED DOCUMENTS	5
7	DEFINITIONS	5

1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
 - i. teaching, scholarship and research;
 - ii. training for the professions; and
 - iii. pastoral care for its students.

2 PURPOSE

- 2.1 The Vocational Education and Training (VET) *Assessment Policy* ('**Policy**') sets out principles for planning, conducting and reviewing assessment in all VET courses delivered by or on behalf of the University of Notre Dame Australia ('**University**').
- 2.2 The Policy must be read in conjunction with the Procedure: *VET Assessment* and other relevant regulations, policies and procedures of the University.

3 SCOPE

- 3.1 This Policy applies to all VET courses offered by or on behalf of the University.
- 3.2 Courses leading to a higher education qualification are not covered under this Policy.

4 PRINCIPLES

4.1 Assessment System

- 4.1.1 Assessment in all VET courses will be based on a system that ensures that assessment (including Recognition of Prior Learning) complies with the assessment requirements of the relevant nationally endorsed Training Package or VET Accredited Course.
- 4.1.2 Students will be assessed against all of the tasks identified in the elements of the Unit of Competency or module and demonstrate that they:
 - (a) are capable of performing these tasks to an acceptable level;
 - (b) hold all of the required skills and knowledge as specified in the unit or module assessment requirements across three areas:
 - (i) Performance evidence,
 - (ii) Knowledge evidence,
 - (iii) Assessment conditions.
- 4.1.3 Assessment will be conducted in accordance with the Principles of Assessment and Rules of Evidence as outlined in Clauses 1.8 to 1.12 of the *Standards for RTOs 2015*.
- 4.1.4 Each qualification will be validated at least once every five years, with at least 50 per cent of qualifications validated within the first three years of each five year cycle. Higher risk qualifications may be validated more regularly.

4.2 Assessor Qualifications and Credentials

- 4.2.1 Assessment will only be conducted by persons who have:
 - 4.2.1.1 vocational competencies at least to the level being delivered and assessed;

- 4.2.1.2 current industry skills directly relevant to the training and assessment being provided;
- 4.2.1.3 current knowledge and skills in vocational training and learning that informs their training and assessment; and
- 4.2.1.4 qualifications required by Schedule 1 of the *Standards for RTOs 2015*.

4.3 Student Records

- 4.3.1 The University will issue Qualifications, Records of Results and Statements of Attainment in accordance with the *AQF Qualifications Issuance Policy*, the *Standards for RTOs 2015*, and the National Skills Standards Council (NSSC) *Policy: Application of the Australian Qualifications Framework Qualifications Issuance Policy within the VET Sector*.

5 ROLES AND RESPONSIBILITIES

- 5.1 **Trainers and Assessors** are responsible for planning and conducting assessment in accordance with the *Procedure: (VET) Assessment*, including ensuring that the Principles of Assessment and Rule of Evidence are upheld.
- 5.2 **The Assistant Dean of Nursing and relevant Program Coordinator (or equivalent)** has responsibility for ensuring that:
 - (a) industry consultation occurs in relation to the Training and Assessment Strategy to ensure that assessment tools and delivery strategies are relevant and aligned to current industry needs;
 - (b) the Validation Schedule for the qualification is implemented, that records are kept of validation processes, participants, their qualifications and validation outcomes, and that recommendations arising from validation are implemented;
 - (c) validation is conducted by validators that are independent of delivery and assessment and have appropriate vocational competencies and current industry skills and knowledge in accordance with the Standards; and
 - (d) a Training and Assessment Strategy is developed, updated at least annually, and implemented for each qualification;
 - (e) moderation is conducted on a random, representative sample of assessment judgments; and
 - (f) recommendations for appointment of assessors are based on the candidate having the required vocational competencies and current industry skills in accordance with the *Standards for RTOs 2015*.
- 5.3 **The Regulatory Assurance Officer** is responsible for developing a Validation Schedule and monitoring its implementation to ensure that all training products on the University's scope of delivery will be validated in accordance with Section 4.1.4 of this Policy.

- 5.4 The Academic Registrar** has responsibility for ensuring that Qualifications, Records of Results and Statements of Attainment are issued in accordance with the *AQF Qualifications Issuance Policy*, the *Standards for RTOs 2015*, and the National Skills Standards Council (NSSC) *Policy: Application of the Australian Qualifications Framework Qualifications Issuance Policy within the VET Sector*.
- 5.5 Trainers and Assessors** are responsible for planning and conducting assessment in accordance with the Procedure: (VET) Assessment, including ensuring that the Principles of Assessment and Rule of Evidence are upheld.

6 RELATED DOCUMENTS

- 6.1** University's General Regulations
- 6.2** Policy: *Academic Integrity (Students)*
- 6.3** Procedure: *(VET) Student Appeals*
- 6.4** Policy: *Students with a Disability*
- 6.5** Procedure: *VET Assessment*
- 6.6** VET Quality Framework at: <https://www.asqa.gov.au/about/australias-vet-sector/vet-quality-framework>
- 6.7** *National Vocational Education and Training Regulator Act 2011*
- 6.8** *Standards for Registered Training Organisations 2015*
- 6.9** Australian Qualifications Framework and the AQF Qualifications Issuance Policy
- 6.10** Policy: *Application of the Australian Qualifications Framework Qualifications Issuance Policy within the VET Sector* (Endorsed by the former National Skills Standard Council (NSSC)).

7 DEFINITIONS

5.1 For the purpose of this Policy, the following definitions apply:

AQF means the Australian Qualifications Framework.

RTO means Registered Training Organisation.

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as specified in a Training Package or by the learning outcomes of a VET accredited course.

Assessment Tools include the following components—context and conditions of assessment, tasks to be administered to the student, an outline of the evidence to be gathered from the student and evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules).

Moderation means the process of bringing assessment judgements and standards into alignment, ensuring that the same standards are applied to all assessment results within the same Unit(s) of Competency. It is an active process in the sense that adjustments to assessor judgements are made to overcome differences in the difficulty of the tool and/or the severity of judgements.

Training Package means a nationally endorsed, integrated set of competency standards, assessment guidelines and AQF qualifications for a specific industry, industry sector or enterprise.

Training Product means AQF qualification, skill set, unit of competency, accredited short course and module.

Validation means a quality review of the assessment process. Validation involves checking that the assessment tool/s produce/s valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements to be made as to whether the requirements of the relevant aspects of the Training Package or VET Accredited Courses are met. It includes reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations.

VET means Vocational Education and Training

Version	Date of approval	Approved by	Amendment
1	April 2014	CEO, VET	Updated to reflect requirements of National Standards. Superseded all previous versions.
2	January 2015	CEO, VET	Updated to reflect revised <i>Standards for RTOs 2015</i> .
3	27 April 2017	CEO, VET	Annual review, updated to reflect new policy and procedure format and some content removed to be included in revised procedure to support this Policy. Endorsed by VETAS 26 April 2017
4	12 December 2018	Vice Chancellor, following Academic Council endorsement 5 November 2018 and VETAS endorsement 23 October 2018	Updated nomenclature, position titles and reformatted into new Policy format.