1. Purpose
The purpose of this procedure is to outline the system used to conduct assessments.

2. Scope
These procedures apply to all assessable learning activities, units and courses offered by RGIT.

3. Responsibility
The Head of VET/English is responsible for implementing this policy.

The procedures described below will be used for conducting assessments. The procedures apply to assessments conducted for the purposes of national recognition in both institutional and workplace contexts. Equally, it applies to assessment-only pathways, training and assessment pathways or Recognition of Prior Learning (RPL).

4. Procedures
i. Establish the assessment context
The Assessor establishes the context and purpose of the assessment by identifying the relevant competency standards, assessment guidelines and qualification framework and accesses the Institute’s support materials that have been developed to facilitate the learning and assessment process.

ii. Prepare the candidate
The Assessor meets with the candidate to:
- explain the context and purpose of the assessment process;
- explain the competency standards to be assessed and the evidence to be collected;
- assess the needs of the candidate and, where applicable, negotiate reasonable adjustments for assessing people with disabilities without compromising the integrity of the competencies;
- seek feedback regarding the candidate’s understanding of the competency standards, evidence requirements and assessment process;
- determine if the candidate is ready for assessment and, in consultation with the candidate, decide on the time and place of the assessment.

iii. Plan and prepare the evidence gathering process
The Assessor must:
- use the Institute’s assessment tools to gather sufficient and quality evidence about the candidate’s performance in order to make the assessment decision;
- organise equipment or resources required to support the evidence gathering process;
- coordinate and brief other personnel involved in the evidence gathering process.

iv. Collect the evidence and make the assessment decision
The Assessor must:
- establish and oversee the evidence gathering process to ensure its validity, reliability, fairness and flexibility;
- collect appropriate evidence and assess this against the Elements, Performance Criteria, Range Statement and Evidence Guide in the relevant Units of Competency;
Assessment Procedures

- evaluate evidence in terms of the four dimensions of competency – task skills, task management skills, contingency management skills and job/role environment skills
- incorporate allowable adjustments to the assessment procedure without compromising the integrity of the competencies;
- evaluate the assessment against Rules of Evidence validity, sufficiency, and currency;
- consult and work with other staff in the assessment process
- record details of evidence collected;
- make a judgement about the candidate’s competency based on the Rules of Evidence and the relevant Unit[s] of Competency.

v. Provide feedback on the assessment

The Assessor must provide advice to the candidate about the outcomes of the assessment process. This includes providing the candidate with:
- clear and constructive feedback on the assessment decision
- information on ways of overcoming any identified gaps in competency revealed by the assessment, the opportunity to discuss the assessment process and outcome information on reassessment and the appeals processes
- an opportunity for reassessment.

vi. Record and report the result

The Assessor must:
- record the assessment outcome for each unit.
- maintain records of the assessment procedure, evidence collected and the outcome
- provide signed and dated assessment outcomes to the Administrative Office
- maintain the confidentiality of the assessment outcome.

vii. Review the assessment process

As requested by the Institute, the Assessor must be willing to:
- participate in a review of the assessment process, including participating in validation and moderation meetings
- provide feedback on the positive and negative features of the assessment to those responsible for the assessment procedures
- make suggestions (if necessary) on improving the assessment procedures to appropriate personnel in the Institute.

viii. Participate in the reassessment and appeals process

The Assessor must:
- provide feedback and counselling to the candidate, if required, regarding the assessment outcome or process including guidance on further options
- provide the candidate with information on the reassessment and appeals process
- report any assessment decision that is disputed by the candidate to the Departmental Coordinator and/or DOS
- participate in the reassessment or appeal according to the policies and procedures of the Institute, as requested by the Institute.

5. Associated Documents

Assessment Policy
6. Revision history

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