

How You Will Be Assessed

The process we follow is known as competency-based assessment. This means that evidence of your current skills and knowledge will be measured against national standards of best practice, not against the learning you have undertaken either recently or in the past. Some of the assessment will be concerned with how you apply your skills and knowledge in a workplace, and some in the training room as required by each unit.

The assessment tasks have been designed to enable you to demonstrate the required skills and knowledge and produce the critical evidence to successfully demonstrate competency at the required standard.

Your assessor will ensure that you are ready for assessment and will explain the assessment process. Your assessment tasks will outline the evidence to be collected and how it will be collected, for example; a written activity, case study, or demonstration and observation.

The assessor will also have determined if you have any special needs to be considered during assessment. Changes can be made to the way assessment is undertaken to account for special needs and this is called making Reasonable Adjustment.

What happens if your result is 'Not Yet Competent' for one or more assessment tasks?

Our assessment process is designed to answer the question "has the desired learning outcome been achieved yet?" If the answer is "Not yet", then we work with you to see how we can get there.

In the case that one or more of your assessments has been marked 'NS' or 'NYC', your trainer will provide you with the necessary feedback and guidance, in order for you to resubmit your responses.

What if you disagree on the assessment outcome?

You can appeal against a decision made in regards to your assessment. An appeal should only be made if you have been assessed as 'Not Yet Competent' against a specific unit and you feel you have sufficient grounds to believe that you are entitled to be assessed as competent. You must be able to adequately demonstrate that you have the skills and experience to be able to meet the requirements of units you are appealing the assessment of.

Your trainer will outline the appeals process, which is available to the student. You can request a form to make an appeal and submit it to your trainer, the course coordinator, or the administration officer. The RTO will examine the appeal and you will be advised of the outcome within 10 days working days. Any additional information you wish to provide may be attached to the appeal form.

What if I believe I am already competent before training?

If you believe you already have the knowledge and skills to be able to demonstrate competence in this unit, speak with your trainer, as you may be able to apply for Recognition of Prior Learning (RPL).

Assessor Responsibilities

Assessors need to be aware of their responsibilities and carry them out appropriately. To do this they need to:

- Ensure that participants are assessed fairly based on the outcome of the language, literacy and numeracy review completed at enrolment.
- Ensure that all documentation is signed by the student, trainer, workplace supervisor and assessor when units and certificates are complete, to ensure that there is no follow-up required from an administration perspective.
- Ensure that their own qualifications are current.

- When required, request the manager or supervisor to determine that the student is 'satisfactorily' demonstrating the requirements for each unit. 'Satisfactorily' means consistently meeting the standard expected from an experienced operator.
- When required, ensure supervisors and students sign off on third party assessment forms or third party report.
- Follow the recommendations from moderation and validation meetings.

How should I format my assessments?

Your assessments should be typed in a 11 or 12 size font for ease of reading. You must include a footer on each page with the student name, unit code and date. Your assessment needs to be submitted as a hardcopy or electronic copy as requested by your trainer.

How long should my answers be?

The length of your answers will be guided by the description in each assessment, for example the following types of answers are a minimum unless otherwise indicated:

Type of Answer	Answer Guidelines
Short Answer	4 typed lines = 50 words, or 5 lines of handwritten text As a minimum
Long Answer	8 typed lines = 100 words, or 10 lines of handwritten text = ½ x A4 page. This document is printed on an A4 page. As a minimum
Complex Answer	250 words = 20 lines of handwritten text As a minimum
Brief Submission	500 words = One (1) page typed report, or 50 lines of handwritten text = 1½ x A4 handwritten pages As a minimum
Mid Submission	1,000 words = Two (2) page typed report 100 lines of handwritten text = 3 x A4 handwritten pages As a minimum
A Substantial Submission	2,000 words = Four (4) page typed report 200 lines of handwritten text = 6 x A4 handwritten pages As a minimum