



**SUSSEX NEIGHBOURHOOD HOUSE Inc.**

## **ASSESSMENT POLICY**

Sussex Neighbourhood House has a commitment to the provision of quality services, education and training, and to assisting all participants to achieve wherever possible, their learning goals.

It is understood that learning is a responsibility shared by the tutor and the learner.

For the purposes of this policy, assessment is considered to be the process, or processes by which it is determined whether a learner is considered to have achieved the competencies required for the awarding of a particular qualification.

When assessment is undertaken, every effort will be made to ensure that assessment techniques and circumstances are designed to offer each participant validity, reliability, flexibility, fairness and confidentiality of assessment.

## **PROCEDURES**

### **1. Enrolment**

- At the time of enrolment a participant will be offered an opportunity to discuss his/her: reason for requesting enrolment; learning goals; special needs; relevant prior qualifications and experience; and availability to attend classes.
- The participant will be offered clear information relating to the content of the course, the certification process, and assessment requirements

### **2. Learner Achievement**

- It is expected that the tutor and learner will share responsibility for achieving the learner's personal learning goals.

### **3. Assessment of competence**

- Decisions about the competence of a participant will be made by a person with the appropriate qualification - Certificate IV in Training and Assessment (TAA 40104) 2005 or the equivalent Certificate IV in Assessment and Workplace Training BSZ98 (June 2004) OR a nominated person under the supervision of a qualified person.
- Assessment methods must be designed to ensure the validity, reliability, flexibility, and fairness of the assessment process.
- A participant must be kept informed of the assessment process, and his/her progress.

- 3. Evidence of competence : valid, sufficient, current & authentic**
- Within the process of assessing the competence of a participant, the assessor must ensure that the evidence of competence is valid, sufficient, current and authentic.
  - Record of Competency grids will be kept for all VET modules and courses.
- 4. Record of Competence**
- Records pertaining to assessment outcomes, and the competence of learners will be kept in a Register of Competence, accompanied by the records of certification awarded.
- 5. Review of Assessment**
- Methods used for assessments must be reviewed on a regular basis using one or more of the following methods:
    - Feedback from participants
    - Assessor self evaluation
    - Feedback from other assessors or supervisors
    - Participation in moderation
- 6. Validation of Assessment**
- Assessor will participate in moderation of assessment tasks in order to validate assessment methods and achievement levels
- 7. Recognition of Prior Learning**
- All learners will be offered the opportunity to apply for recognition of prior learning/competencies in relation to courses and or modules undertaken at Sussex Neighbourhood House.
- 8. Dispute of Competence**
- In the event that there is a dispute over the level of competence awarded by the tutor, the learner will be offered the opportunity to undertake an additional assessment, in a controlled environment, to determine/clarify that learner's level of competence.
- 9. Certification**
- Learners will be informed of the outcome of their assessment, as soon as practical after the completion of the assessment task/activity.
  - After determination of competence, the learner will be awarded one of the following:
    - Record of Achievement:
    - Statement of Attainment: issued in recognition of achievement of one or more units of competence from within the particular module of the qualification.
    - Certificate of Competence: issued in recognition of achievement of all performance criteria within each competency contained within the accredited module.