

Vet Assessment Policy

1. Purpose

Adelaide College of Divinity is committed to implementing a Vocational Education and Training VET assessment system that ensures all assessment complies with the assessment requirements of the relevant Training Package or VET accredited course and is in accordance with the Principles of Assessment and Rules of Evidence.

This policy sets out requirements and expectations in assessment and the formal criteria for grading student work in order to ensure consistency, fairness and reliability.

2. Scope

The policy applies to assessment of all units within all VET courses offered by each college under the Registered Training Organisation, Adelaide College of Divinity (ACD).

3. Policy Statement

The Adelaide College of Divinity's Assessment system is designed to comply with the VET Quality Framework including the:

- Standards for Registered Training Organisations (RTOs) 2015 ([Link](#))
- Australian Qualifications Framework ([Link](#))
- Standards for VET Accredited Courses 2012 ([Link](#))
- Australian Standards Qualification Authority ([Link](#))

3.1. Assessment Tools

Assessment tools for a unit of competency must address all the requirements of the unit including the performance criteria, performance evidence, and knowledge evidence as specified in the unit of competency, foundation skills and requirements as set out in the assessment conditions.

Ensure that assessment tools are contextualised (or can be contextualised) to the student cohort to produce evidence that are relevant to the student's industry or work context.

Assessment tools must comply with the Principles of Assessment and Rules of Evidence¹

Principles of Assessment	
Fairness	<p>The individual's learning needs are considered in the assessment process.</p> <p>Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs.</p> <p>The RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and to be reassessed if necessary.</p>
Flexibility	<p>Assessment is flexible to the individual learner by:</p> <ul style="list-style-type: none">· reflecting the learner's needs;· assessing competencies held by the learner no matter how or where they have been acquired; and

¹ <https://www.asqa.gov.au/standards/training-assessment/clauses-1.8-to-1.12>

	<ul style="list-style-type: none"> · drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.
Validity	<p>Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.</p> <p>Validity requires:</p> <ul style="list-style-type: none"> · assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance; · assessment of knowledge and skills is integrated with their practical application; · assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and · Judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements. • Judgement of competence is based on evidence that students' performance accurately <u>represents their standard achievements in</u> the unit of study
Reliability	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

Rules of Evidence	
Validity	The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.
Authenticity	The assessor is assured that the evidence presented for assessment is the learner's own work.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

3.2. Methods and Strategies

- Students are given assessment information, including: requirements and conditions of the assessment procedure at the beginning of a unit. Assessment techniques will be varied and will draw from direct, indirect and supplementary sources of evidence.
- Assessment strategies may have a theoretical emphasis along with practical assessments. Assessments may occur in a classroom and/or workplace setting.
- Assessment of any imported elective unit used must be consistent with the assessment guidelines in the parent training package or accredited course.

3.3. Assessor Competencies

Assessment may only be conducted by persons who have met the Standards for RTO's 2015

- Relevant training and assessment credentials
- Current industry skills relevant to the assessment being conducted

- Current knowledge and skills in vocational training and learning
- Passed the Fit and Proper Person requirements 2011.

Assessors must also meet the following ACD requirements:

- Have been approved by the ACD following submission of Academic Status form and CV
- Have vocational competencies a level above what is being assessed

3.4. Assessment Adjustments

Where appropriate reasonable adjustments are allowable to suit individual students and must be indicated on the assessment tool.

3.5. Grading

Assessment submission are graded as either:

- Satisfactory or Not Yet Satisfactory

Assessments are to be assessed and returned within 3 weeks of receipt.

If a student is graded as Not Yet Satisfactory they are provided with feedback and the opportunity to re-submit.

If a student needs to re-submit again after two attempts, and it is deemed as a major resubmission, the college VET coordinator is to consult with the student regarding further assistance that may be offered and or discussion about the suitability of the course. The results of this consultation may include the provision of one-one-one study assistance, reasonable adjustment, re-enrolment in the course or withdrawal from the course.

3.6. Final Grades

Once a student is graded as Satisfactory in all the assessment components of a unit or has met all the requirements of the unit (performance criteria, knowledge evidence, performance evidence and assessment conditions), the student is deemed as Competent in that unit.

For a student to be assessed as competent, the ACD assessor must ensure the student has²:

- acquired the knowledge
- developed the skills
- can combine the knowledge and skills to demonstrate:
 - ability to perform relevant tasks in a variety of workplace situations, or accurately simulated workplace situations
 - consistency in performance and a consistent ability to demonstrate skills when performing tasks
 - understanding of what they are doing, and why, when performing tasks

² <https://www.asqa.gov.au/standards/training-assessment/clauses-1.8-to-1.12>

- ability to integrate performance with understanding, to show they are able to adapt to different contexts and environments.

3.7. Notations

Notations will be determined and recorded within official records where appropriate.

Withdraw: Indicates that a student has withdrawn from the unit prior to the deadline for subject withdrawal/census date

Fail: Upon approval of the college VET Coordinator, a student receives a 'fail' for VET AMISS recording purposes to indicate that the student cannot complete the unit's criteria. This could be due to incomplete assessment submissions or the inability to pass the unit despite numerous attempts.

Credit transfer: indicates that credit has been granted for that unit on the basis of previously completed studies evidenced by a valid transcript.

Continuing: indicates no final grade has been decided by the due date and that an extension of time has been allowed for completion of the assessment by the college VET coordinator.

Competent: Indicates that the student has a received satisfactory grade for all of the assessments within a unit of competency.

RPL: Indicates that a student has applied for RPL and provided sufficient evidence that has led to the application being approved by the college VET coordinator.

3.8. Appeals against Grades

Where a student believes the assessment outcome received for an assessment exercise is wrong or unfair, the student may seek a review of the mark. The student must first contact the trainer and assessor responsible for the mark to discuss this. The trainer and assessor may take whatever action is reasonable to review the mark and will discuss the outcome with the student. If the student is unhappy with the result, they are to ask for the assessment to be reviewed by the college VET Coordinator. Further details is provided in the Appeals [Policy](#).

3.9. Recording and Release of Results

Each college is responsible for notifying students and the Adelaide College of Divinity of unit completions.

When a student has successfully gained competency in all of the units of a course the college coordinator will notify ACD and the student in writing and request the student to complete a '[application to graduate form](#)'. Once this form is received by ACD the student will be issued their course certificate within 30 days.

4. Related Policies and Procedures

- Appeals Against Final Grades
- Guidelines for Inclusive Language and for the Use of Language for God
- Academic Integrity

5. Authorities

Approval Authority	ACD Academic Board
Responsible Officer	Executive Officer
Approval Date	20 May 2021
Review Date	Default is 3 years after approval date