

Training and Assessment Policy



Policy Overview

The purpose of this policy is for DRS TQM TRAINING SERVICE PTY. LTD to determine whether a student who is participating in an DRS TQM TRAINING SERVICE PTY. LTD course has acquired the required competencies offered by the course and by establishing whether or not they have achieved the standards of performance required as outcomes of that course.

DRS TQM TRAINING SERVICE PTY. LTD will at all times comply with the Assessment Guidelines contained within the nationally endorsed Training Packages or the assessment requirements specified within the accredited course curriculum documents contained within DRS TQM TRAINING SERVICE PTY. LTD scope of registration.

DRS TQM TRAINING SERVICE PTY. LTD assessment processes will be:

Processes to be followed	By Whom	By When	Policy Statement/ Relevant Documents
<p>1.0 Valid: that is all assessment methods utilised by DRS TQM TRAINING SERVICE PTY. LTD will be valid and they will assess what they claim to assess. DRS TQM TRAINING SERVICE PTY. LTD will utilise some of the following assessment methods:</p> <ul style="list-style-type: none"> • Observation & Demonstration • Question and Answer • Workplace Projects • Written assignments • Practical tests (where applicable) 	Training Manager	At all times	Policy Statement

Department	Vocational Education & Training	Author(s)	RTO/Training Manager
Document Title	Assessment Policy	Approved	RTO/Training Manager
Version	1.1 (Modified – September 2011)	Authorised	CEO
AQTF Standard(s)	AQTF Essential Standards for Registration	Distribution	Internal
			External
			RTO Staff, RTO Students Prospective Students, General Public

Processes to be followed	By Whom	By When	Policy Statement/ Relevant Documents
<p>2.0 Reliable: that is all assessment procedures utilised by DRS TQM TRAINING SERVICE PTY. LTD will be reliable and they will result in a consistent interpretation of evidence from the participant and from context to context</p>	Training Manager	At all times	Policy Statement
<p>3.0 Fair: that is all assessment procedures utilised by DRS TQM TRAINING SERVICE PTY. LTD will be fair and they will not place participants at a disadvantage. DRs TQM Training Service Pty. Ltd assessment procedures will:</p> <ul style="list-style-type: none"> • be equitable and culturally appropriate to the needs of the individual participant or client group; • involve processes in which the criteria for judging performance are made clear to the participants; • employ a participatory approach; and • provide for participants to undertake assessments at appropriate times and where required locations 	Training Manager	At all times	Policy Statement
<p>4.0 Flexible: that is assessment procedures utilised by DRS TQM TRAINING SERVICE PTY. LTD will be flexible and they will involve a variety of methods that can be tailored to the circumstances surrounding the assessment situation.</p>	Training Manager	At all times	Policy Statement

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Processes to be followed	By Whom	By When	Policy Statement/ Relevant Documents
5.0 All DRS TQM TRAINING SERVICE PTY. LTD assessment procedures will recognise equity and cultural issues without compromising the integrity of the assessment.	Training Manager	At all times	Policy Statement
6.0 Assessments are conducted by experienced and suitably qualified staff that has the Certificate IV in Training and Assessment (TAA40104).	Training Manager	At all times	Policy Statement
7.0 DRS TQM TRAINING SERVICE PTY. LTD will deliver and assess all qualifications currently on its scope of registration in accordance with the delivery and assessment strategies in place for each qualification or accredited course.	Training Manager	At all times	Policy Statement
8.0 DRs TQM Training Service Pty. Ltd assessment process will be fully equitable for all persons and will take into account the cultural, linguistic, and other individual participants' needs in relation to assessment tasks. Relevant additional support will be made available as required.	Training Manager	At all times and as required	Policy Statement
9.0 All participants of DRS TQM TRAINING SERVICE PTY. LTD programs will be informed of the assessments to be conducted throughout the program. Participants will be provided with notice of when an assessment is to be conducted and provided with ample time for preparation and practice.	Training Manager	At all times	Policy Statement
10.0 All assessment results are treated as strictly confidential and DRS TQM TRAINING SERVICE PTY. LTD will provide feedback to the participant about the outcomes of the assessment and provide further guidance on future options.	Training Manager	At all times	Policy Statement

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Processes to be followed	By Whom	By When	Policy Statement/ Relevant Documents
11.0 All assessments are marked as either “Competent” or “Not Yet Competent”. In a situation of an assessment being marked as “Not Yet Competent,” the participant will be provided with an opportunity to redo the assessment at a mutually arranged time.	Training Manager	At all times	Policy Statement
12.0 If any participant in a program is dissatisfied with the results of their assessment they have the right to appeal the results. Any person with a complaint will be directed to use DRS TQM TRAINING SERVICE PTY LTD complaint Policy and Procedures.	Training Manager	At all times	Policy Statement
13.0 DRS TQM TRAINING SERVICE PTY. LTD will undertake an annual review of its assessment systems, procedures and the outcomes of assessment . Thus ensuring that they are appropriate, current and in line with the requirements of the relevant industry groups. This review process is essential in maintaining the integrity of DRS TQM TRAINING SERVICE PTY. LTD assessment system.	Training Manager	At all times	Policy Statement
14.0 The CEO will be the person responsible for the implementation and maintenance of the policy.	CEO	At all times	Policy Statement

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