

ASSESSMENT POLICY AND PROCEDURE

POLICY

1. Purpose

Success Resources International Pty Ltd (SRI) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, SRI is required to implement an assessment system that ensures assessments (including recognition of prior learning) comply with the assessment requirements of national Training Packages and VET Accredited courses within its scope of registration.

This policy ensures SRI assessment practices comply with SRTOs, provides SRI assessors with clear information on assessment processes and evidence requirements, and ensures that assessments are conducted in accordance with the principles of assessment and rules of evidence.

2. Policy Statement

SRI offers assessment opportunities to all enrolled clients. SRI is committed to ensuring that all assessment is conducted in a fair and equitable manner, meeting the requirements of the relevant Training Package, industry expectations and standards.

SRI applies flexible assessment options, which recognize the diversity of individual client needs and circumstances, facilitating wherever possible the realization of their learning and vocational goals.

SRI ensures that:

- all assessment options and processes implemented are in compliance with competency based assessment and Training Package requirements;
- all assessments ensure the integrity of the VET system;
- assessment complies with the Principles of Assessment (POA) as prescribed in the Standard for RTOS;
- evidence submitted for assessment is assessed in accordance with the Rules of Evidence (ROE) as prescribed in the Standard for RTOS; and
- all assessments are conducted by individuals who meet the necessary requirements as noted in the Standards for RTOs.

3. Definitions

3.1 The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

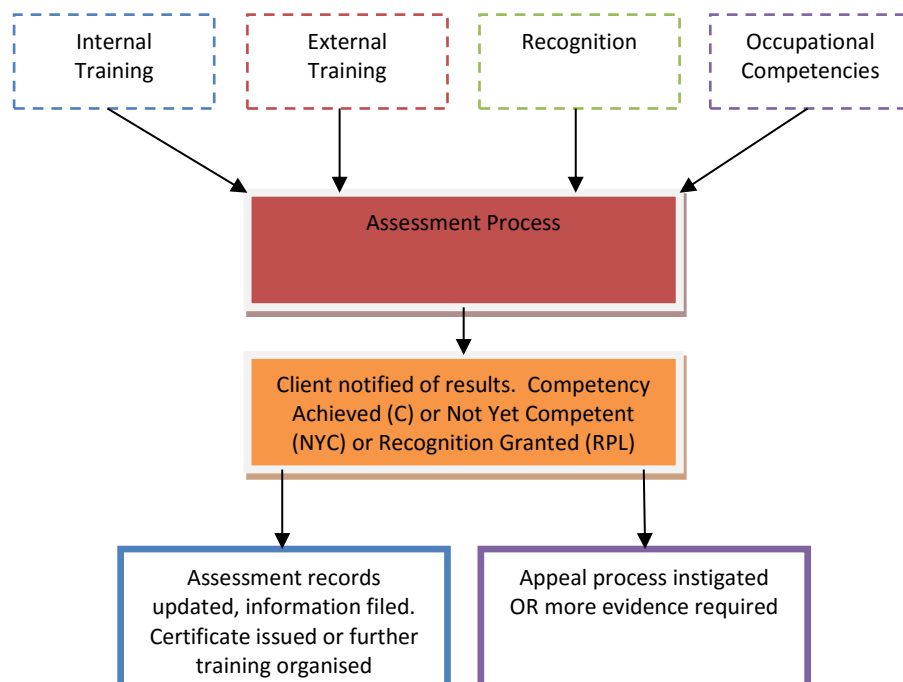
- a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- c) informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

4. Policy Principles

4.1 Underpinning Principles

- a) Competency based assessment is a system of collecting evidence, about a person's performance to a pre-set competency standard with emphasis placed on what a person can do (the outcome) rather than comparing a person's achievement to others. There is no concept of pass or fail, only competent (C) or not yet competent (NYC). The training is focused and allows for greater participation of the client in the assessment process.

The Assessment Model



b) **Three levels of assessment:**

Various levels of assessment may be used, including:

- i. **Diagnostic** also known as pre-assessment provides information about prior knowledge and skills. This baseline information may diagnose a problem or training requirement.
- ii. **Formative** assessment assists and supports training by monitoring and advising clients of their performance and rate of progress against the training outcomes. This provides feedback to the client, supervisor and trainer on what development activities are needed to achieve the required competencies. Assessment accumulates.
- iii. **Summative** assessment evaluates of achievement of the Training outcome. Often conducted in the workplace, summative assessment confirms achievement of the competency requirements. Assessment culminates.

c) Assessment modes may include :

- i. On-the-job
- ii. As part of training
- iii. Off-the-job (Simulation)
- iv. Completion and submission of assignments / work projects
- v. Recognition of Prior learning (RPL)

d) Evidence gathering methods commonly used by SRI may include, but are not limited to:

- i. Projects
- ii. Major Activity
- iii. Written Assignments
- iv. Workplace assignments
- v. Workplace performance
- vi. Documentation
- vii. Demonstration
- viii. Questioning
- ix. Role play
- x. Simulation
- xi. Oral presentations
- xii. Written tests
- xiii. Portfolio
- xiv. Third party reports.

e) Assessment is carried out in accordance with the requirements of the relevant Training Package, on a consistent and timely basis to ensure that learning has taken place and that clients have acquired the knowledge and skills required to demonstrate competency.

f) All assessments will be recorded in accordance with SRI Records Management Policy and procedures using appropriate documentation and Student Management System (SMS).

- g) Assessment outcomes will be recorded and securely maintained in an electronic student management system.
- h) feedback is provided to clients and includes the assessment outcome and guidance for further learning and assessment (as appropriate);

4.2 Special Considerations

- a) Clients who experience unforeseen circumstances or have special needs that affect their performance in an assessment may be eligible to apply for a special consideration and reasonable adjustment to assessment.
- b) Special consideration may apply to clients who during training or assessment experience one of the following circumstances:
 - i. Serious illness or psychological conditions for example, hospital admission, serious injury, severe anxiety or depression (requires doctor's certificate).
 - ii. Bereavement.
 - iii. Hardship/Trauma for example, victim of crime, sudden unemployment.
 - iv. Other exceptional circumstances (to be assessed on application).
- c) Clients wishing to apply for Special consideration in the above circumstances may do so by discussing their circumstances with Director SRI.
- d) Approved applications for Special consideration may be subject to one of the following outcomes:
 - i. Extension of submission date (not beyond 6 months);
 - ii. Deferred Assessment;
 - iii. Additional assessment;
 - iv. No action;
 - v. Withdrawal from course without penalty;
 - vi. Resubmit/reassessment; or
 - vii. Opportunity to recommence course, dependent on availability on another date.

4.3 Reasonable Adjustments to assessment

- a) Clients have the right to apply for and receive adjustment to assessment activities to accommodate individual/special needs.
- b) Adjustments to assessment cannot compromise the integrity of assessment, elements and performance criteria of the unit of competency.
- c) Adjustments to assessment will not provide an unfair advantage / disadvantage to clients.

4.4 Assessment Submission

- a) All assessments submitted must include a completed assessment cover sheet, for client identification and disclaimer purposes.
- b) Assessments must be submitted by clients within four (6) months of commencement of any unit/course.
- c) Clients who wish to submit assessment after four (6) months of commencement of a unit/course may need to re-enrol in the training course paying the scheduled course fee at the time.

- d) Clients are allowed one “re-submit” for an assessment which has previously been deemed “Not Yet Competent”. Fees may apply for a second “Re-submit”, at the discretion of Director SRI.
- e) Third and subsequent re-submissions are not allowed. Clients must undertake further learning and possibly re-enrol, therefore paying a further course fee.

4.5 Principles of Assessment

- a) Assessments are conducted in accordance with the Principles of Assessment as prescribed in the Standards for RTOs. Below is an excerpt from the Standards for RTOs 2015 (Table 1.8-1):

Fairness	<p>The individual learner’s 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 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 • 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 requirement 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 assessments requirements.
Reliability	<p>Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.</p>

4.6 Rules of Evidence

- a) Assessments are conducted ensuring compliance with the Rules of Evidence (ROE) as prescribed in the Standards for RTOs. Below is an excerpt from the Standards for RTOs 2015 (Table 1.8-2):

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.

4.7 Assessor Requirements

- a) All assessments are undertaken by suitable qualified Assessors who have both assessor competencies and vocational competencies at least to the level being assessed, and as prescribed in Standard 1 and Schedule 1 of the Standards for RTOs 2015.

4.8 Assessment Resources

- a) Assessment resources are developed in consultation with industry. (See Training Strategies and Resources Policy)
- b) Assessment tools are the resources used by assessors to identify and record the skills and knowledge clients must demonstrate to be deemed competent in a unit/module.
- c) Assessment tools are crucial for the accurate and consistent assessment of clients against competency standards.
- d) Assessment tools are required as evidence of assessment and must be retained on record as proof that a person was assessed as competent, for a minimum period of six (6) months.
- e) Assessment tools consists of:
- i. Instructions for clients;
 - ii. Instructions for assessors;
 - iii. Assessment instruments;
 - iv. Pre assessment briefing;
 - v. Assessment checklists; and
 - vi. Assessment outcome Summary.

4.9 Assessment Validation

- a) SRI assessment policies, processes, resources and outcomes are validated regularly. (See Validation Policy)

4.10 Assessment Marking

- a) Assessments are not graded.
- b) Assessments are assessed/marked in order of submission date.
- c) When marking assessments, Assessors will make comments and provide genuine feedback for the entire assessment.
- d) Clients are notified of assessment outcomes within two (2) weeks of submission.

4.11 Assessment Decisions and Outcomes

- a) Assessment outcomes are recorded as one of the following:
 - i. **Competent (C)** - Clients are deemed 'competent' when they have consistently demonstrated their skills and knowledge to the standard required in the workplace, for a full unit/module.
 - ii. **Not Yet Competent (NYC)** – Clients are deemed 'Not Yet Competent' when they are unable/have not demonstrated appropriate levels of competence in accordance with the minimum performance standards for a full unit/module.
- b) Clients assessed as 'Not Yet competent' shall receive feedback and guidance from the Assessor, and may be required to undergo further training before re-assessment.

4.12 Assessor Code of Conduct

- a) All SRI Assessors abide by the following code of conduct.

Assessment specialists have developed an international code of ethics and practice (The National Council for Measurement in Education (NCME)). The Code of Practice below is based on the international standards.

 - i. The differing needs of clients will be identified and handled with sensitivity
 - ii. Conflict of interest in the assessment process will be identified with appropriate referrals made to the operations manager when identified
 - iii. All forms of harassment will be managed throughout the planning, conduct, reviewing and reporting of the assessment outcomes as per the Access and Equity Policy
 - iv. The rights of the client are protected during and after the assessment
 - v. Personal or interpersonal factors that are not relevant to the assessment of competency must not influence the assessment outcomes as per the Complaints and Appeals Policy
 - vi. The client is made aware of rights and processes of appeal
 - vii. Evidence that is gathered during the assessment is verified for validity, reliability, authenticity, sufficiency and currency
 - viii. Assessment decisions are based on available evidence that can be accessed and verified by another assessor
 - ix. Assessments are conducted within the boundaries of the assessment system policies and procedures
 - x. Formal agreement is obtained from both the client and the assessor that the assessment was carried out in accordance with the procedures briefed before the commencement of the assessment
 - xi. Assessment tools, systems, and procedures are consistent with equal opportunity legislation

- xii. Prior to the assessment the client is informed of all assessment reporting processes and all known potential consequences of decisions arising from the assessment
- xiii. Confidentiality is maintained regarding assessment results and are only released with the written permission of the client
- xiv. The assessment results are used consistently with the purpose explained to the client
- xv. Self-assessments are periodically conducted to ensure current competencies against the Training and Assessment Competency Standards
- xvi. Professional development opportunities are identified and sought by assessors
- xvii. Opportunities for networking amongst assessors are created and maintained with technical assistance in planning, conducting and reviewing assessment procedures and outcomes.

4.13 Recognition of Prior Learning

- a) All clients are offered access to Recognition of Prior Learning (RPL), Recognition of Current Competency upon enrolment. (See Recognition Policy)

4.14 Plagiarism, Cheating and Collusion in Assessment

- a) Plagiarism, cheating and collusion in assessment are expressly prohibited.
- b) Clients cannot submit any piece of work for assessment that is not entirely their own work.
- c) Clients cannot assist other SRI clients with assessed work.
- d) Clients cannot accept assistance from other SRI clients with assessed work.
- e) Clients cannot submit the same piece of work for assessment, as another learner/client of SRI.
- f) All cases of plagiarism, cheating and collusion are treated as a serious matter and will be reviewed and treated on a case by case basis.
- g) Depending on severity and circumstances, penalties of plagiarism, cheating and collusion may include one or more of the following (i.e. sanctions may not be discrete):
 - i. Completion and resubmission of a new assessment task; and/or
 - ii. All parties receiving a “Not Yet Satisfactory” result for the assessment task; and/or
 - iii. Verbal or written warning; and/or
 - iv. Suspension or expulsion from the course.
- h) Client records will be noted with all investigated and proven incidents.
- i) All incidents will be reviewed by the Directors of SRI.

5. SRI Responsibilities

5.1 Director

Directors of SRI are responsible for ensuring assessments comply with the requirements of National Training packages, the current AQF Handbook and the Standards for Registered Training Organisations and that they are within the current scope of registration.

The Directors of SRI must ensure the assessment process is open, structured, consistent and comprehensive incorporating feedback to the client on the outcomes of the assessment process, as well as information regarding the appeals procedure and guidance on other options.

The Directors of SRI are responsible for ensuring the assessment strategies are designed with the flexibility to meet the needs and circumstances of a wide range of clients, including those who may be socially, linguistically, educationally, or otherwise disadvantaged.

The Directors will ensure:

- a) All appointed and authorised Assessors possess and maintain relevant qualifications and vocational competency in accordance with those required in Standards of RTOs.
- b) Clients are provided information on the assessment process prior to assessments being conducted.
- c) Assessors incorporate the principles of assessment including validity, reliability, flexibility and fairness when conducting assessments.
- d) Assessors apply the rules of evidence including validity, sufficiency, currency and authenticity when conducting assessments.
- e) Assessment processes provide for Recognition of Prior Learning (RPL).
- f) An effective feedback mechanism is established and implemented to inform clients and clients on their assessment progress and results.
- g) An effective recording and reporting process of the unit of competency/module including access to information by clients to their records.
- h) Clients have access to an open, equitable and transparent appeals process.
- i) Awards of qualifications are in accordance with RTO Scope of Registration as listed by TGA (www.training.gov.au).
- j) Ongoing internal monitoring and validation of the assessment system for quality control checks.
- k) Management and staff participation in an independent (external auditing) quality control process conducted by the VET regulator.

5.2 Assessors

Assessors conducting assessment on behalf of SRI will:

- a) Ensure they assess and judge a client's skills and knowledge of competence against set standards, principles of assessment and rules of evidence.
- b) Ensure that safety of the personnel involved in the assessment is maintained at all times.
- c) Ensure that assessment focuses on the application of knowledge and skills to the standard of performance required in the workplace and covers all aspects of workplace performance.
- d) Ensure the assessment process is open, structured, consistent and comprehensive incorporating feedback to the client on the outcomes of the assessment process, as well as information regarding the appeals procedure and guidance on other options.
- e) Interpret and understand the performance criteria and evidence requirements.
- f) Select appropriate assessment methods and materials.
- g) Make fair and objective judgements.
- h) Abide by the Assessor Code of Conduct.
- i) Provide all relevant paperwork to administration for processing in a timely manner.

6. Appeals

Clients have the right to appeal an assessment decision. (See Appeals Policy)

7. Access and Equity

Clients have fair and equal rights to assessment. (See Access and Equity Policy)

8. Records Management

All completed assessment items for all clients will be kept by SRI for a minimum of six (6) months.

All assessment outcomes will be recorded and kept for a period of 30 years.

All documentation from Assessment processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

9. Monitoring and Improvement

All Assessment practices are monitored by the Directors of SRI and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

Procedure

Submission assessment Student's submission of Assessment for marking.

Step 1: Preparation for assessment

Trainer/Assessor	1.1	Students are informed of assessment requirements prior to the commencement of learning Students receive assessment documentation prior to the commencement of learning.
Assessor	1.2	Student undergoes an assessment briefing session to confirm assessment requirements for each unit/module/cluster. Student and Assessor agree on client's readiness for assessment for each unit/module/cluster.
Student	1.3	Student completes all assessment requirements for each unit/module/cluster. Student takes and keeps a copy of the completed assessment prior to submission. Student submits assessment to Admin for marking.

Step 2: Receiving assessment submissions for marking

SRI Admin	2.1	Upon receipt of assessment submission, check for signatures and all is completed Enter the details of the assessment submission into : <ul style="list-style-type: none"> ➤ Student information in SMS VETTRAK Provide copy of unmarked Assessment to Assessor for marking.
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Step 3: Making assessment judgement

SRI Admin	3.1	<p>Mark assessments in order of date received, ensuring all assessments are marked within two (2) weeks of receipt.</p> <p>Use the Assessment Marking Guide for the unit/module to assist with judgement.</p> <p>Where reasonable, if minor clarification is required from client to determine a successful outcome, contact the client by telephone and discuss.</p> <p>Make relevant assessment judgement taking into account:</p> <ul style="list-style-type: none"> ➤ Elements and performance criteria for the unit/module; ➤ Assessment requirements; ➤ Principles of Assessment; and ➤ Rules of Evidence; ➤ Competency standard required in the workplace. <p>Complete all relevant documentation, including Assessment Marking Sheet.</p> <p>Provide written feedback on assessment and Assessment Marking Sheet, as appropriate.</p> <p>Contact Student with feedback and assessment outcome, advise on further evidence requirements or training, as appropriate.</p> <p>Advise student of right to appeal.</p> <p>Enter notes into Student records on SMS. VETTRAK</p> <p>Forward all assessment documentation to Admin for processing.</p>
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Step 4: Processing marked assessments

SRI Admin	4.1	<p>If Assessment judgement is "NYS":</p> <ul style="list-style-type: none"> ➤ Take a copy of the assessment to be returned to the client and place on the Student File; ➤ Update client record in SMS VETTRAK with assessment result. ➤ Make a note in that assessment has been returned for further evidence and submission. ➤ Update the Assessment Outcome Training Record Book on the Student File. ➤ Return marked Assessment to the client. <p>If Assessment judgement is "S":</p> <ul style="list-style-type: none"> ➤ Update client record in SMS VETTRAK with assessment result. ➤ Update the Assessment Outcome Training Record Book on the Student File. ➤ File all Assessment documentation onto Student File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.) ➤ If Client is due for the Issuance of Certification Documentation, refer to Certification Issuance Procedures.
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Step 5: Student completes further assessment submission

Student	5.1	<p>a) Student completes all assessment requirements for each unit/module/cluster.</p> <p>b) Student takes and keeps a copy of the completed assessment prior to submission.</p> <p>c) Student submits assessment to Admin for marking.</p>
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Step 6: Receiving further assessment submissions

SRI Admin	6.1	<p>If this is the second (2nd) submission of an Assessment, Refer to Step 2.</p> <p>If this is the third (3rd) submission of an Assessment:</p> <p>Upon receipt of assessment submission, stamp/note the date the assessment was received;</p> <ul style="list-style-type: none"> ➤ Enter the details of the assessment submission into ➤ Student information in SMS. VETTRAK
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Step 7: Assessment evaluation

SRI Admin	7.1	<p>Provide Client with 'Learner Questionnaire'.</p> <p>Refer to Evaluation Procedures.</p>
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Observable Assessment – Training Environment

Assessment is an Observable task whereby Assessment occurs in the Training or Simulated Environment

Step 1: Preparation for assessment

Trainer/Assessor	1.1	<p>Students are informed of assessment requirements prior to the commencement of learning</p> <p>Students receive assessment documentation prior to the commencement of learning.</p>
Assessor	1.2	<p>Student undergoes an assessment briefing session to confirm assessment requirements for each unit/module/cluster.</p> <p>Student and Assessor agree on student's readiness for assessment for each unit/module/cluster.</p>

Step:2 Making assessment judgement

Assessor	2.1	<p>Observes student in assessment task, following assessment procedures, ensuring Safety of all parties, and completing all necessary assessment documentation.</p> <p>Make relevant assessment judgement taking into account:</p> <ul style="list-style-type: none"> ➤ Elements and performance criteria for the unit/module; ➤ Assessment requirements; ➤ Principles of Assessment; and ➤ Rules of Evidence; ➤ Competency standard required in the workplace. <p>If Assessment judgement is "NYS":</p> <p>Provide feedback to student and advise assessment outcome.</p> <ul style="list-style-type: none"> ➤ If this is the third (3rd) or more attempt advise further learning is required, student will need to re-enrol in the unit/module. <p>Advise student of right to appeal.</p> <p>If Assessment judgement is "S":</p> <ul style="list-style-type: none"> ➤ Provide feedback to client and advise assessment outcome. <p>Complete all relevant documentation, including Assessment Masking Sheet, all parties to sign.</p> <p>Enter notes into Student records on SMS. VETTRAK</p> <p>Forward all assessment documentation to Admin for processing.</p>
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Step:3 Processing completed assessments

SRI Admin	3.1	<p>If Assessment judgement is “NYS”:</p> <ul style="list-style-type: none"> ➤ Update student record in SMS with assessment result. ➤ Update the Assessment TRB on the Student File. <p>If Assessment judgement is “S”:</p> <ul style="list-style-type: none"> ➤ Update student record in SMS VETTRAK with assessment result. ➤ Update the Assessment TRB on the Student File. ➤ File all Assessment documentation onto Student File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.) ➤ If Student is due for the Issuance of Certification Documentation, refer to Certification Issuance Procedures.
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Step:4 Assessment evaluation

SRI Admin	4.1	<p>Provide Student with ‘Learner Questionnaire’.</p> <p>Refer to Evaluation Procedures.</p>
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Observable Assessment – Workplace environment

Assessment is an Observable task whereby Assessment occurs at the Client Workplace

Step 1: Preparation for assessment

Trainer/Assessor	1.1	<p>Students are informed of assessment requirements prior to the commencement of learning</p> <p>Students receive assessment documentation prior to the commencement of learning.</p>
Assessor	1.2	<p>Discuss and agree with Workplace Supervisor requirements for Assessment for each unit/module, including timeframes, location, equipment, and safety.</p> <p>Training Plan is agreed and documented</p> <p>Student, Workplace Supervisor and Assessor agree on student’s readiness for assessment for each unit/module/cluster.</p> <p>Student undergoes an assessment briefing session to confirm assessment requirements for each unit/module/cluster.</p>

Step 2: Making assessment judgement

Assessor	2.1	<p>Retrieve all assessment documentation and client information from Client Nomad File.</p> <p>Observes client in assessment task, following assessment procedures, ensuring Safety of all parties, and completing all necessary assessment documentation.</p> <p>Make relevant assessment judgement taking into account:</p> <ul style="list-style-type: none"> ➤ Elements and performance criteria for the unit/module; ➤ Assessment requirements; ➤ Principles of Assessment; and ➤ Rules of Evidence; ➤ Competency standard required in the workplace. <p>If Assessment judgement is “NYS”:</p> <ul style="list-style-type: none"> ➤ Provide feedback to student and advise assessment outcome. ➤ If this is the third (3rd) or more attempt advise further learning is required, student will need to re-enrol in the unit/module. ➤ Advise student of right to appeal.
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		<p>If Assessment judgement is "S":</p> <ul style="list-style-type: none"> ➤ Provide feedback to student and advise assessment outcome. <p>Provide feedback to Workplace Supervisor on Assessment outcome.</p> <p>Agree and organise next visit / assessment date and time with client and supervisor.</p> <p>Complete all relevant documentation, including Assessment Marking Sheet, all parties to sign, including workplace Supervisor.</p> <p>Complete 'Company Google Docs File'</p> <p>Review and complete Training Record Book with student and workplace supervisor; all parties to sign.</p> <p>Return all documentation to Student File.</p>
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Step 3: Finalise the assessment event

Assessor	3.1	<p>Enter notes into Student records on SMS. VETTRAK</p> <p>Forward the Student File, including all assessment documentation, to Admin for processing.</p>
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Step 4: Processing completed assessments

Assessor	4.1	<p>If Assessment judgement is "NYS":</p> <ul style="list-style-type: none"> ➤ Update student record in SMS with assessment result. ➤ Update the Assessment Outcome Tracking Form on the Client File. <p>If Assessment judgement is "S":</p> <ul style="list-style-type: none"> ➤ Update student record in SMS VETTRAK with assessment result. ➤ Update the TRB on the Student File. ➤ File all Assessment documentation onto Student File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.) ➤ If Student is due for the Issuance of Certification Documentation, refer to Certification Issuance Procedures.
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Step 5: Processing completed assessments

SRI Admin	5.1	<p>Provide Student and workplace Supervisor with 'Learner Questionnaire'.</p> <p>Refer to Evaluation Procedures.</p>
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