



Assessment Policy

BACKGROUND

Camden Haven Community College, RTO 90018, is committed to providing high-quality vocational education and training (VET) that complies with the Standards for Registered Training Organisations (RTOs) 2025. In particular, Standard One is central to our assessment practices: The RTO's training and assessment strategies and practices are responsive to industry and learner needs, meet the requirements of training packages, and are continuously improved.

- **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 a vocational education and training (VET) accredited course.
- An **assessment system** is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensures assessments are consistently valid, reliable, fair, and authentic, and are based on the Principles of Assessment and the Rules of Evidence as outlined in the Standards for RTOs 2025.
- An **assessment tool** includes the following components: context and conditions of assessment, tasks to be administered to the student, an outline of the evidence to be gathered from the candidate, and evidence criteria used to judge the quality of performance (i.e., the assessment decision-making rules). This term also encompasses the administration, recording, and reporting requirements, and may address a cluster of competencies as applicable for holistic assessment.

POLICY GUIDELINES

Assessment for Nationally Recognised Training and Assessment

- We will comply with all Assessment Guidelines in the nationally endorsed Training Packages relevant to our Scope of Registration.
- Assessments will be conducted by skilled and qualified assessors/trainers who have the vocational competencies at least to the level being assessed, current industry skills directly relevant to the training and assessment being provided, and the training and assessment competencies as specified in clauses 1.13-1.16 of the Standards for RTOs 2025.
- Camden Haven Community College (RTO 90018) implements an assessment system that ensures that assessment (including Recognition of Prior Learning):
 - o complies with the assessment requirements of the relevant training package; and
 - o is conducted in accordance with the Principles of Assessment (see Appendix 1 below) and the Rules of Evidence (see Appendix 2 below) as defined in the Standards for RTOs 2025
- We will ensure that reasonable adjustment of assessments can be applied to take account of the individual candidate's needs and characteristics, without compromising the integrity of the assessment outcome. (See Appendix below explaining reasonable adjustment.)
- At the commencement of the course students will be advised of the purpose of assessment and the criteria and requirements they will need to meet to obtain a qualification. This information will be provided in a clear and accessible format.

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- Judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.

Reliability

Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

APPENDIX 2: 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 knowledge and performance criteria 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 over a period of time and covers a range of situations.

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.

APPENDIX 3: REASONABLE ADJUSTMENT

Reasonable adjustment for assessment means that the assessment process may be modified so that individual participants are not disadvantaged. For example, a learner with a disability, or with issues relating to language, literacy or numeracy may require some adjustment to the assessment process.

In accordance with the Disability Standards for Education, education providers are under a positive obligation to make changes to reasonably accommodate the needs of a learner with a disability. Reasonable adjustments can be made as required, as long as competence is not compromised. For example, such a learner could be asked to demonstrate a work process rather than being asked to explain it in writing.

APPENDIX 4: CHC33021 CERTIFICATE III IN INDIVIDUAL SUPPORT ASSESSMENT

Camden Haven Community College has an extensive range of industry-specific resources, and our qualified assessors have vast industry knowledge and experience enabling them to conduct replicated simulated workplace assessments using best practice where applicable to the individual UoC.

The UoC CHCCCS040 assessment requirements specifically states 120 hours of work placement.

10 x UoC's that can be assessed in a simulated environment.

- CHCCCS041 Recognise healthy body systems
- CHCCOM005 Communicate and work in health or community services
- CHCDIV001 work with diverse people
- CHCLEG001 Work legally and ethically

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