

## **Assessment Policy & Procedure – JTI**

### **A. Purpose**

This policy provides a framework for managing all assessment practices at Job Training Institute Pty Ltd (JTI). It ensures assessments are fair, flexible, reliable, valid, and sufficient, in alignment with the ASQA 2025 Outcome Standards, Standards for RTOs 2015, AQF, ESOS Act/Regulations, and National Code 2018.

### **B. Scope**

This policy applies to:

- All accredited training and assessment conducted under JTI's scope of registration.
- All delivery modes (classroom, online, workplace, simulated).
- All students (domestic and CRICOS) and assessors engaged in assessment activities.

### **C. Principles of Assessment**

- **Fairness:** Students are informed of assessment requirements and have the right to appeal.
- **Flexibility:** Assessments consider individual needs, LLN support, and reasonable adjustment where appropriate.
- **Validity:** Evidence collected relates directly to the competency being assessed.
- **Reliability:** Consistent results are achieved across different assessors and contexts.

### **D. Rules of Evidence**

- **Validity:** Evidence directly relates to the unit of competency.
- **Sufficiency:** Enough evidence is collected to support a competency judgment.
- **Authenticity:** Evidence is the student's own work.
- **Currency:** Evidence demonstrates current skills and knowledge.

### **E. Assessment Practices and Procedures**

1. Assessment information is provided to students at orientation and in the Student Handbook.
2. Students are given clear instructions, assessment criteria, and due dates for each task.
3. Assessments use a range of methods such as written tasks, observation, projects, workplace evidence, and third-party reports.
4. Students must submit assessments by the due date unless an extension or special consideration is granted.
5. Reasonable adjustments are applied where required to ensure equity without compromising competency standards.
6. Assessors provide timely, constructive feedback on all submissions.
7. Assessment outcomes are recorded as Competent (C) or Not Yet Competent (NYC).

8. Students are allowed one resubmission per task without charge. Further resubmissions may attract fees.
9. Academic integrity is enforced; plagiarism or collusion results in disciplinary action.
10. Assessment decisions are subject to validation and moderation to ensure consistency.

## **F. Appeals Process**

Students have the right to appeal an assessment decision they consider unfair. Appeals must be lodged within 20 working days using the Complaints and Appeals Procedure. Enrolment is maintained during the appeals process. External appeals can be lodged with the Overseas Students Ombudsman (CRICOS students) or relevant bodies.

## **G. Responsibilities**

Role	Responsibilities
CEO	Approves policy and ensures compliance with ASQA/ESOS requirements.
Compliance Manager	Oversees assessment system, validation, moderation, and audits.
Trainers/Assessors	Conduct assessments, apply principles of assessment, provide feedback, maintain records.
Students	Engage honestly in assessment, meet deadlines, seek support where needed, and uphold integrity.

## **H. Recordkeeping**

- Assessment evidence retained for 6 months post-competency decision (ASQA guidance).
- Assessment outcomes recorded in Vettrak/Moodle.
- AQF certification records retained for 30 years (Standards for RTOs 2015 Schedule 5).
- CRICOS assessment records retained for 2 years after enrolment ceases (ESOS requirements).
- Reasonable adjustments documented in student files.

## **I. Continuous Improvement**

- Assessments and tools are validated pre-use and post-use.
- Validation occurs at least once every five years per training product, with industry input.
- Findings are reviewed at management meetings and feed into the Continuous Improvement Register.

## **J. Related Documents**

- Training & Assessment Policy
- Complaints and Appeals Policy
- Credit Transfer & RPL Policy
- Student Handbook
- Assessment Tools & Checklists