TRAINING, ASSESSMENT & EVALUATION POLICY

RATIONALE

North Melbourne Language and Learning (NMLL) is a Registered Training Organisation(RTO) that delivers foundation level accredited and pre-accredited courses in both English as a Second Language (ESL), Vocational and Computer studies. Training, assessment and evaluation processes are an important part of ensuring quality provision of course delivery at NMLL.

DEFINITIONS

Training: refers to the delivery of a course which will lead to the acquisition of knowledge, skills, and attitudes that relate to specific competencies.

Assessment: refers to the measurement of course outcomes which in themselves are observable, measurable and unambiguous.

Evaluation: refers to the review of training and assessment strategies to ensure that course outcomes are achieved.

AQF (Australian Qualifications Framework) The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training. The Framework was introduced Australia-wide on 1 January 1995.

AQTF (Australian Quality Training Framework) The AQTF 2010 *Essential Conditions and Standards* is the national set of standards which assure quality training and assessment for Australia's vocational education and training (VET) system. The AQTF 2010 became effective on 1 July 2010.

RTO (Registered Training Organisation) A training organisation, such as NMLL, which has been granted registration by the relevant state Registering Authority to issue a nationally recognised qualification (e.g. Certificate I, II or III) or a Statement of Attainment on partial completion.

PRINCIPLES

This policy is based on the principles that
- training and assessment at NMLL is consistent with the requirements of all RTOs to comply with the *AQTF 2010 - Essential Conditions and Standards*

- evaluation of training and assessment is undertaken for all courses and includes the monitoring of student satisfaction
- evaluation of training and assessment is fundamental to continuous improvement
- recognition of prior learning (RPL) is available to all prospective students.

PROCEDURES

1. Training

NMLL delivers foundation level training for accredited and pre-accredited courses. The *NMLL Learning and Assessment Strategy* is the basis for ensuring that high quality training is delivered by NMLL teachers. The *NMLL Learning and Assessment Strategy* has been developed on the basis of:
- guidelines published for delivery of training in nationally endorsed units of competency, where these are available as part of a VET course
- where nationally endorsed units of competency are not available, as for pre-accredited courses, training is responsive to the educational and social needs of students in the North Melbourne community.

Training at NMLL can lead to the following outcomes for students:
- a qualification and course outcomes that are consistent with the AQF qualification descriptor identified for the course
- a Statement of Attainment, issued at no cost to the student, which outlines partial completion of an AQF qualification
- completion of a pre-accredited course which involves the attainment of knowledge and skills which meet student needs.

2. Assessment

Teachers at NMLL adopt a range of assessment tools developed under the *NMLL Learning and Assessment* Strategy. The assessment tools determine a student's achievement of the units of competency which comprise any accredited course, and achievement of defined knowledge and skills in pre-accredited courses.

Assessment tools are available for each unit of competency of all accredited courses being delivered and are kept on file. These assessment tools:
- are valid, flexible and fair
- support the collection of evidence that is sufficient and current
- are consistent with the assessment guidelines of any course where nationally endorsed units of competency are used
- enable evidence to be collected of achievement of all units of competency in order for a student to be awarded a Vocational Education and Training (VET) certificate

- enable evidence to be collected of achievement towards a Statement of Attainment when partial completion of a VET certificate occurs.

2.1   Plagiarism / cheating

Plagiarism or cheating may occur when a student copies or partly copies other people's work and then submits the work as their own for assessment. When supervising the completion of assessment tasks, teachers at NMLL must ensure that:
- clear instructions are given that assessment is a measure of the student's own work
- students understand that plagiarism or cheating is a breach of the NMLL Code of Conduct and could lead to action by the NMLL
- reasonable effort is taken to ensure that other students' work could not be copied or plagiarised during an assessment task
- students undertake to properly safeguard their own work so that plagiarism or cheating does not occur.

3.   Course evaluation

3.1   Student Satisfaction
Course evaluation is undertaken in order to determine the appropriateness of course content, levels of student satisfaction and improvements that should be implemented. From the teacher's perspective, this is an on-going process, as lesson plans are evaluated at the end of each lesson to determine what has been achieved and what part of the plan needs to be varied for the next lesson.

A more formal evaluation is conducted by NMLL at the end of each semester on a class-by-class basis. The evaluation takes 2 forms:
- an on-line student survey focusing on common aspects of course provision
- an evaluation designed by the teacher which focuses on feedback regarding the class activities and learning experiences during the semester.

Course evaluation provides an opportunity for students to express a preference for topics, content, learning styles and personal needs.

NMLL uses the results of the formal course evaluation as part of its ongoing cycle of improvement; the results of annual evaluations lead to the review of the *NMLL Learning and Assessment Strategy* which ensures continuous improvement.

3.2   Industry Consultation

NMLL has developed a procedure for industry consultation which includes input from those community groups and job service agencies involved in the provision of services in the Inner North Melbourne community. These industry participants understand the characteristics and needs of the students at NMLL.

The industry consultation is undertaken on an annual basis with the intent of engaging industry participants in the monitoring and improvement of the *NMLL Learning and Assessment Strategy*. By undertaking industry consultations, NMLL ensures continuous improvement of its training and assessment strategies.

4.   Recognition of Prior Learning (RPL)

All prospective students at NMLL may apply for RPL. RPL acknowledges skills and knowledge already attained through:
* prior work experience, including paid and voluntary work
* formal or informal training or study
* life experience.

NMLL has mutual recognition with other RTOs. A Certificate or a Statement of Attainment from another RTO will be recognised at NMLL.

RPL is arranged on request from the student who may be given credit for selected units of competency.

5.   Implementation of policy

Personnel
* The Further Education Coordinator has oversight for the implementation of this policy.
* All NMLL trainers and assessors are responsible for ensuring that the *NMLL Learning and Assessment Strategy* is implemented in their planning and delivery of lessons.

ASSOCIATED DOCUMENTS

Industry Consultation Procedure
NMLL Learning and Assessment Strategy
NMLL Pre-Training Review Procedure
NMLL Delivery Planning Procedure
Student Enrolment Policy
Student Grievance Policy

CHANGE HISTORY of POLICY	
Previously known as *Assessment & Evaluation Policy*	Initial approval of policy: 3 October 2005 26 October 2010
Date last reviewed: 7 October 2010	This version approved at Committee of Management Meeting date: 12 June 2013

Policy review due: June 2016