

Policy Name:	Assessment Principles
Policy No.	TA1.0
Issued:	20 March 2023
Reviewed:	

Purpose

To detail the principles of assessment and rules of evidence that HITsa will apply to deliver effective assessment as prescribed by 1.8– 1.12 of the Standards.

Areas Affected

All assessment services

General

All assessments conducted by HITsa and/or third parties contracted by HITsa will meet the following Principles of Assessment –

- **Fairness**

HITsa will consider the individual student’s needs in the assessment process.
Where appropriate HITsa will apply reasonable adjustments to take account of the individual learner’s needs
HITsa will inform the learner about the assessment process and provide the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary
- **Flexibility**

HITsa’s assessment is flexible to the individual learner by

 - reflecting the learner’s needs
 - assessing competencies held by the learner no matter how or when they have been acquired
 - drawing from a range of assessment methods and using those that are appropriate to the context of the unit of competency and associated assessment requirements, and the individual
- **Validity**

HITsa’s assessment decisions will be justified, based on the evidence of performance of the individual learner, requiring

 - assessment against the unit(s) of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance
 - assessment of knowledge and skills is integrated with the practical application
 - assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other situations
 - judgement of competency 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.

All assessments conducted by HITsa and/or third parties contracted by HITsa will meet the following 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 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.

HITsa will succeed in meeting these principles by

- Employing the skills of a suitably qualified and experienced Compliance Manager to create, review and maintain suitable assessment tools
- Leveraging the knowledge and experience obtained through regular industry consultation in the development and application of suitable assessment methods
- Mapping the skills and experience of assessors to the knowledge and skill requirements of units of competency to determine suitability
- Maintaining a regular cycle of validation for all courses and units of competency on scope
- Delivery of assessment by suitably qualified and experienced assessors
- Application of policies and procedures designed to meet the needs of individual learners
- Maintaining up-to-date equipment and resources for use in training and assessment activities
- Implementing enrolment processes that ensure that prospective learners are fully informed of assessment expectations
- Understanding each individual learner's capacity and where possible, adjusting assessment methods to align to individual needs without compromising competency expectations that must be demonstrated.
- When appropriate, providing opportunities for learners to re-sit assessment where competency has not been demonstrated.
- Where a learner communicates an unavoidable absence prior to assessment, rescheduling the assessment opportunity without penalty or additional cost.
- Providing assessors with training guides and model answers for each unit under assessment as a standard practice
- As part of inducting trainers and assessors to new training, implementing a practice of "shadow shifts" for new with experienced.
- Making a process of RPL available to learners
- Maintaining open and honest communication with learners with an "open door" policy for learners to access support and/or assistance at any time
- Recruitment and employment of adequate resource to deliver training and assessment

Record Keeping

Examinations, tests, assignments or any other assessable materials will be retained by HITsa for a minimum period of six months unless contracts to which HITsa is a party require a longer archive period.

END

Date	Version	Amendment(s)
20.03.23		Original Document – Replaces HITP0035/10