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# Conducting VET Assessment Policy - BHI Version 2

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**Authorised by: CEO**

**Endorsed By: VETBOS**



# 1 Document Control

Version	Date	Amended by	Changes Made
1	29/11/2012	Learning and Academic Support Manager	Initial document
1.1	21/12/2012	Learning and Academic Support Manager	Minor amendments made to align with Standards for Registered Training Organisations 2015
1.2	10/08/2017	Manager, Teaching and Learning Enhancement	Update to new Policy and Procedure Template. Re-wording of policy statement for clarity. Removal of procedures from policy statement. Inclusion of definitions.
2.0	13/03/2018	Manager, Teaching and Learning Enhancement	Final
	09/04/2019	Academic Quality Assurance Coordinator	Minor administrative changes to remove reference to 'BHIG' and 'CAE'

## 2 Purpose

To determine the policy and principles which apply when conducting Vocational Education and training assessment.

## 3 Scope

Applies to Box Hill Institute in relation to conducting VET assessment.

## 4 Policy Statement

The arrangements for conducting assessment by Box Hill Institute must meet the Standards for Registered Training Organisations (RTOs) 2015 including clauses 1.8 to 1.12, Conduct Effective Assessment.

Box Hill Institute must implement an assessment system that ensures that all assessment, including recognition of prior learning, complies with the assessment requirements of the relevant training package or VET accredited course and is conducted in accordance with the Principles of Assessment and the Rules of Evidence.

The assessment system design supports assessors to make consistently sound judgements during assessment and to validate these judgements on a regular basis.

Box Hill Institute must have procedures in place for special consideration, reasonable adjustment of

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assessment and assessment appeals.

## 5 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Staff Code of Conduct.

## 6 Definitions

Term	Definition
<b>Assessment Tool</b>	Consists of Assessment tasks with instructions to students, Marking guides with instructions to assessors, instruments for recording assessment decisions, exemplars and information regarding recording, retention and storage of assessments.
<b>Assessment Method</b>	The techniques used to gather different types of evidence for assessment.
<b>Assessment System</b>	An assessment system includes not only the actual materials used directly in conducting assessment, but also policies, procedures and other supporting documents that inform the way assessment is conducted.
<b>Assessment Requirements</b>	Each unit of competency contains assessment requirements grouped into three areas: <ul style="list-style-type: none"> <li>• performance evidence</li> <li>• knowledge evidence</li> <li>• assessment conditions.</li> </ul>

## 7 Related Procedures

The following procedures are linked below:

- Developing Assessment Tools Procedure – BHI
- Validating Assessment Tools Procedure - BHI
- Recognition of Prior Learning, Current Competence and Credit Transfer Procedure – BHI

## 8 Related Operating Guidelines

Nil

## 9 Related Forms

- Assessment Development Tool (ADT)
- Assessment development Tool exemplar

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- Assessment cover sheet and instructions to student
- RPL Candidate Guide Template
- RPL Assessor Guide Template

## 10 Related Legislation and Registration

### 10.1 Box Hill Institute

### 10.2 External

- Standards for Registered Training Organisations (RTOs) 2015

## 11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential.

## 12 Review

This policy must be reviewed no later than three (3) years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

Owner	Author
Executive Director, Academic Affairs (VET & Higher Education)	Manager, Teaching and Learning Enhancement

## 13 Approval Body

CEO

## 14 Endorsement Body

VET Board of Studies

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