Assessment Policy and Procedures

Purpose:
This policy and procedure is to be used by Culinary Solutions Australia Pty Ltd to ensure student assessments comply with the AQF Standards for Registered Training Organisations and the endorsed industry Training Package.

Scope:
The assessment policy and procedures covers all nationally recognised training and assessments provided by Culinary Solutions Australia Pty Ltd that is included in its Scope of Registration.

Students applying for Recognition (RPL) should refer to Culinary Solutions Australia Pty Ltd's Recognition Policy and Procedures.

Definitions:

Assessment is the process of collecting evidence and making a judgment on whether competency has been achieved as per the requirements of the training package.

Assessment Methods may include, but aren't limited to: observation and demonstration (workplace or simulation); direct questions; projects; written and practical tests; portfolios of evidence; supervisor third party reports, prior qualifications or certificates, photographs and work samples

Assessments conducted by Culinary Solutions Australia Pty Ltd will ensure that assessments are conducted by a person who:

    a. Holds the following TAE40116 Certificate IV in Training & Assessment
       Or
    b. Holds the following TAE40110 Certificate IV in Training & Assessment
       Plus:

1. TAELLN411
2. TAELLN401A
3. TAEASS502A
4. TAEASS502B
5. TAEASS502

    a. Holds the following TAEASS00011 Assessor Skill Set
       Or
    b. Holds the following TAEASS00011 Assessor Skill Set

    Plus:

    1. TAEASS502
    2. TAEASS502A
    3. TAEASS502B

Assessment Process will be:

Valid – it will measure what it is intended to measure

Reliable – it will provide consistent results in given contexts

Fair – it will not disadvantage any individual and allows the individual to appeal the result

Flexible – it can be adapted to meet different workplace contexts or special needs of individuals

Evidence collected will be:

Valid – assessor needs to ensure that the evidence provided by the student directly covers the unit(s) of competency for which they are seeking recognition

Current – it is critical that appropriate evidence is available or is obtained to show that the student is currently able to use the skills and knowledge for which recognition is sought

Sufficient – assessor needs to ensure that the student has provided enough evidence to make a confident judgment that competence has been achieved

Authentic – assessor needs to ensure that the evidence is actually the work of the student and not someone else.

Mutual Recognition is the recognition and acceptance by a Registered Training Organisation of Australian Qualifications Framework qualifications and Statements of Attainment issued by other Registered Training Organisations, enabling individuals to receive national recognition of their achievements.

Recognition is a process whereby evidence is collected and a judgment made by an assessor or assessment team against the requirements of one or more endorsed units of competency from a relevant industry Training Package.

Validation involves checking to see if the process assesses what it is supposed to be assessed, while taking into account the student and the assessment context and acting on the findings by changing or modifying the process as required

Policy:

1. Culinary Solutions Australia Pty Ltd will implement and maintain a fair and equitable student assessment process that is compliant with the AQF Standards for Registered Training Organisations and the endorsed industry Training Package.
2. Culinary Solutions Australia Pty Ltd through mutual recognition will recognise the AQF qualifications and Statements of Attainment issued by any other RTO.
3. Evidence collected will be valid, current, sufficient and authentic.
4. Information on the Assessment Process will be included in the Student and Trainer/ Information Kit
5. Confidentiality will be maintained regarding assessment results.

6. Students will be advised of their rights before and after the assessments including the right to appeal the result under Culinary Solutions Australia Pty Ltd's Complaints and appeals Policy.

7. Culinary Solutions Australia Pty Ltd will validate the assessment process at least annually and support the continued professional development of its assessors.

8. Culinary Solutions Australia Pty Ltd's Training Manager will be person responsible for the implementation and maintenance of the policy.

9. Records of assessments and AQF qualifications and Statements of Attainment issued will be recorded in Culinary Solutions Australia Pty Ltd's Student Records System.

Procedure:

The assessment procedure should consist of the three stages listed below. The procedure uses the information obtained from employers/industry when discussing the training and assessment strategy for the qualification.

Stage 1: Prepare for assessment

- Collect and analyse training package documents for assessment requirements
- Identify the purpose of the assessment
- Define what is to be assessed
- Define the place and time of the assessment
- Check information on assessment obtained from consultation with industry/employer prior to commencing the training.
- Identify the methods of assessment to be used
- Collect and where necessary modify assessment instruments
- Identify how evidence will be collected
- Identify how result will be recorded and reported
- Meet with the student and explain the process
- Notify the student's supervisor/manager of the time and place of the assessment and modify if required to meet business needs
- Ensure necessary resources (materials, equipment, and people) will be available for the assessment.

Stage 2: Conduct the assessment

- Check that the student is prepared for the assessment to take place
- Encourage the student to complete as much work as possible in a normal, but always safe, manner
- Observe the student as per the assessment plan
- Ask the workplace questions as per the assessment plan

- Ask any additional questions that follow from the answers from the student to clarify any points or issues
- Gather the evidence provided by the observation and answers to questions by the student
- Try to minimise the disruption to the work area
- Provide feedback to the student on what you have observed and answers given to your questions.   Explain to the student where performance does not meet the required standards and discuss ways of improving performance.
- Provide the student with information on how to appeal the result.
- Explain that the assessment process will continue to collect evidence before you will be making decisions about individual competency units
- Prepare a file in a safe and secure place for each student with a section for each of the competency units
- Complete, sign, date and file assessment documents after each assessment
- When you consider the evidence you have obtained for a particular competency shows that the student is competent to the standards required, notify and congratulate the student and both sign the competency cover sheet.   File the document.
- When evaluating the evidence provided in a portfolio or third party report, use the criteria – Is it valid, reliable, authentic, current and sufficient?
- Contact the third party if you need to clarify comments made
- Provide Culinary Solutions Australia Pty Ltd's Training Manager with information for the student records system

Stage 3: Review and validate all components of the assessment process

- Gain feedback from all people involved in the assessment as to the successes and areas that need to be reconsidered or improved (collect this information throughout the entire process)
- Document the findings and prepare a report including recommended changes/improvements for your next trainers/assessors meeting
- At least annually undertake a validation of the assessment process; assessors; collection of evidence; and the judgments made.   This validation is to be seen as one part of the continuous improvement process of Culinary Solutions Australia Pty Ltd.
- Samples of assessments and copies of different versions of the assessment process components should be archived for audit requirements.