

Competency Based Assessment Policy



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Document number	POL-AuPI-Competency Based Assessment-v2023-1.2
Last review	29 December 2022 4 November 2021
Implementation Date	1 January 2023
Authority	Chief Executive Officer or Nominee
Next review	28 December 2023
Related policies	<ul style="list-style-type: none"> ▪ Training and Assessment Policy ▪ Continuous Improvement Policy ▪ Certificate Issuance Policy ▪ Records Management Policy
Related procedures	<ul style="list-style-type: none"> ▪ Continuous Improvement Procedure ▪ Certificate Issuance Procedure ▪ Records Management Procedure
Forms and supporting documents	<ul style="list-style-type: none"> ▪ Learning Resources ▪ Assessment Tools ▪ Training and Assessment Strategy

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PURPOSE

The purpose of this Policy is to establish the bases of procedures for VET assessments delivered by Australian Polytechnic Institute, including its development, review, approval, and implementation.

The decision-making authority upon which this Policy is based follows existing regulatory requirements stipulated in the Standards for Registered Training Organisations 2015 (SRTOs 2015), and corresponding directions provided through its regulator, the Australian Skills Quality Authority (ASQA). In particular:

- Clause 1.1 to 1.8: Conducting effective assessments
- Principles of Assessment
- Rules of Evidence

RELEVANT STANDARD(S): *Standards for Registered Training Organisations (RTOs) 2015 Standard 1 – Clauses 1.1, 1.3-1.8*

SCOPE

This Policy applies to all VET assessments conducted by Australian Polytechnic Institute, regardless of the location and mode of delivery. This includes training products delivered as standalone Units of Competency, skill sets and qualifications.

POLICY PRINCIPLES

Australian Polytechnic Institute provides clear guidelines to VET assessors to enable facilitation of competency-based assessments in accordance with the Standards for RTOs 2015.

Australian Polytechnic Institute must confirm that all VET assessments are completed according to the provisions of this Policy prior to issuing NRT certification to learners. This Policy is implemented in conjunction with Australian Polytechnic Institute's Training and Assessment Policy.

1. Competency-based assessment

- 1.1. Australian Polytechnic Institute will ensure that all Nationally Recognised Training offered under its scope of registration include Competency-Based Assessment as a requirement of its successful completion
- 1.2. For the purpose of this Policy, Competency-Based Assessment is characterised by the following features:
 - 1.2.1. It is based on Units of Competency as listed on the national register, training.gov.au
 - 1.2.2. It is outcome-focused, based on the learners' ability to apply consistently their knowledge and skills to the required standard of performance
 - 1.2.3. Successful completion is based on the learners' ability to demonstrate a skill and not on how well a learner performs a task



- 1.2.4. Unit outcomes are recorded as “Competent” or “Not Yet Competent” and not in percentages, letter grades, or other performance rating scales (e.g., good, very good, excellent, etc.)
 - 1.3. Assessments must facilitate the learners’ demonstration of **all** knowledge and skill requirements outlined in each relevant Unit of Competency
 - 1.4. Competency-based assessment requires that assessment tasks collectively address **all** the knowledge and skill requirements outlined in the Unit of Competency against which the learner is being assessed
- 2. Marking competency-based assessments**
- 2.1. Individual tasks are marked as “Satisfactory” or “Not Yet Satisfactory”
 - 2.2. A “Satisfactory” marking is awarded when the learner has completed a task according to the standard of performance required by the Unit of Competency
 - 2.3. Overall outcomes for Units of Competency are marked as “Competent” or “Not Yet Competent”
 - 2.4. A learner is deemed Competent against a Unit of Competency when **all** knowledge and skill requirements outlined in the unit have been successfully demonstrated by the student, in accordance with the Principles of Assessment and Rules of Evidence

RESPONSIBILITIES

1. Compliance, monitoring and review

- 1.1. The CEO or Nominee of Australian Polytechnic Institute has overall responsibility to ensure all VET assessments are processed in accordance with the relevant regulatory standards. This includes:
 - 1.1.1. Ensuring that this Policy is reviewed and revised accordingly to maintain compliance against relevant regulatory and industry standards,
 - 1.1.2. Ensuring that the Assessment Procedures and corresponding implementation systems and tools comply with the Policy requirements, and
 - 1.1.3. Ensuring that all relevant staff facilitates VET assessments in accordance with this Policy
- 1.2. The practical application of this Policy, including the activities and tasks associated with processing VET Assessments can be delegated to other persons within the organisation, including:
 - 1.2.1. Trainers and Assessors to ensure that all learners understand and agree to comply with the requirements of competency-based assessments

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- 1.2.2. The Training Manager to ensure that Trainers and Assessors comply with the provisions of this Policy
- 1.2.3. Administrative Staff to ensure that all required assessments are completed successfully prior to issuing learners certification for any Nationally Recognised Training completed under Australian Polytechnic Institute's scope of registration

2. Reporting

- 2.1. All staff responsible for tasks related to processing assessments and completion will report opportunities for improvement to the Training Manager. This includes:
 - 2.1.1. Trainers and Assessors delivering assessments and participating in validation activities
 - 2.1.2. Course developers developing assessments and assessment mapping documents
 - 2.1.3. Administrative staff processing learner completions and certificate issuance
- 2.2. Opportunities for improvement are reported in accordance with Australian Polytechnic Institute's Continuous Improvement Policy and Procedures.

3. Records management

- 3.1. Staff must maintain all records relevant to administering this Policy in accordance with relevant provisions under Australian Polytechnic Institute's Records Management Policy and Procedures.



DEFINITIONS

1. **SRTOs 2015** means Standards for Standards for Registered Training Organisations (RTOs) 2015.
2. **ASQA** means Australian Skills Quality Authority.
3. **NRT** means Nationally Recognised Training.
4. **AQF Qualification** means a qualification type endorsed in a training package or accredited in a VET
5. accredited course.
6. **Unit of competency (UoC)** means the specification of the standards of performance required in the workplace as defined in a training package.
7. **VET** means Vocational Education and Training.

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REVISION HISTORY

Date / Version no.	Revision details	Person Responsible	Status	Comments
1.1	First version provided by the registration consultant was reviewed. Minor changes were made	Dr Ehsan Ahmed	Reviewed	
1.2	Version 1.1 was reviewed and minor changes were made	Dr Ehsan Ahmed	Reviewed and uploaded to the AUPI website	Next review due 28 December 2023

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