

Training & Assessment Policy

Coverage

Outcome Standards for NVR Registered Training Organisations 2025

Quality Area 1 – Training and Assessment

Division 1- Training

Standard 1.1

Standard 1.2

Division 2- Assessment

Standard 1.3, 1.4 & 1.5

- **Assessment documentation**
- **Work placements**

Version 4.0

Reviewed on:

11.09.2025

Policy

The training and assessment offered by ATQ College focuses on providing students with knowledge and skills required to the standard of performance required in the workplace. This is known as competency based training and assessment. Each of the components of a course is a “unit of competency”. Students may either be studying one or a few units of competency or a set of units that make up a total qualification. Each unit of competency is linked to specific skills and knowledge required in the workplace.

Many of ATQ College courses are delivered in clusters. This means groups of similar units have been packaged together and to avoid repetition. You will receive training and assessment for all units in a cluster at the same time.

Our course outlines include the details of how we deliver the training to you as well as the assessment methods that will be used to assess whether you have reached the required standard of performance. Generally our courses may involve classes, workplace component, homework and online learning.

Assessment methods vary from course to course but usually include written questions, projects, written assignments, and practical observations.

TRAINING

ATQ College provides quality training to its students for all Courses. This means:

- Providing an appropriate amount of training for each Course to ensure effective outcomes for students in line with industry expectations, Training Package or VET Accredited Course requirements, and AQF requirements.
- training is structured and paced to support VET students to progress, providing sufficient time for instruction, practice, feedback and assessment;
- training techniques, activities and resources engage VET students and support their understanding;
- Providing suitable educational and well –being support services sufficient to meet the numbers of students enrolled with the ATQ College.
- Providing training resources that are accessible to students regardless of their location or mode of delivery.
- Where training requires work placements or other community-based learning, simulations and self study all required resources, information is available and that necessary skills and knowledge are able to be attained in that environment.
- Ensuring there are sufficient numbers of skilled trainers and assessors who are appropriately qualified and experienced in line with the Standards and the ATQ College’s *Skilled Trainers and Assessors Policy and Procedures*, who are able to deliver the Courses on the ATQ College’s scope to the number of students enrolled with the ATQ College.
- Identifying the support that each individual student needs prior to their commencement or enrolment with the ATQ College (whichever is first) and providing access to the educational and well being support services necessary to meet these needs and Course outcomes.

Training and Assessment Strategies and industry consultation

- ATQ College engages effectively with industry on each of the Courses it develops and/or delivers and uses industry feedback and input to contribute to the way in which a Course is delivered, assessed and structured.
- ATQ College identifies relevant industry, employer and community representatives and seeks meaningful advice and feedback from those representatives.
- ATQ College uses relevant advice and feedback to inform changes to training and assessment strategies and practices so that training reflects current industry practice.
- A comprehensive Training and Assessment Strategy is developed and implemented for each Course on ATQ College's Scope of Registration. Training and Assessment Strategies are developed in consultation with industry and meet the requirements of the training package or VET Accredited Course.
- Training and Assessment Strategies are reviewed annually or as required to ensure they remain current and reflect the current needs of industry.
- Training and Assessment Strategies are designed to be detailed so as to ensure that they can be used as the road-map to the delivery of each course, in conjunction with ATQ College's policies and procedures.
- Trainers and assessors are provided with the Training and Assessment Strategy for each Course they train and/or assess to ensure consistency and compliance with the requirements

Suitable and sufficient resources

ATQ College ensures it has access to suitable resources, facilities and equipment to deliver all Courses on its Scope of Registration. This includes access to a sufficient number of qualified trainers and assessors, relevant training rooms, learning aids, machinery, tools, workplaces or simulated workplace environments that appropriately reflect a workplace that a student is likely to work in once qualified.

ASSESSMENT

Assessment documentation

Assessment documentation has been developed for all units of competency or modules in each Course. These documents include:

- Assessment tasks and tools designed to be consistent with the requirements of the training product;
- Detailed instructions to the student about the tasks they must complete
- Benchmark answers and decision making rules for the assessor
- Recording tools for the assessor
- Mapping documents showing how the assessment tasks relate to the requirements of the unit of competency or module.

In some cases, ATQ College has grouped units of competency or modules together to form a cluster/subject. In this case, assessment requirements may relate to a group of units rather than one unit, however this will be made clear in the assessment task instructions and in course information.

Assessment tools are reviewed prior to use to ensure assessment can be conducted in a way that is consistent with the principles of assessment and rules of evidence and that the outcomes of any such reviews inform any necessary changes to assessment tools.

Assessment arrangements

At the beginning of each unit or cluster, your assessor will go through the arrangements for assessment with you and you will be given all the details about the assessment requirements.

At this time you will:

- Be provided with detailed assessment instructions for each task/requirement which includes the criteria that you'll be assessed against.
- Be informed of relevant due dates or timing of assessments to be conducted

Your assessor will go through all of the arrangements with you and you can ask them any questions you have.

Assessment System

ATQ College has an assessment system that ensures:

- Assessment is conducted in accordance with the Rules of Evidence so that assessors make individual assessment judgements that are justified based on the rules of evidence:
- The assessment system facilitates assessment which is conducted in accordance with the Principles of Assessment.
- Assessment is conducted in line with the requirements of the relevant Training Package or VET Accredited Course.
- The student demonstrates all of the skills and knowledge outlined in the components of the relevant unit of competency or module.
- The student demonstrates the ability to perform tasks in a variety of situations, adapt to different contexts and environments and perform tasks to an appropriate level expected by a workplace.
- Assessment decisions are based on the students' dimensions of competency when making all assessment decisions.
- The use of a structured and systematic cycle of validation of assessment practices and judgements to ensure the assessment system produces assessment judgements that are consistent with the training product and comply with requirements .
- Where assessment for each scope item is validated prior to use at least once every five years and on a more frequent basis where ATQ College becomes aware of risks to training outcomes, any changes to the training product or any feedback from VET students, trainers, assessors, and industry;
- ATQ College utilises a risk-based approach – informed by any risks to training outcomes, any changes to the training product or any feedback from VET students, trainers, assessors, and industry
- Assessment records and evidence is maintained for each learner and each assessment event.

- Regularly review assessment tools — revise and improve assessment strategies as industry or training package requirements change

Reasonable Adjustment

To ensure no students are disadvantaged, where required assessors will make Reasonable Adjustments to assessment tasks or processes to accommodate individual needs and record these adjustments. In this way the assessment system ensures fairness and flexibility as it can be adjusted for learner needs and contexts.

Submission, feedback and re-assessment

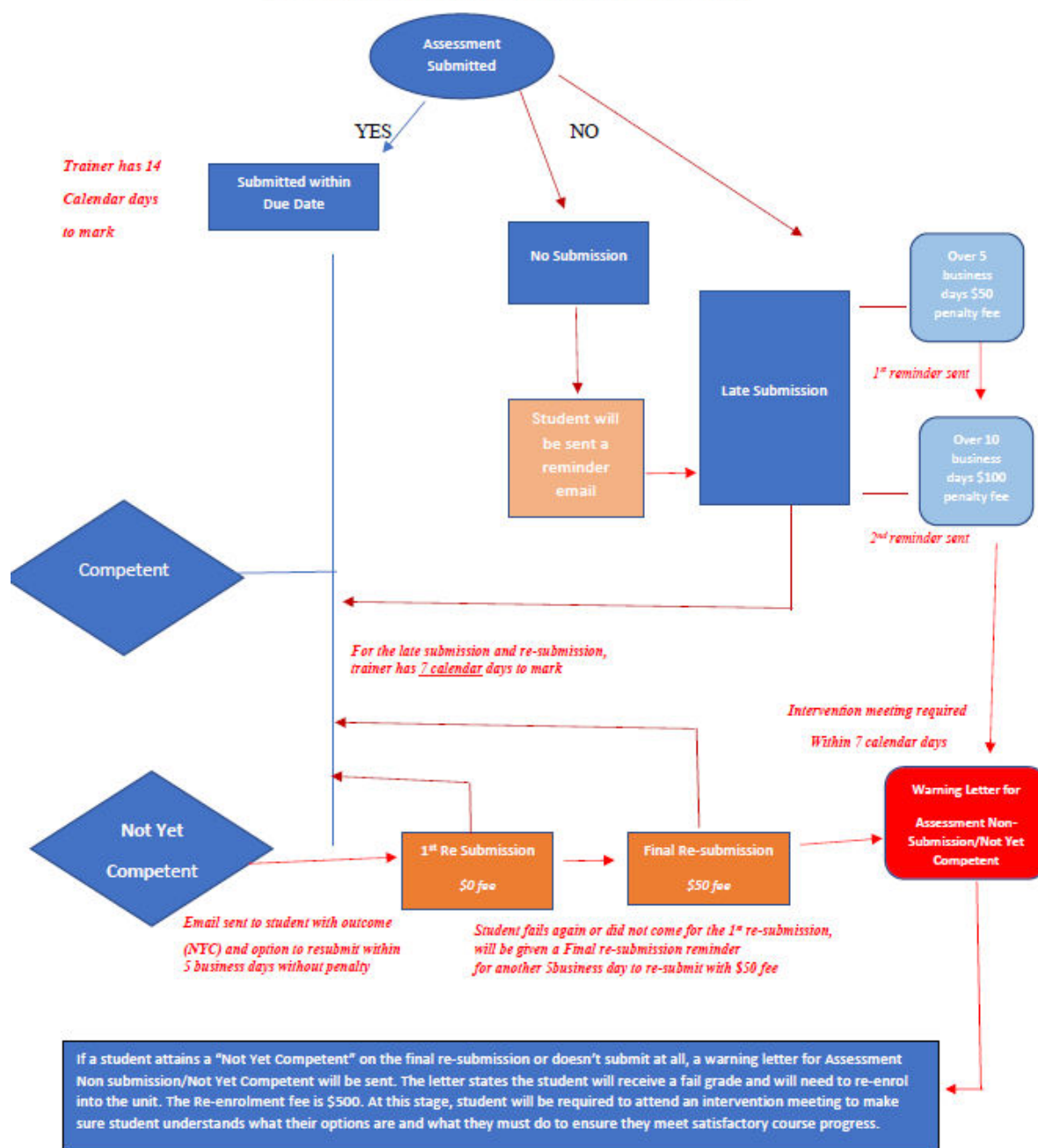
- Students must submit each task with a completed and signed record of Assessment Task Cover Sheet within timelines specified in the assessment instructions.

Written and theoretical tasks will be assessed within 14 calendar days. Each task will be marked as Satisfactory or Not Satisfactory. A unit or module will be marked as Competent once all tasks for the unit or module have been marked as Satisfactory.

Students who require Work placement as part of their assessment will only be deemed competent on the satisfactory completion of Work placement requirements.

- Students have up to three attempts per assessment task. Where a task is marked as Not Satisfactory, the student will be provided with feedback and be given the opportunity to resubmit/re-attempt the task. Students will incur penalties for late submission and the third submission (refer to flowchart below) Students need to refer to the course progress and attendance policy for further details.
- Where a student exhausts their attempts at re-assessment, the student will be required to re-enroll in the unit or module, participate in further training and undertake the whole assessment again. Student will need to pay a reenrollment fee as per the Fees and refund policy.
- Students will receive detailed feedback for each task either in written or verbal form from their assessor.

VET Submission and Re-submission Policy



Work placements

Where a student is required to attend Work Placement, ATQ College will:

- Ensure a Work place Agreement is in place prior to commencement of the training outlining: roles and responsibilities of all parties including any facilities, equipment or resources (which may include workplace supervision) required to be provided by the host workplace. The original Work placement Agreement signed by the student, workplace and ATQ College will be kept in the student's file.

- Monitor the placement to ensure that both the Host Workplace and the student are meeting their obligations under the Work place Agreement.
- Monitor progress and attendance of international students in accordance with its *Course Progression and Attendance Monitoring Policy & Procedure*.
- Ensure the Host Workplace is engaged in the process of training and assessment for the students attending their workplace and have an opportunity to provide feedback on the student's performance, the Course and ATQ College.

Assessment appeals

Students have the right to make an Appeal against an assessment decision by following the *Complaints and Appeals Policy and Procedure*.

Credit Transfer (CT) & Recognition of Prior Learning (RPL)

Credit Transfer (CT) & Recognition of Prior Learning is available for all Courses and all students are offered the opportunity to participate in RPL upon enrolment.

A streamlined CT & RPL process has been developed which requires the student to make a self-assessment of their skills, participate in an interview and competency conversation with an assessor, provide documentary evidence and demonstrate practical skills where relevant.

Student plagiarism, cheating and collusion

Students are expected to complete all assessments ethically: without plagiarism, collusion or cheating. Any students suspected of unethical behaviour will be managed through the disciplinary procedures which may require the student to attend disciplinary meetings, submit their assessment again, or for repeated acts may be asked to withdraw from the course. All students are required to sign a declaration for authenticity which is attached to each assessment.

Record keeping

All assessment will be kept as per ATQ College Record Keeping policy. This means that assessments and all corresponding evidence will be kept on file for at least 6 months after the assessment decision has been made.

Feedback and improvements

ATQ College collects feedback about its training and assessment practices and systems from students, trainers/assessors and industry. Feedback will be collected regularly, collated and analysed.