



# ASSESSMENT POLICY AND PROCEDURE

## 1. Policy Context

This policy establishes the framework through which Alice Springs College of Australia designs, conducts and monitors assessment across all nationally recognised training.

The policy supports compliance with the Standards for Registered Training Organisations (RTOs) 2025, training package requirements, and national expectations for competency-based vocational education and training.

Assessment practices are a core component of ASCA's quality assurance system and contribute to the integrity of qualifications issued by the organisation.

## 2. Purpose

Alice Springs College of Australia recognises assessment as the mechanism through which learner competency is verified against nationally endorsed standards.

The purpose of this policy is to ensure that assessment practices:

- are compliant with national regulatory requirements
- produce valid and reliable competency outcomes
- reflect workplace expectations and industry standards
- are applied consistently across delivery
- support learner progression and development

Assessment must provide confidence that learners who are deemed competent can perform to the standard expected in the workplace.

## 3. Scope

This policy applies to all assessment conducted as part of nationally recognised training delivered by ASCA, including:

- classroom-based training
- workplace training
- simulated environments
- online or blended delivery
- recognition processes

It applies to trainers, assessors, students, academic staff, compliance staff and third-party partners involved in training and assessment.

## 4. Policy Statement

ASCA is committed to maintaining an assessment system that is structured, transparent, fair and aligned with competency-based training principles.

Assessment is designed to measure performance against defined competency standards and must demonstrate that learners possess the skills, knowledge and application required for workplace performance.

Assessment decisions must be based on evidence that is valid, sufficient, authentic and current. Assessment practices are monitored and reviewed to ensure ongoing compliance, consistency and effectiveness.



## 5. Principles Underpinning Assessment

Assessment practices at ASCA are guided by recognised principles that ensure integrity and fairness.

Assessment must be:

- valid and aligned to unit requirements
- reliable and consistently applied
- fair and equitable
- flexible to accommodate learner needs while maintaining competency standards

Evidence gathered must demonstrate sufficiency, authenticity, currency and validity.

These principles guide the design, delivery and review of all assessment activities.

## 6. Competency-Based Assessment Approach

Assessment at ASCA is competency-based and aligned with training package requirements.

This involves evaluating whether learners can:

- perform tasks to the required workplace standard
- apply knowledge in real or simulated environments
- demonstrate consistent performance

Competency is determined by comparing evidence against unit criteria rather than relative performance among learners.

## 7. Design of Assessment

Assessment is designed as part of training and assessment strategies and is mapped to competency requirements.

Assessment design considers:

- workplace expectations
- performance evidence requirements
- knowledge evidence requirements
- assessment conditions
- industry input where relevant

Assessment tools are reviewed periodically to ensure accuracy, relevance and compliance.

## 8. Assessment Methods

A range of assessment methods may be used to gather evidence of competency, including practical tasks, observation, questioning, projects, workplace assessments and simulations.

The choice of method is determined by the nature of the unit, the learning environment and the competency requirements.

Methods must allow learners to demonstrate skills and knowledge in a meaningful and realistic context.

## 9. Role of Trainers and Assessors

Trainers and assessors are responsible for ensuring assessment is conducted ethically, consistently and professionally.

Their responsibilities include:

- preparing learners for assessment
- implementing assessment processes



- collecting and evaluating evidence
- making informed and objective decisions
- providing feedback to learners
- maintaining assessment records

Assessors must exercise professional judgement and apply competency standards consistently.

## 10. Conduct of Assessment

Assessment is conducted within a structured learning and assessment environment.

Students are informed of assessment expectations, requirements and timelines, and are provided with guidance on how competency will be measured.

Assessment is implemented in a manner that promotes transparency, fairness and learner engagement.

Reasonable adjustment may be applied where required, provided competency standards are not compromised.

## 11. Assessment Decisions

Assessment decisions are based on analysis of evidence against competency standards.

A learner is deemed competent when evidence demonstrates consistent performance aligned with unit requirements.

Where competency is not demonstrated, the learner is informed and provided with guidance and opportunities for further development.

Assessment decisions must be justifiable and capable of withstanding regulatory scrutiny.

## 12. Feedback to Learners

Feedback is an integral component of assessment and supports learner development.

Students receive feedback that is constructive, timely and focused on performance against competency standards.

Feedback assists learners to understand strengths, identify gaps and prepare for further assessment where required.

## 13. Reassessment and Progression

Learners who are not yet competent are provided with opportunities to further develop skills and demonstrate competency.

Reassessment processes are structured and documented to ensure fairness and consistency.

Progression decisions consider learner readiness and the integrity of competency outcomes.

## 14. Recognition Processes

ASCA recognises prior learning and existing competencies through structured recognition processes.

Recognition ensures that existing skills and knowledge are formally acknowledged and assessed against competency requirements.

Recognition processes follow the same assessment principles as training-based assessment.

## 15. Student Support in Assessment

ASCA provides academic and learning support to assist students in preparing for assessment.

Support may include:



- learning guidance
- LLN assistance
- access to learning resources
- consultation with trainers

Support is designed to promote learner success while maintaining assessment standards.

## 16. Recording and Reporting Assessment

Assessment outcomes are recorded accurately and maintained securely.

Records include:

- evidence reviewed
- assessment decisions
- feedback provided
- supporting documentation

Reporting processes ensure integrity, confidentiality and compliance with regulatory requirements.

## 17. Validation and Quality Assurance

Assessment practices are reviewed through validation and quality assurance processes.

These processes confirm:

- alignment with training package requirements
- consistency of assessor judgement
- effectiveness of assessment tools
- relevance to industry expectations

Findings inform improvements and strengthen assessment integrity.

## 18. Industry Relevance

Assessment practices are informed by industry expectations and workplace standards to ensure graduates possess relevant skills.

Engagement with industry supports currency and credibility of assessment.

## 19. Continuous Improvement

Assessment outcomes, validation findings and stakeholder feedback are analysed to identify trends and improvement opportunities.

Improvements may include:

- updates to assessment tools
- refinement of delivery strategies
- professional development
- system enhancements

Assessment is continuously refined to ensure quality and compliance.

## 20. Confidentiality and Integrity

Assessment information, learner evidence and results are handled in accordance with privacy and confidentiality requirements.

Integrity of assessment outcomes is maintained through ethical conduct and secure record management.



## 21. Governance and Oversight

Assessment forms part of ASCA's governance framework and is monitored through internal review, compliance monitoring and management oversight.

This ensures accountability and alignment with organisational standards.

## 22. Publication

This policy is accessible to staff and students and forms part of academic governance and compliance documentation.

## 23. Review

This policy will be reviewed annually or in response to regulatory updates, audit outcomes or operational changes.

VERSION CONTROL			
Policy Name:	ASSESSMENT POLICY AND PROCEDURE		
Policy Owner:	CEO/ Alice Springs College of Australia Pty Ltd		
Effective Date:	06/02/2026	Next Review Date:	06/02/2027
Version	Date	Description of Changes	Approved By
V1.0	30/01/2022	Initial document creation in accordance with applicable RTO compliance requirements	CEO
V1.1	06/02/2026	<ul style="list-style-type: none"> <li>• Reviewed and updated to align with the RTO Standards 2025 (ASQA requirements)</li> <li>• Reformatted to meet ASCA documentation requirements</li> <li>• Updated official letterhead</li> <li>• Updated Northern Territory Campus Address</li> </ul>	CEO