

Background

Broadspectrum Training Services (BTS) Pty Ltd is a Registered Training Organisation (RTO) in Australia and a Tertiary Education Organisation (TEO) in New Zealand.

BTS is committed to providing quality training and assessment by following the *Standards for Registered Training Organisations (SRTOs 2015)*, and *New Zealand Quality Authority (NZQA) Rules (under section 23 of the NZ Education Act 1989)*. BTS implements procedures that ensure assessments (including recognition of prior learning) comply with the assessment requirements of national training packages, Vocational Education and Training (VET) accredited courses, programmes and unit standards within its scope of registration.

Purpose of this Policy

The purpose of this Policy is to:

- ▶ Ensure BTS assessment practices comply with SRTOs and NZQA Rules, including systematic validation and moderation processes, and
- ▶ Provide BTS assessors with clear information on assessment processes and evidence requirements.

Scope

This Policy applies to all Broadspectrum Training Services:

- ▶ Employees, and
- ▶ Where applicable, BTS partners and third-party contractors.

Principles of Assessment

The principles of assessment guide all aspects of the assessment process to ensure a quality assessment is administered by an RTO/TEO delivering training as part of the VET sector. The principles of assessment are:

- ▶ **Fairness** – The learner is well informed about the assessment process, their needs are considered and reasonable adjustment is applied if required while upholding the integrity of the competency benchmark. The learner is entitled to have their competency judgement reviewed and be reassessed if necessary.
- ▶ **Flexibility** – Assessment reflects the learner's needs and draws from a range of assessment methods appropriate to the context and competency standards. The learner can be assessed regardless of how or where they have acquired their skills and knowledge.
- ▶ **Validity** – the assessment process and evidence is closely matched and directly relevant to the competency standards. Assessment of knowledge and skill is integrated with practical application in a variety of performance contexts.
- ▶ **Reliability** – all assessment evidence is consistently interpreted and competency judgements are comparable irrespective of the assessor conducting the assessment.

Rules of Evidence

The rules of evidence guide assessors when identifying and analysing evidence. Assessors and Students must ensure that all assessment submissions meet the rules of evidence. They are:

- ▶ **Validity** – the evidence supplied must clearly answer the questions and demonstrably satisfy the criteria posed by the assessment tools, as described in the module or unit of competency and associated assessment requirements.
- ▶ **Sufficiency** – the evidence supplied is of a suitable quality, quantity and relevance consistent with guidance provided to Students within the assessment tool, to enable the assessor to judge student competency.
- ▶ **Authenticity** – the evidence supplied is verified as the Student's own work. This will normally involve the student signing a declaration and submitting evidence via a communication channel unique to them (for example, by email, unique logon to the Learner Management System, or in-person with identification). Broadspectrum Training Services reserves the right to verify the authenticity of evidence with third parties at the assessor's discretion.
- ▶ **Currency** – the evidence supplied must be from the present or very recent past. Each learner's circumstances and industry will determine the acceptable time-period of evidence currency. Assessor's will use established benchmarks, criteria and discretion to ensure evidence is representative of 'today's standards'.

Training and Assessment Strategies

- ▶ Broadspectrum Training Services implements training and assessment strategies that meet the requirements of the relevant Training Package, Accredited Course, Programme, Unit Standard and associated Consents & Moderation Requirements document.
- ▶ Training and assessment strategies are developed through effective consultation with industry to meet the principles of assessment and the rules of evidence, while ensuring knowledge and skills are transferrable to a variety of practical work contexts.
- ▶ Staff, facilities, equipment and training and assessment materials used by BTS are consistent with the requirements of the Training Package or VET accredited course.

Trainers and assessors

- ▶ Broadspectrum Training Services implements procedures and maintains a comprehensive profile on all trainers and assessors to ensure training is only delivered by those who:
 - have the necessary training and assessment competencies as determined by the Australian Skills Quality Authority (ASQA), the New Zealand Quality Authority (NZQA) and any relevant industry or accreditation bodies
 - have the relevant vocational competencies to at least the level being delivered or assessed (unless otherwise specified in the training package or legislation)
 - can demonstrate current industry skills directly relevant to the training and assessment being undertaken, and
 - continue to develop their professional, vocational and VET knowledge and skills.

Training and Communication

BTS communicates this policy to employees through established communication channels. Employees will also receive regular training on supporting and implementing this policy in the scope of their employment with BTS.

Consequences for Breach of the Policy

Breach of this Policy by Employees:

- ▶ could expose the RTO/TEO to regulatory action as a training provider in both Australia and New Zealand
- ▶ will be regarded by BTS as serious misconduct, which may lead to disciplinary action, and
- ▶ could lead to termination of contracts contributing to the sustainability of BTS business.

Review of this Policy

The Management Team is responsible for keeping this policy up to date. A formal review will occur every two (2) years, and the General Manager is responsible for approving this policy.

Related Documents

This policy should be read in conjunction with BTS documents, including:

- ▶ [TMP-2000-TT-0004](#) Academic Misconduct Procedure
- ▶ [TMP-2000-TT-0005](#) Assessment Procedure
- ▶ [TMP-2000-TT-0006](#) Academic Progress Procedure
- ▶ [TMC-2000-TT-0106](#) Feedback, Complaints and Appeals Policy
- ▶ [TMP-2000-TT-2301](#) Feedback, Complaints and Appeals Procedure
- ▶ [Student Progress and Support Register](#)