

ATMC Professional Year – Assessment Policy

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1. Purpose

The purpose of the Assessment Policy is to ensure that ATMC Professional Year (PY) Coursework and Internship procedures comply with the Assessment Guidelines in applicable Nationally Endorsed Training Packages and Accredited Professional Year Programs and that assessment practices are inclusive and support equity principles.

2. Scope

This policy applies to all prospective and current participants enrolled in ATMC Professional Year Program and all PY staff involved in the assessment process.

3. Responsibilities

- the **Head of Professional Year (HPY)** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- **The Operations & Compliance Manager** and **Academic Manager** are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.



- **PY Participants and Employees** are responsible for being aware of and complying with this Policy.
- This policy applies to participants undertaking the Professional Year Programs at ATMC and is made available to participants and employees within the PY Student Handbook and Moodle (LMS).

4. Abbreviation and Definitions

Terms	Definition
ATMC PY	Australian Technical and Management College Professional Year
Competent	The participant is assessed as competent if they achieve all of the learning and performance outcomes specified by a module
Not Yet Competent	The participant is assessed as not yet competent if they do not achieve all of the learning and performance outcomes specified by a module
HPY	Head of Professional Year
IPC	Internship Placement Consultant
Independent Support Documentation	Refers to documents from sources other than the participant, their family or friends, such as doctor's certificates, letters from counsellors or police notes, which are the evidence of the special circumstances which apply and form the basis on which a judgement can be made on the extension request.
Principles of Assessment	The assessment principles require that assessment is valid, reliable, flexible and fair
PY	Professional Year
Rules of Evidence	The rules of evidence ensure that the evidence collected by the assessment tools are valid, sufficient, current and authentic.
Extension	Extension refers to additional time granted to a participant for the submission of an assessment
SMS	Student Management System (RTO Manager)

5. Policy

5.1 Assessments

5.1.1 ATMC PY provide assessments that meet the followings:

- Assessments are conducted by assessors that have a current training and assessment qualification, relevant and appropriate competencies and current industry experience
- Assessments meet the requirements and criteria of the relevant professional association/governing body PY Program
- Assessments are conducted in accordance with the principles of assessment and the rules of evidence
- Assessments meet workplace and regulatory requirements
- Assessments are systematically validated
- Assessments meet participants' specific learning needs
- Assessments have been developed in consultation with industry
- Assessments are retained securely in accordance with ATMC PY Records Management Policy.

5.1.2 Assessment methods used to gather evidence of participant competency may include but are not limited to the following:

- Demonstration
- Presentation
- Oral Questioning
- Discussion
- Interview
- Scenario
- Problem solving
- Role-play
- Simulation exercises
- Case studies
- Written test
- Quiz
- Short answer question
- Report
- Workplace Document
- Research
- Projects
- Skills portfolio
- Assessor observation
- Third party feedback
- Evidence of prior learning

5.2 Submission of Assessments

- 5.2.1 All participants are required to submit their assessments into Moodle by the scheduled due date.
- 5.2.2 Participants must satisfy the assessment criteria and achieve satisfactory outcomes for all assessments to be deemed “**Competent**” for the module.
- 5.2.3 Participants will be allowed up to **three (3) attempts** to complete any assessment task. If, after the third attempt of any assessment task, the student does not achieve a satisfactory result, they will be marked as “**Not Yet Satisfactory**” for that assessment and will be deemed “**Not Yet Competent**” for the module.
- 5.2.4 Participants who have been marked as “**Not Yet Satisfactory**” after the third attempt of any assessment task, will need to attend a mandatory Re-Assessment Class (RAC).
- 5.2.5 If a participant is caught plagiarising/cheating in a demonstrable way, the assessor must mark the assessment as “**Not Satisfactory**” and the related unit as “**Not Yet Competent**” and the participant will be subject to disciplinary actions as stated in the ATMC PY Academic Misconduct Policy.
- 5.2.6 There may be situations where the assessor is required to intervene the assessment process if that intervention does not influence the integrity of the assessment. For instances, where there is safety or WHS issues, the assessor must intervene immediately to ensure safety for



participants. The assessor must also intervene when a participant is found to be cheating or involved in plagiarism.

5.3 Marking of Assessments

- 5.3.1 All assessments are submitted to the relevant PY Trainer who will assess the evidence against the relevant competency standards.
- 5.3.2 PY Trainers will complete the assessment marking within **seven (7) days** from the assessment submission date.
- 5.3.3 PY Trainers are required to submit to the ATMC PY Academic Manager, at the end of each module delivered, the list of participants who **Did Not Submit (DNS)** their assessment tasks by populating the **RAC Logbook** spreadsheet on SharePoint.
- 5.3.4 Participant assessment results and feedback are submitted to the participant via Moodle.
- 5.3.5 Participants who have completed all assessments for a module will be assessed as either **“Competent”** or **“Not Yet Competent”**.
- 5.3.6 Participant results are kept as a valid record of the participant’s progress in achieving the qualification or attaining an outcome for the accredited education undertaken.
- 5.3.7 All participants assessed as being competent in all required modules and components of the program will receive, on completion of the program, a transcript with a record of results.
- 5.3.8 Where a participant has been assessed as Competent in all areas, a Statement of Attainment will be issued within 28 days of Program completion.

5.4 Extension requests and Re-Assessment Class (R.A.C)

- 5.4.1 All participants are expected to submit their assessments by the due date. In rare circumstances a participant may be granted an extension of **1 week (7 days)** for the submission of their assessment, or before the next calendar class, whichever is sooner. The timely submission of an assessment or the appropriate negotiation of 1 week (7 days) extension is the responsibility of the participant and the PY Trainer, to be managed in class.
- 5.4.2 If participants do not submit their outstanding assessment within the granted 7 days extension, assessment submission will be locked, and participants will be required to attend a mandatory Re-Assessment Class (RAC).
- 5.4.3 No Coursework Attendance will be granted to participants during RAC.
- 5.4.4 All ATMC PY participants who have been identified as needing to attend a RAC, will be required to pay all associated ATMC PY fees for RAC arrangements as follows:
 - AUD\$110 (Inc. GST) per outstanding assessment.
 - Capped at AUD\$220 (Inc. GST) for up to 3 outstanding assessments.
 - No more than 3 outstanding assessments per RAC can be allocated to and attempted by any ATMC PY participant.
- 5.4.5 In a situation where PY participants are granted approved leave of absence for a period of 2 weeks or more where they will be absent for an entire study module (2 consecutive weeks), participants will be required to repeat the whole module and related assessment tasks. This may require a transfer to a different cohort by completing the ATMC PY Course variation form (fees apply).
- 5.4.6 For extension requests that are longer than a week where participants have maintained satisfactory class attendance for the entire study module, they will be required to attend a mandatory RAC.



- 5.4.7 Extensions will only be granted in extenuating circumstances and will only be considered on medical, compassionate, or other serious grounds. All requests must be accompanied by supporting documentation. It is the participant's responsibility to ensure all relevant supporting documentation is forwarded along with the extension request. Extensions will be calculated on the information contained within the supporting documentation.
- 5.4.8 No extension may exceed 7 calendar days from the original due date.
- 5.4.9 Submitting a request for an extension does not automatically mean that the extension will be granted.
- 5.4.10 If a participant is not meeting the required level of commitment for completing assessment tasks, ATMC PY has the right to re-assess the participant's suitability for continued study.
- 5.4.11 A participant may appeal a decision to refuse an extension by following ATMC PY Appeals and Complaints Policy.

5.5 Trainers

- 5.5.1 All Trainers employed by ATMC PY must meet the following requirements:
- current training and assessment qualifications.
 - relevant and current industry experience and working knowledge of the industry.
 - demonstrated ongoing Professional Development in relevant discipline.
- 5.5.2 All trainers must:
- apply reasonable adjustment without compromising the integrity of the competency standard and the PY Curriculum.
 - conduct assessments in accordance with the information contained in the ATMC PY Trainer Handbook and Student and Assessor Assessment Packs.
 - provide participants with support and assistance with any queries during the learning process.
 - provide timely and accurate feedback to participants in relation to their assessment tasks.
 - complete the assessment task marking within **seven (7) days** from the assessment submission date.
 - keep accurate and secure records of participant assessment results in accordance with ATMC PY's Records Management Policy.
 - provide accurate data relating to the participants' assessment results and progress through the learning process.

5.6 Assessment Validation and Moderation

- 5.6.1 Assessment tools, practices and procedures are reviewed regularly in accordance with ATMC PY's Assessment Validation and Moderation Policy.
- 5.6.2 Feedback from Trainers, participants and industry on ATMC PY's assessment process will be managed by the ATMC PY Academic Manager.



5.7 Assessment Appeals

5.7.1 Where a participant is not satisfied with the outcome of an assessment, the participant may apply for an appeal in accordance with ATMC PY Complaints and Appeals Policy.

6. Review

This document is reviewed annually by the ATMC PY Operations and Compliance Manager and the Academic Manager to ensure alignment to appropriate strategic direction and its continued relevance to ATMC PY current and planned operations.

7. Related Documents

- ATMC PY Records Management Policy
- ATMC PY Trainer Handbook
- ATMC PY Student Handbook
- ATMC PY Complaints and Appeals Policy
- ATMC PY Assessment Validation and Moderation Policy

8. Document Control

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