PURPOSE

The VET Programs Assessment Grading Process describes the process for the assessment of students enrolled in Vocational Education and Training (VET) programs.

This process will ensure that assessments are undertaken in accordance with the Standards for Registered Training Organizations (RTOs) 2015

References see URL = < https://www.legislation.gov.au/Details/F2014L01377 > Accessed 20th March 2017

SCOPE

This assessment grading process is to be applied to all Vocational Education and Training (VET) programs offered by Academies Australasia Polytechnic.

GUIDELINES

▪ Staff and Students are to be fully informed, before the commencement of each unit of competency, of the reasons and process for graded assessment. Unit of Competency and Subject guides must include comprehensive advice on the method and process of assessment including whether graded assessment will also apply.

▪ Not all units of competency or subjects within a program must be graded. Some units of competency, subjects or courses may be assessed as competent or not yet competent and only selected units of competency or subjects may be used for grading purposes

▪ Grading is not applied when students are undertaking Recognition of Prior learning (RPL), Credit transfers or Recognition of Current Competency (RCC)

▪ All VET Programs grading is to be valid, reliable, flexible and fair

▪ All graded assessments must focus on the application of knowledge and skills to the standard of performance required in the workplace

▪ Trainers and Assessors are to exercise 'Reasonable Adjustment' when assessing and grading VET Programs. Refer to the Reasonable Adjustment procedure as discussed in each VET Programs Training and Assessment Strategy.

PRINCIPLES OF ASSESSMENT

▪ **Valid**: Assessment relates to the training package unit/s of competence and assessment strategy

▪ **Reliable**: Able to be used by any assessor across a range of settings and contexts and is likely to produce consistent results)

- **Flexible:** Can be delivered on/off the job , suitable times for the candidate, offering RPL

- **Fair:** Reasonable adjustments made, contextualized to suit characteristics of individual candidates

- Is the assessment task/s **Appropriate** to demonstrate competency at AQF level

RULES OF ASSESSMENT EVIDENCE

- **Valid**: Evidence collected meets the training package and unit of competence requirements

- **Sufficient**: Is there enough evidence collected to make a decision or judgment for competence?

- **Current**: Evidence has been collected within a reasonable timeframe relative to the learning or RPL

- **Authentic**: Can this be proven that this is the candidates own work?

GRADING SCALE

Students undertaking assessment in any given graded course or subject must demonstrate competency as per the Training Package or accredited course requirements, guidelines and rules.

Academies Australasia Polytechnic's VET Programs observes the following grading scheme

Grade	Abbreviation	Grading Percentage
High Distinction	HD	80 – 100%
Distinction	D	70 – 79%
Credit	C	60 – 69%
Pass (Competent)	P	50 – 59%
Not Yet Competent (Fail)	NYC	49 – 0%

LEGISLATION

Standards for Registered Training Organizations (RTOs) 2015
Educational Services to Overseas Students (ESOS) Act 2000
Educational Services to Overseas Students (ESOS) Regulations 2001
National Code of Practice
Victorian Equal Opportunity Act 1995

Head of Department's endorsement

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Date: 20th March 2017