

Understanding Assessment Systems

An assessment system in a Registered Training Organisation (RTO) refers to the combination of policies and procedures used by the RTO to consistently deliver and assess units of competency within their scope of registration. It is a coordinated collection of documented policies and procedures, inclusive of assessment materials and tools, aimed at ensuring consistency and compliance with the Principles of Assessment and the Rules of Evidence.

Standards for RTOs 2015

The Standards for RTOs 2015 mandate that an RTO must have a robust assessment system that fulfils the functions mentioned above. This ensures the delivery of consistent, high-quality training and assessment services. The assessment system must include:

- **Assessment Compliance:** Ensuring all assessments (including recognition of prior learning (RPL)) adhere to the requirements of the relevant Training Package or VET accredited course.
- **Principles of Assessment:** Strictly adhering to the Principles of Assessment.
- **Rules of Evidence:** Meeting the requirements of the Rules of Evidence.
- **Validation:** Ensuring the assessment system is regularly checked for accuracy and effectiveness.
- **Recognition of Prior Learning:** Offering learners the opportunity to have their previous learning acknowledged.

Components of an RTO Assessment System

A typical assessment system for an RTO includes:

- **Assessment Tools:** These are comprised of assessment instruments that provide a systematic way of assessment for competency against specified criteria.
- **Validation:** This involves the process of checking that the assessment tool produces valid, reliable, sufficient, current, and authentic evidence to enable reasonable judgments to be made.

- **Moderation:** This ensures consistency and fairness in the assessment process across different assessors and learners.
- **Recognition of Prior Learning (RPL):** This is a method of assessment that acknowledges a learner's skills and knowledge acquired through previous training, work, or life experiences.
- **Reasonable Adjustment:** This refers to modifications to the learning environment or assessment process to help learners with disabilities or learning difficulties.

Structuring a Systematic Process

An assessment system is a structured and systematic process that ensures consistency and repeatability over time. It is a crucial component in maintaining the standards of an organisation's assessment procedures.

1. **Systematic and Repeatable Processes** - The assessment system is the mechanism that ensures your processes are systematic, repeatable, and can be carried out over time. Standards often emphasise the need for such processes.
2. **Policies and Procedures** - To establish an assessment system, you need to have a set of policies and procedures. These policies would guide the development of your assessment tools and how they are validated and moderated.
3. **Adherence to Principles of Assessment and Rules of Evidence** - The assessment system should ensure that your tools meet the requirements of the principles of assessment and the rules of evidence. It is essentially the documentation that supports these processes.
4. **Consistency Across the Organisation** - The assessment system needs to be systematic and consistent across the organisation. It is important for all staff to understand the policies and procedures.

5. **Dissemination of Information** - Registered Training Organisations (RTOs) are required to disseminate this information throughout the organisation. This is especially important in large organisations that operate across different campuses.

6. **Importance of Documentation** - In large organisations, where many people need to use the processes, documentation becomes crucial. However, even in small RTOs, some level of documented policies is still necessary.

Note: This VET Fact Sheet provides general information and should not be considered as legal advice.