

Assessment

1. Purpose

1.1 This policy and procedure concerns the assessment of Vocational Education and Training (VET) within the Australian Online Music Institute (AOMI).

1.2. Appropriate assessment will be provided in accordance with AQTF national publications including the “Standards for Registered Training Organisations (RTOs) 2015” (referred to hereafter as “RTO standards”) that underpin assessment processes and procedures within AOMI. It will:

- 1.2.1. Assist AOMI to comply with RTO Standards;
- 1.2.2. Reflect Australian Skills Quality Authority (ASQA) requirements;
- 1.2.3. Be communicated to all VET facilitators and assessors, especially on induction;
- 1.2.4. Be communicated to, and understood by all participants of VET courses;
- 1.2.5. Be readily available for AOMI staff to access;
- 1.2.6. Be used in conjunction with assessment procedures and;
- 1.2.7. Be reviewed on a regular basis, with facilitators, participants and management (and possible moderation partner/partners) input.

2. Scope

2.1. AOMI will ensure all assessments and evaluations of participants within accredited VET courses will be undertaken in accordance with the criteria as laid out in the course curriculum, or in respect to a training package, or the assessment criteria of the training package.

2.2. All assessment will recognise equity issues without compromising the integrity of the assessment.

2.3 This policy document ensures that students will not be victimized or discriminated against for seeking review or reconsideration of a decision.

Revision	By Whom	Date
Reviewed, and Standards updated	G Bottrill	5 Aug 17
Reviewed, no changes	G Bottrill	31 Jul 20
Reviewed, no changes	G Bottrill	20 Sep 20
Reviewed, minor changes to reflect section 90 VSL rules	A Palmer	10 Apr 22
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- 2.4. The accredited assessment process will include:
- 2.4.1. Distribution of the policy and procedure to staff, facilitators, assessors and participants (where appropriate) and;
 - 2.4.2. Implementation and reviews of policies / procedures / assessment tasks via moderation, feedback and facilitator interviews

3. Definitions

3.1. **Assessment** entails the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry/enterprise competency standards of a Training Package or by the learning outcomes of a VET accredited course..

3.2. **Assessment Guidelines** are an endorsed component of a training package, or an accredited course that set down the principles and procedures to be adopted in determining whether or not competency has been appropriately demonstrated. Additionally, they include the requirements for qualification as an assessor, the design of assessment materials and resources and also, the conduct of the assessment. Participants assessed as competent against nationally endorsed units of competency from a training package accredited course will be issued with a statement of attainment or qualification provided relevant packaging rules have been met under the AQF.

3.3. **Competency** entails the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

3.4. **Nationally Recognised and Accredited VET Courses** have been developed utilizing a competency-based approach to workplace training and aligned to units of competency from within training packages or accredited courses.

This Policy will be reviewed every two years.



William Palmer
CEO
11th April 2022