

Policy No. 6

Course Delivery and Assessment System

1. Policy Objective

The objective of the Course Delivery and Assessment System Policy and Procedure for St John Ambulance Western Australia Ltd (St John) Registered Training Organisation (RTO) No. 0392 (St John RTO) is to ensure that St John RTO has a coordinated set of documented Policies and Procedures (including assessment materials and tools) that ensure course delivery and assessments are consistent with St John RTO Policies and Procedures.

This Policy will ensure that assessment is based on the Principles of Assessment and the Rules of Evidence and meets the Standards for RTOs 2015 and Training Package requirements.

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- ▶ Standard 1.8.

2. Policy

1. This Policy and Procedure version is effective as of 1 November 2017.
2. St John RTO will have course delivery and assessment system to ensure assessments are consistent and are based on the Principles of Assessment and the Rules of Evidence.
3. St John RTO Trainers and Assessors will deliver courses as per St John RTO No. 0392 Scope of Registration.
4. Whilst delivering St John RTO courses, St John RTO Trainers and Assessors will:
 - ▶ Check for sufficient equipment and resources prior to course commencement;
 - ▶ Mark attendance (paper based or via LMS);
 - ▶ Formally identify course participants;
 - ▶ Conduct a participant Course Induction;
 - ▶ Negotiate an Assessment Plan for the courses without St John RTO LMS component prior to assessment;
 - ▶ Facilitate course as per current Training and Assessment Strategy (TAS);
 - ▶ Utilise approved training resources only; and
 - ▶ Provide feedback via SurveyMonkey for continuous improvement.
5. St John RTO Trainers and Assessors will NOT:
 - ▶ Enroll themselves into own courses; and
 - ▶ Mark own assessments.
6. St John RTO Trainers and Assessors will conduct assessment according to the Principles of Assessment at all times as per Standard 1.8.1 of the Standards for Registered Training Organisations 2015:
 - ▶ Fairness;

- ▶ Flexibility;
 - ▶ Validity; and
 - ▶ Reliability.
- 7.** Assessment Tools developed by St John RTO will meet the Rules of Evidence at all times as per Standard 1.8.2 of the Standards for Registered Training Organisations 2015:
- ▶ Validity;
 - ▶ Sufficiency;
 - ▶ Authenticity; and
 - ▶ Currency.
- 8.** St John RTO Education Standards Department will develop, validate and moderate assessment resources.
- 9.** When delivering training products from the St John RTO Scope of Registration, St John RTO Trainers and Assessors will utilise St John RTO Education Standards Department developed, validated and moderated assessment resources only.
- 10.** St John RTO Trainers and Assessors will be required to fully understand the St John RTO Course Delivery and Assessment System requirements:
- ▶ Training and Assessment Strategy;
 - ▶ Course delivery;
 - ▶ Assessment system;
 - ▶ Assessment conduct;
 - ▶ Training package requirements, benchmarking and timing;
 - ▶ Assessment Evidence Matrix; and
 - ▶ Assessment tools.
- 11.** This Policy and Procedure is to be read in conjunction with:
- ▶ St John RTO Policy and Procedure No. 2 Trainers and Assessors;
 - ▶ St John RTO Policy and Procedure No. 3 Education and Support Services;
 - ▶ St John RTO Policy and Procedure No. 4 Learning Resources, Training Facilities and Equipment;
 - ▶ St John RTO Policy and Procedure No. 7 Validation and Moderation;
 - ▶ St John RTO Policy and Procedure No. 10 Compliance with Standards for RTOs 2015;
 - ▶ St John RTO Policy and Procedure No. 22 Records Management;
 - ▶ St John RTO Policy and Procedure No. 24 Participant Identification;
 - ▶ St John RTO Policy and Procedure No. 29 Continuous Improvement; and
 - ▶ St John RTO Policy and Procedure No. 30 Plagiarism.
- 12.** St John RTO Stakeholders may have written Workplace Instructions in place to supplement this Policy and Procedure.

Policy Administration		
Directorate:		Responsible Manager:
Community Services		Executive Manager Education Services
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	July 2018
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
Document Location	G:\25 RTO Policies and Procedures\Word Documents - Policies Procedures\6 Course Delivery and Assessment System\Policy and Procedure No. 6 Course Delivery and Assessment System V4 (Draft).docx	
Version:	Decision Reference:	Synopsis:
1	Document Created	VET Reform and Standards for RTOs 2015
2	Minor Changes	St John RTO Stakeholder Feedback provided on 26/6/2015 and 29/6/2015
3	Changes to Numbers in Documents Related Updated Spelling/Formatting and included references to LMS	Following Review of Compliance Documentation
4	Annual review of the document by the RTO Stakeholders	<ol style="list-style-type: none"> 1. No trainer and assessor enrolment into own courses and marking own assessment work. 2. Reference to Compliance Register removed. 3. Spellchecking and formatting. 4. Section 5 reduced 5. Section 6 added 6. Effective as of 1.11.2017