

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 WA) 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:

- ▶ Standards 1.8 to 1.12

2. Policy

1. This Policy and Procedure version is effective as of July 2022.
2. For the purposes of this Policy and Procedure “St John RTO Stakeholders” refers to the First Aid Training Administration team, the Customer Experience team, the Marketing Programs team and other relevant departments in St John Ambulance.
3. St John RTO Stakeholders will inform their staff of the requirements of this RTO Policy and Procedure.
4. St John RTO Stakeholders will adhere to this Policy and Procedure at all times.
5. 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.
6. St John RTO Trainers and Assessors will deliver courses as per St John RTO No. 0392 Scope of Registration.
7. 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 and 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(s) as per current Training and Assessment Strategy (TAS)
 - ▶ Adhere to assessment marking deadlines as per course(s) TAS
 - ▶ Utilise approved training resources only
 - ▶ Provide feedback via GetFeedback online survey or their team leader for continuous improvement.

8. St John RTO Trainers and Assessors must NOT:
 - ▶ Enroll themselves into their own courses
 - ▶ Mark their own assessments
9. St John RTO Trainers and Assessors will conduct assessment according to the Principles of Assessment at all times as per the principles of assessment set out in Table 1.8-1 of the Standards for Registered Training Organisations 2015:
 - ▶ Fairness
 - ▶ Flexibility
 - ▶ Validity
 - ▶ Reliability
10. Assessment tools developed by St John RTO must meet the Rules of Evidence at all times as set out in Table 1.8-2 of the Standards for Registered Training Organisations 2015:
 - ▶ Validity
 - ▶ Sufficiency
 - ▶ Authenticity
 - ▶ Currency
11. St John RTO First Aid Quality will develop, validate and moderate assessment resources.
12. When delivering training products from the St John RTO Scope of Registration, St John RTO Trainers and Assessors will utilise assessment resources that have been developed, validated and moderated by St John RTO First Aid Quality only.
13. St John RTO Trainers and Assessors will be required to fully understand the St John RTO Course Delivery and Assessment System requirements before delivering courses and conducting assessments:
 - ▶ Training and Assessment Strategy (TAS)
 - ▶ Course delivery
 - ▶ Assessment system
 - ▶ Assessment conduct
 - ▶ Training package requirements, benchmarking and timing
 - ▶ Assessment Evidence Matrix
 - ▶ Assessment tools
14. St John RTO Stakeholders will:
 - ▶ **Conduct** compliance activities as detailed in the annual RTO Compliance Calendar
 - ▶ **Store** evidence of their ongoing compliance
 - ▶ **Securely** retain all completed paper based participant assessment tools for each participant, for a period of six (6) months from the date on which the judgement of competence for the participant was made
 - ▶ **Provide** evidence of their compliance for the purposes of internal, external audits and on request.

- 15.** 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
 - ▶ St John RTO Policy and Procedure No. 30 Plagiarism
- 16.** St John RTO Stakeholders may have written Workplace Instructions in place to supplement this Policy and Procedure.

Policy Administration

Directorate:		Responsible Manager:			
Communications & Brand		Head of First Aid Quality			
Risk Rating:		Review Cycle:		Review Next Due:	
High		Annual		July 2023	
Compliance References:					
Statutory:		Standards for RTOs 2015			
Industry		Vocational Education and Training			
St John Ambulance:		RTO			
Quality Management System:					
Document Location		G:\04. RTO Compliance\2021-22\RTO Policies and Procedures			
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 		
5	Review and update		Updated to reflect current process		