

Policy No.6

Course Delivery and Assessment System

1. Policy Objective

The objective of the Course Delivery 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. St John RTO Course Delivery and Assessment System will be a coordinated set of Policies and Procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment and the Rules of Evidence.
2. St John RTO Trainers and Assessors will deliver approved St John Courses as per St John RTO No. 0392 Scope of Registration.
3. Whilst delivering St John RTO courses, St John RTO Trainers and Assessors will:
 - ▶ Check all equipment and resources;
 - ▶ Complete Course Attendance paper based or via LMS;
 - ▶ Identify participants as per **St John RTO Policy and Procedure No. 24 Participant Identification**;
 - ▶ Conduct a participant Course Induction;
 - ▶ Negotiate an Assessment Plan for the courses without LMS component prior to assessment;
 - ▶ Facilitate course as per Lesson Plan/s;
 - ▶ Utilise approved training resources; and
 - ▶ Provide feedback via SurveyMonkey for continuous improvement.
4. 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.
5. 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.
6. St John RTO Trainers and Assessors will make assessment judgements using:
- ▶ Relevant Policies and Procedures;
 - ▶ Assessment (including Recognition of Prior Learning (RPL) processes);
 - ▶ Approved assessment resources; and
 - ▶ Evaluation system.
7. St John RTO Curriculum Department will develop, validate and moderate assessment resources.
8. 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 (Curriculum) developed, validated and moderated assessment resources only.
9. St John RTO will have an effective evaluation, validation and moderation system in place to ensure continuous improvement of the assessment system by utilising:
- ▶ Validation and Moderation Meetings, as per **St John RTO Policy and Procedure No. 7 Validation and Moderation;**
 - ▶ Feedback from participants, employers and Trainers and Assessors as per **St John RTO Policy and Procedure No. 29 Continuous Improvement;** and
 - ▶ A systematic internal audit process through the St John RTO Compliance Register.
10. St John RTO Trainers and Assessors will be required to fully understand the St John RTO Course Delivery and Assessment System requirements:
- ▶ 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. 7 Validation and Moderation;**
 - ▶ **St John RTO Policy and Procedure No. 10 Compliance with Standards;**

- ▶ **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 2017
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
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