Assessment System Overview

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(Also relevant for: STN 1.3, 1.4 1.5)

Global Development College (GDC)'s assessment system consists of a coordinated set of policies and procedures designed and implemented to ensure that GDC's assessments are consistent, fair, valid and reliable. The following assessment system components represent processes that ensure the quality assurance of GDC's assessment system.

A review of GDC's Assessment System in relation to any Course delivery should be completed using a **'Assessment System Report Form'** and uploaded to 'Completed forms'.

Training and Assessment Strategies

Training and Assessment Strategies are a documented framework that guides the learning requirements and the teaching, training and assessment arrangements of a vocational education and training qualification. It is the document that outlines the macro-level requirements of the learning and assessment process, usually at the qualification level. The document/s may also be known as a Learning and Assessment Strategy or a Delivery and Assessment Strategy.

An annual review of Training and Assessment Strategies is conducted by GDC to ensure that each course on GDC's scope of registration is represented in a documented and detailed manner. Typically the training and assessment strategy review is scheduled following scheduled assessment validation activities or may be associated with new course development. (Please refer to Training and Assessment Strategies Policy)

Resources

Resource reviews are required by GDC's Management to ensure that facilities, equipment and training and assessment materials used by GDC are consistent with the requirements of the relevant Training Package or VET accredited course and GDC's own training and assessment strategies.

Reviews will be undertaken prior to each new course delivery and on an annual basis to determine the currency, sufficiency and effectiveness of existing resources. Training staff reviews are carried out in accordance with the requirements of each Training and Assessment Strategy. (Please refer to the Resources Review Policy and Resources Review Report)

Assessment Validation

GDC's Assessment Validation process involves checking that assessment tools in use by GDC produce valid, reliable, sufficient, current and authentic evidence that enable reasonable judgements to be made as to whether the requirements of the relevant aspects of the Training Package or accredited course have been met. The Assessment Validation process includes reviewing and making recommendations for future improvements to the assessment tool/s, process and/or outcomes.

GDC's Assessment validation events involve a variety of measures and methods that ensure that assessment meets the requirements of the relevant Training Package or VET accredited course; and is conducted in accordance with the principles of assessment and the rules of evidence; and also meets workplace and, where relevant, regulatory requirements. GDC's Assessment Validation events are pre scheduled through the Continuous Improvement Schedule and will normally include:

Industry Engagement Surveys undertaken annually to review current Training and Assessment Strategies.(refer to Continuous Improvement Schedule)

- Stakeholder Feedback collection and review
- Previous Stakeholder Review summary findings (refer to Continuous Improvement Schedule)
- Learner Satisfaction Questionnaires summary findings
- Employer Satisfaction Questionnaires summary findings
- Moderation Meetings (external or internal)
- Assessment Process review

Assessment Validation may not always occur at an official event and therefore GDC's approach to assessment validation should include relevant (unofficial corridor/coffee machine) discussions, where ever possible. (Please refer to the Assessment Validation Policy and Forms)

Pre Assessment Information

GDC's Management ensures that all assessment events are preceded by the supply of re assessment information to ensure that all students undertaking assessment are informed of their individual responsibilities and the circumstances and conditions in which assessment will take place. This information may be provided via student handbook, orientation events, and student enrolment interviews or via assessment plans.

Assessment Reporting

GDC's management provides its training and assessment staff with guidelines and effective systems for the accurate reporting of assessment results from all assessment events delivered by GDC's staff. All records of assessment and progress will remain accessible to enrolled students on request. This is achieved through by GDC's staff maintaining records of a course participants' participation and progress through their training program with all assessments and results being systematically collected, recorded and stored. (Please refer to the Assessment Reporting Policy and Form)

Assessment Appeals

GDC's management provides an Assessment Appeals procedure for students who have received an assessment result following any assessment event that they disagree with. All assessment appeals will be processed by GDC's Management within 10 days of receipt of an

appeal. All assessment appeal outcomes will be maintained on the students file. Student records may be adjusted to comply with GDC management's decision following all assessment appeals (Please refer to the Assessment Appeals Policy and Appeal Form)

Training Package Transitions

GDC's Management manages the transition of superseded training package qualifications, accredited courses and units of competency on GDC's scope of registration within 12 months of its publication on the Training .gov.au website. Records of training package transition review by GDC's staff shall be recorded and reported to GDC's Management for further review (Please refer to the Training Package Transition Policy and Summary Mapping Report form)

This procedure is subject to annual review or as required by changes in legislation, standards, or organizational needs.