

# I. FITTA Policies and Procedures

## A. Student Assessment Policy

### 1. Policy

FITTA develops and implements assessment strategies to facilitate student learning and to assess achievement against learning outcomes or competency aims. Assessment supports student-centred approaches to learning. Assessment practices include the provision of constructive and timely feedback to students to provide students with a measure of their progress against stated learning outcomes and assist in their preparation for future assessment.

### 2. Purpose

This policy is to ensure quality assurance in the management of the assessment system, responsibilities and obligations for assessment, quality assurance, and procedures for the effective conduct of assessment practices.

### 3. Scope

This Policy applies to all students who are attempting assessment, reassessment and all staff involved in the creation of the assessment, delivery and assessment of the student.

### 4. Procedure

*FITTA has a dedicated and qualified member of staff review and monitor assessment systems and procedures.*

*The Trainer/Assessors are responsible for coordinating and monitoring the practice of assessment and to ensure that fair, effective, consistent and appropriate assessment practices are in place, and ensure that assessment tasks are consistent with the aims, objectives and content of a course and/or unit of study*

1. Students are notified of assessment date time and location at commencement of the relevant project. All students are to be present for the assessment at the arranged time with the trainer/assessor. If the student is deemed 'Not Yet Competent' (NYC) on the day of assessment, or do not attend, assessors will nominate a date for the reassessment within two weeks of original assessment date. The reassessment date will be discussed with the student and recorded to ensure both parties are aware of this date.
  - If found NYC - the trainer will take time either immediately or as soon as practicable to discuss elements the student needs to improve and provide practical forms i
  - Submission of Assessments
  - These may include but are not limited to:
    - Submission of hard copy of assessment to the trainer at the

- beginning of the session in which they are due
  - Practical in--class activities for example role plays, presentations and exams.
2. Students must attend the second assessment, as per the requirements of the initial assessment. This second assessment is free of charge.
  3. If a student is 'Not Yet Competent' after the second assessment he or she will be identified as a student-at-risk and an Academic Performance Improvement (API) Plan will be created during an Intervention Strategy Meeting between Administration, Teacher and Student. A date for the third assessment will be nominated by the student in consultation with the trainer, but should be no longer than 1 month from second assessment date and should not extend beyond the current study year. The student's personal circumstances should be taken into consideration when setting the assessment date. The third assessment is free of charge. The 3rd assessment date is to be recorded on the student feedback sheet to ensure both parties are aware of this date.
  4. Students must attend the third assessment, as per the requirements for the initial assessment. This third assessment is free of charge. The result of the third assessment will be recorded on the API plan and signed by the teacher and student. This process concludes the Intervention Strategy for this assessment item and a copy of the API plan and any other documents relating to the intervention strategy will be given to the student for their records.

If the student remains 'Not Yet Competent' after the third assessment, he or she will be notified and additional support will be given to the student and a new (API) Plan will occur.

In the event a student would like to appeal a decision made by the trainer/assessor the student can lodge an appeal following the steps in the Complaints and Appeals Policy located on the FITTA website.

#### SUPERSEDED

Should the qualification become superseded, Students who are currently enrolled will be transferred to the new qualification as soon as practical and without any negative disadvantage to the student. Should the new Package not directly transfer over enrolled students will be taught out on the current package within the required timeframe as stipulated in the new package. However should the time frame not be met, gap training will be identified and offered to the enrolled student.

#### CEASE TRADING

In the unlikely event that FITTA would cease trading notification would be sent to you where possible within 10 working days of the decision being finalised. A statement of attainment will be sent within 30 days detailing the completed units up to the date of close. For fees paid by you, refunds will be given on a pro rata basis.

#### INTERVENTION STRATEGY

An intervention strategy is an organised meeting between the academy and the student at any point during their studies with FITTA and does not need to be reserved for the student to have failed their assessments. The meeting in this context can be used to

address a broader spectrum of concerns for the student's ability to complete the course. However, should the student have failed multiple attempts on any one assessment, an Intervention Strategy is coupled with a (API) plan.

#### **5. Applicable Regulations**

Standard 5

#### **6. Created By:**

Luana Ross 13.07.2016

#### **7. To be reviewed**

13.01.2017 Completed

20.06.2018 Completed

20.12.2018