PARAMOUNT INTERNATIONAL COLLEGE

Paramount International College

RTO Code 45585, CRICOS Code 03832B

Training and Assessment Policy

Purpose

The purpose of this policy is to outline the approach taken by Paramount International College (PIC) to deliver high quality training and assessment to its students.

Definitions

AQF means Australian Qualifications Framework which can be accessed at: http://www.aqf.edu.au

ASQA means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body

AVETMISS means Australian Vocational Education and Training Management Information Statistical Standard

Course means Any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO

Credit means Recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program

ESOS Act means the Education Services for Overseas Students Act 2000

LMS means an AVETMISS-compliant Learner Management System

National Code means National Code of Practice for Providers of Education and Training to Overseas Students 2018 which can be accessed from www.legislation.gov.au

Overseas Student means Students who are studying at PIC on a Student Visa, they are also named International Student

PRISMS means Provider Registration and International Students Management System of Department of Education, Skills and Employment

RPL means Recognition of Prior Learning

RTO means Registered Training Organisation, a provider and assessor of nationally recognised vocational education and training.

SRTO means the Standards for RTOs 2015 – refer definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au

Statement of Attainment means certification document confirming that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course

Student Identifier means a unique number assigned to an individual by the Registrar, in accordance with the Student Identifiers Act 2014

Testamur is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'.

Training Product means AQF qualification, skill set, unit of competency, accredited short course or module

USI means Unique Student Identifier, and has the same meaning as 'Student Identifier'

Policy

1. Delivery of quality training

- Paramount International College provides quality training to its students for all courses. This means:
  - Providing an appropriate Amount of Training and Volume of Learning for each course to ensure effective outcomes for students in line with industry expectations, Training Package or VET accredited course requirements, and AQF requirements.
  - Providing suitable educational and support services sufficient to meet the numbers of students enrolled with Paramount International College.
  - Providing training resources that are accessible to students regardless of their location or mode of delivery.
  - Ensuring there are sufficient numbers of skilled trainers and assessors who are appropriately qualified and experienced in line with the Standards (Clause 1.13-1.25).
  - Asking the individual student what their academic support needs are prior to their enrolment with PIC through a course entry interview process and PIC providing access to the educational and support services necessary to meet these needs and course outcomes, if able to.

2. Training and Assessment Strategies and industry consultation

- PIC engages effectively with industry on each of the courses it develops and/or delivers and uses industry feedback and input to contribute to the way in which a course is delivered and structured.
- Training and Assessment Strategy documents are developed and implemented for each course on PIC's Scope of Registration to meet the requirements of the training package or VET accredited course.
- Training and Assessment Strategies reviewed annually in consultation with industry to ensure they remain current and reflect the current needs of industry.
- Training and Assessment Strategies are designed to be detailed to ensure that they can be used as the roadmap to the delivery of each course, in conjunction with PIC's policies and procedures.

3. Suitable and sufficient resources

- Paramount International College ensures it has access to suitable resources, facilities and equipment to deliver all courses on its Scope of Registration. This includes access to a sufficient number of qualified Trainers/Assessors, relevant training rooms, learning aids, machinery, tools, equipment, resources, learning platforms, workplaces or simulated workplaces.

4. General assessment policy

- At the beginning of each unit or cluster or topic, the trainer or teacher will go through the arrangements for assessment with the learners and they will be given all the details about the assessment requirements.
- At this time, the learner will:
  - Be provided with detailed assessment instructions for each task/requirement, which includes the criteria that they will be assessed against.
  - Be informed of relevant due dates or timing of assessments to be conducted
- The trainer or teacher will go through all of the arrangements with the learner and they can ask the trainer any questions they have.

Submitting the assessments

- The student must submit written assessment tasks with a completed and signed Assessment Task Cover Sheet. The cover sheet asks them to make a declaration that the work is their own. Written tasks will not be accepted without a signed cover sheet.
- Assessments should be submitted directly to the trainer/assessor or teacher.

- The student must keep a copy of all tasks that they submit, as PIC is not able to return copies because the college must keep them as evidence in the student's file.
- Written work will be marked within the time advised to the students by their trainer or teacher. The assessor will provide the learners with written feedback and confirm the outcome of the assessment task.

Assessment outcomes – VET Students

- Each assessment task will be given an outcome of either Satisfactory (S) or Not Satisfactory (NS). The student must complete all tasks for a unit satisfactorily to achieve an overall outcome of Competent (C) for a unit. If one or more of their tasks are assessed as Not Satisfactory, they will be given an overall outcome for the unit of Not Yet Competent (NYC). They can have 1 further attempt to complete the task and achieve a satisfactory outcome. They will be given a timeframe for their resubmission and advised what they must include in their re-submission.
- If, after the second attempt, they are still assessed as Not Satisfactory for a task, the will need to complete additional training and assessment to support them in achieving a Competent outcome. This will incur an additional fee for students as identified in the fees and charges information.

Assessment outcomes – ELICOS students

- ELICOS student will be required to complete both formative (ongoing) and summative assessments. The ongoing assessment will help their teacher to be able to assess their progress and provide them with feedback about any areas of improvement. The final assessments will be used to assess and then grade their completed assessment.

Reasonable adjustment in assessment

- Some students may need modifications to assessments due to disability, illness or special considerations – this is called reasonable adjustment.
- Reasonable adjustment can involve:
  - Making training and assessment resources and methods more accessible e.g. providing learner workbooks in an audio format or on different coloured paper.
  - Adapting physical facilities, environment and/or equipment e.g. setting up hearing loops.
  - Making changes to the assessment arrangements e.g. more time allowed for assessments.
  - Making changes to the way evidence for assessment is gathered e.g. written questions asked orally
- Students are encouraged to speak to your assessor if they think that they may need an adjustment made. Note these adjustments are made at the discretion of their assessor based on their identified needs.

Appealing assessment decisions

- If a student does not agree with any assessment decision, they can lodge an assessment appeal. Please refer to the Complaints and Appeals section in this handbook for information about how to lodge an appeal.

5. Conducting Assessments

4.1. Assessment principles

- PIC has an assessment system that ensures assessment:
  - is conducted in accordance with the Rules of Evidence and the Principles of Assessment.
  - is conducted in line with the requirements of the relevant Training Package or VET accredited course.
  - requires the student to demonstrate all the skills and knowledge outlined in the components of the relevant unit of competency/s.
  - requires the student to demonstrate the ability to perform tasks in a variety of situations, adapt to different contexts and environments and perform tasks to an appropriate level expected by a workplace.

– considers' the students' dimensions of competency when making all assessment decisions.

- To ensure no students are disadvantaged, where required assessors will make reasonable adjustments to assessment tasks or processes to accommodate individual needs and record these adjustments.

- PIC has a plan for, and implements, systematic validation of assessment practices and judgments.

4.2. Assessment documentation

- Assessment documentation has been developed for all units of competency in each course. These documents are available in the internal resource depository and include:

  – Detailed instructions to the student about the tasks they must complete

  – Marking guide: benchmark answers and decision-making rules for the assessor

  – Learner guide: detailed plan for the student's training and assessment activities

  – Recording tools for the assessor

  – Mapping documents showing how the assessment tasks relate to the requirements of the Unit of Competency.

- In some cases, PIC may group units of competency together to form a module or cluster of integrated assessments. In this case, assessment requirements may relate to a group of units rather than one unit, however this will be made clear in the *Training and Assessment Strategy* and *Course Brochure*.

4.3. Record keeping

- PIC will comply with the requirements of ASQA's General Direction: Retention requirements for completed assessment requirements available at https://www.asqa.gov.au/resources/generaldirections/retention-requirements-completed-student-assessment-items

- This means that assessments and all corresponding evidence will be kept on file for at least 6 months from the date on which the judgement of competence for the student was made.

6. Assessment appeals

- Students have the right to make an appeal against an assessment decision in accordance wit Paramount International College's *Complaints and Appeals Policy and Procedure*.

7. Academic Misconduct: plagiarism, cheating, contract cheating and collusion

- Students are expected to complete all assessments ethically: without plagiarism, collusion or cheating

- Any students suspected of unethical behaviour will be managed through the disciplinary procedures which may require the student to attend disciplinary meetings, submit their assessment again (reassessment fees may apply), or for repeated acts may be asked to withdraw from the course.

- Refer to PIC's *Deferral, Suspension and Cancellation Policy and Procedure* and *International Student Handbook* for disciplinary procedures.

6.1. Possible types of academic misconduct

- Plagiarism

  – Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of another person as though it is your own work.

  – Plagiarism includes, but is not limited to any of the following, when presented as original material and without full and appropriate acknowledgement of the source(s):

    • The whole or part of a written work from any source such as books, journals, newspaper articles, lecture notes, current or past student work, another person's work, information from a website or database;

    • The close paraphrasing of another person's work;

    • The use of audio, visual, graphic and photographic work, animations, code.

- Plagiarism also includes the preparation, production, submission or presentation of assignments or other work in conjunction with another person or other people when that work should be the student's own independent work.
  - Plagiarism also includes the reuse of a student's assessment that has been used in other assessments.
- Cheating
  - Cheating is the attempt to deliberately circumvent examination or assessment rules or regulations.
  - Examples may include, but are not limited to:
    - Bringing of unauthorised material into an examination or assessment task;
    - Accessing material illicitly during examinations or assessment task;
    - Disguising work in a deliberate attempt to conceal its origins;
    - Fabricating information.
- Contract cheating
  - Contract cheating occurs when a student requests, commissions or offers for another party to procure or complete on their behalf, academic work that is likely to result in their use for the purpose of cheating, misrepresentation and/or plagiarism.
  - Contract cheating occurs when a student seeks help with their academic work:
    - through another party that produces academic work for a fee to the student; and/or
    - through another party who has offered to help.
- Collusion
  - Collusion (unauthorised collaboration) involves working with others without permission to produce work which is then presented as work completed independently by the student.
  - Collusion is a form of plagiarism. Students should not knowingly allow their work to be copied.

8. Work placements

- Where a student is required to attend practical placement, PIC will:
  - Provide support to the student as per the relevant qualifications *Training and Assessment Strategy*
  - Monitor the placement to ensure that both the host workplace and the student are meeting their obligations under the Work Placement Agreement
  - Monitor progress and attendance of students in accordance with PIC's *Course Progress and Attendance Monitoring Policy and Procedure*.
  - Ensure the host workplace is engaged in the process of training and assessment for the students attending their placement and have an opportunity to provide feedback on the student's performance, the course and PIC.

9. Course credit

- Credit is defined in the AQF as "the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing". (refer to: https://www.aqf.edu.au/sites/aqf/files/rpl-explanation.pdf)
- Students enrolling with Paramount International College (PIC) will be provided with course credit on units of competency by:
  - Credit Transfer (CT) as evidenced by:
    - AQF certification documentation issued by another RTO of AQF authorised issuing organisation such as a university
    - Authenticated VET transcripts issued by the Student Identifiers Registrar.
- Recognition of Prior Learning (RPL)
- The recording of course credit is addressed in PIC's *Student Administration Policies & Procedure*.

8.1. Credit Transfer (CT)

- All students are offered the opportunity to apply for credit for previously completed studies upon enrolment and within 2 weeks of course commencement. Students can apply for credit by providing relevant supporting documents, including certified copies of transcripts. This may include VET transcripts or extracts issued by the Student Identifiers Registrar.

- All evidence provided as part of an application for credit will be authenticated by PIC by contacting the issuing organisation to confirm the details provided on the document are valid. In the case of transcripts issued by the USI Registrar, documents can be authenticated through the USI Registry System as well.

- PIC will not require any student to repeat any unit of competency which they have already been assessed in as Competent unless they chose to do so or there is a license condition or regulatory requirement that requires repeating certain units.

- For additional information about the process of credit for previously completed studies, refer to PIC's *Course Credit Policy and Procedure*

8.2. Assessing CT

- Where a student provides authenticated evidence of units of competency issued by another Registered Training Organisation (RTO) or authorised issuing organisation, PIC will provide credit for that unit where it is a unit listed in the student's course of enrolment with PIC.

- Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, but the unit is not listed in the student's course of enrolment with PIC, an analysis as to the equivalence of the study completed with the units in the student's enrolment with PIC will be undertaken.

8.3. CT application outcomes

- Students will be advised of the outcome of their credit application in writing by the admin officer and will be required to provide an acceptance of the credit awarded.

- Where there are significant credits granted, this may result in a reduction of the course fees, which will be advised by the admin officer at the same time.

- Granting of credit may reduce course duration.

- For Overseas Students: Where credit or RPL has been granted after the acceptance of a place in a course or on commencement of studies that will affect the duration of studies, this will be recorded in PRISMS and a new Confirmation of Enrolment Letter (CoE) will be created.

- The result of Credit Transfer will be recorded for any relevant units on the learner management system. A record of acceptance of the credit must be kept for Overseas Students for a minimum of two years.

- Students may appeal the decisions made about their credit application following PIC's *Complaints and Appeals Policy & Procedure*.

8.4. Recognition of Prior Learning (RPL)

- Recognition of prior learning (RPL) is defined in the AQF as an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit. (please refer to https://www.aqf.edu.au/sites/aqf/files/rpl-explanation.pdf)

- RPL broadens access into formal learning by enabling credit to be given for student achievement though other formal, non-formal or informal learning, which are described below:

  - formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);

  - non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business); and

- informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

- Recognition of Prior Learning is available for all courses and all students are offered the opportunity to participate in RPL upon enrolment and within 2 weeks of course commencement.

- PIC endeavours to structure its RPL process to minimise time and cost to applicants, while maintaining the integrity and validity of the assessment process.

  - A streamlined RPL process has been developed which requires the student to make a self-assessment of their skills, provide documentary evidence and demonstrate practical skills, where relevant.

  - The assessment outcomes may enable the student to meet the entry requirements and/or components of the qualification. This may reduce the duration of the qualification.

  - The agreed credit outcomes of the assessment of previous learning through RPL are specific to the individual. They may establish a precedent which can be used for other RPL assessments and potentially form the basis for future credit transfer agreements.

8.5. RPL assessment

- As with all Paramount International College assessments, RPL assessments are undertaken by academic or teaching staff with expertise in the subject, content or skills area, as well as knowledge of and expertise in RPL assessment.

- RPL applications are assessed by the same standard as other assessment in the courses and recognises learning regardless of how, when and where it was acquired, provided the learning is relevant to the learning outcomes in the courses.

- PIC ensures that evidence provided is valid, authentic, current and sufficient and that the process is fair, flexible, reliable and valid.

10. Arrangements with third parties to deliver training and assessment

- Any third-party delivering training and assessment services on behalf of PIC are required to deliver them in line with ASQA's regulations and guidelines.

- Where the third party is an education agent, PIC's *Marketing and Advertising Policy & Procedure* and *Education Agent Policy & Procedure* will be followed.

11. Student Support (Academic)

- PIC identifies the support that each individual student needs prior to their enrolment with PIC through a course entry interview process and provides access to the academic support services necessary to meet these needs and course outcomes.

- Details on student support is outlined in the *International Student Handbook* which is available on PIC's website.

12. Feedback and improvements

- PIC collects feedback about its training and assessment practices and systems from students, trainers/assessors and industry. Feedback will be collected regularly, collated and analysed in order to bring about effective improvements.

Document control

Document Name	PP2.08 Training and Assessment Policy
Version ID	*PIC-T&A-V1.0*
Authored by	Compliance Officer
Reviewed and Approved by	Chief Executive Officer (CEO)
Date of Approval	01.01.2024
Next Review Date	12 months after approval
Standards (SRTOs)	Clauses 1.1 – 1.8 and Clause 1.12
Standards (National Code)	Standards 6,8 and 11

Summary of changes

Date	Change
28.09.2020	Full Version Training and Assessment Policy Version ID: *PIC-T&A-V1.0* Version naming convention added to keep consistency across all policies and procedures as well as other PIC documents. Reviewed and updated against the current SRTOs and National Code Standards. Reviewed and updated according the current administrative and legal frameworks in practice. Reviewed and updated in alignment with the current marketing and advertising documents and materials used.

Note

This document is uncontrolled when printed and may be out of date. The current version of this document is maintained on Paramount International College's website: www.pic.edu.au