



RTOs AND ASSESSMENTS

Assessment for national recognition purposes must be conducted or auspiced by a Registered Training Organisation (RTO) acting in accordance with the Australian Recognition Framework and the quality assurance arrangements approved by the State or Territory Recognition Authority under which the RTO is registered.

Scope of Registration

RTOs must ensure that the qualifications in the Training Packages they want to deliver are included in their *scope* of registration. An organisation's scope of registration is defined by the national Training Packages and / or accredited courses, where relevant Training Packages do not exist, and by the highest level of qualification. For example an organisation may have a scope of registration to provide assessment services for Certificates I – IV in the Retail Training Package. In this case the RTO:

- can assess a person against the retail competency standards and provide a qualification up to Certificate IV in the Retail Training Package
- cannot provide a Diploma level qualification, conduct assessments in an industry other than retail or offer training delivery services.

Australian Recognition Framework

Organisations are registered, by the relevant State or Territory Recognition Authority, on the basis that they can demonstrate the capacity to meet the standards in the Australian Recognition Framework [ARF]. Continuing registration is based on demonstration of compliance to these standards.

RTOs may be public or private organisations and may provide both on and off the job training and/or assessment for the industry. The role of the RTO is to:

- conduct and/or validate assessment against the performance criteria, range of variables and evidence guides within the units of competency in the relevant Training Package
- supply assessors who meet the minimum qualification requirements detailed in the relevant Training Package
- ensure that the Assessment Guidelines from the relevant Training Package are used as the basis for conducting assessments
- develop and maintain quality assurance mechanisms to ensure assessment is valid, reliable, fair and flexible
- ensure that assessment policies and procedures include provision for reasonable adjustments to be made in assessing people with disabilities
- provide an appeals and re-assessment process consistent with the State/Territory Recognition Authorities' requirements
- maintain secure records of assessment outcomes or arrange a reliable outsourced record keeping process
- provide access to the recording system for reporting and replacement of personal records of assessment on an ongoing basis
- issue the relevant Statement of Attainment or qualifications identified in line with the *Australian Qualifications*

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- participate in audit arrangements conducted by the relevant State/Territory Training Authority and strategic evaluations conducted by the National Training Quality Council.

Mutual Recognition

The outcomes of assessments conducted for national recognition are subject to the mutual recognition provisions of the Australian Recognition Framework. As such, all Registered Training Organisations throughout Australia must ensure that they recognise and offer credit for the assessment outcomes of all other Registered Training Organisations. This is regardless of whether assessment was conducted through a *training and assessment* pathway or an *assessment only* pathway.

Partnership Arrangements

Under the Australian Recognition Framework, Registered Training Organisations may enter into partnerships with non registered organisations, such as schools, industry organisations and enterprises, for the purposes of conducting assessments against qualifications within the RTOs scope of registration. There are two broad types of partnership arrangements that may be established. These are where:

- assessment is managed and conducted by the RTO on behalf of the non registered organisation, such as an enterprise, school or industry organisation
- assessment is managed by the RTO and may be conducted by appropriately

qualified staff from the non registered organisation, such as an enterprise, school or industry organisation, under quality assurance arrangements established by the RTO. It should be noted that staff from a non registered organisation who are involved in conducting assessments under auspiced or partnership arrangements must comply with the assessor requirements detailed in the relevant Training Packages.

Training organisations registered for skill recognition [assessment only] services, may establish partnership arrangements with non registered organisations for the purposes of conducting assessments however such arrangements do not extend to the provision of training.

Recording Assessment Outcomes

The RTO that issues the qualification or Statement of Attainment is responsible for the recording, storing, retrieval and accessibility of the assessment outcomes. This responsibility applies to all types of assessments undertaken for national recognition purposes.

The RTO has the option of outsourcing the recording, storing and maintenance of the assessment outcomes, provided it meets the quality assurance requirements of the relevant State or Territory Recognition Authorities.

Reporting Assessment Outcomes

Statements of Attainment and qualifications issued under the Australian Qualifications Framework (AQF) must comply with the relevant provisions in the *Australian Qualifications Framework Implementation Handbook Second Edition*.

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The RTO will issue an AQF qualification once the full package of competencies specified for the relevant AQF qualification has been achieved. If the individual leaves the training or skills recognition process before completing the full complement of competencies required to attain the qualification, he/she will receive a Statement of Attainment.

Quality Assurance Mechanisms

Registered Training Organisations involved in the assessment of the units of competency and qualifications in a Training Package are required to develop and maintain a quality assurance framework for assessment. All quality assurance mechanisms should be in line with the requirements for the registration of RTOs and other relevant arrangements approved by the State/Territory Recognition Authority under which the RTO is registered.

However it is recommended that RTOs include the following procedures within a quality assurance framework:

- establishment of a standard procedure for the selection of assessors
- conduct of regular professional development for assessors
- ongoing recording, monitoring and review of the assessment process including the assessment plan, assessment outcomes and participant feedback
- development of a comprehensive bank of resources for participants and assessors including:
 - information about the assessment process
 - assessment instruments

- standardised reporting and recording forms for participants and assessors
- guidelines for assessors on the preparation of the assessment plan and conduct of the assessment process.

Further Information

- Business Service Training, *Training Package for Assessment and Workplace Training*
- Australian National Training Authority, *Training Package Development Handbook*, ANTA, Melbourne
- Australian Qualifications Framework Advisory Board, *Australian Qualifications Framework Implementation Guide Second Edition*, MCEETYA / AQFAB, 1998.