

SOP 10.07 – Assessment Evidence

Section 10 – Training and Assessment

Page 1 of 1

Effective Date – 1 September 2018

Review Date – 1 September 2020

Electronically Controlled Document

Purpose

This document outlines all the compulsory Training and Assessment evidence required to ensure efficient processing of award once finalised.

Scope

All Trainers, Assessors, chief instructors, club administrators, Training & Assessment Officers and members involved in conducting Training and Assessment at a Club.

Procedures

The below Training and Assessment evidence requirements relate to current standards as set out by Australian Skills Quality Authority (ASQA).

- 1) **Course Enrolment Form:** Prior to the commencement of a course ensure all attendees complete and sign the Course Enrolment Form and understand the VET Code of Practice attached to the form (this is located within the assessment portfolio).
- 2) **Attendance Sheet:** At the commencement of each course an Attendance Sheet requires completion. This form must include the participants name, participant's initials each day the course is conducted and the participant's signature.
- 3) **Assessment Portfolio:** An Assessment Portfolio must be completed for courses which include a theory examination. Answers to all examination questions must be completed in the Assessment Portfolio. The Assessor must mark the examination and sign the assessment portfolio indicating the portfolio has been assessed. All Assessment procedures are outlined in the Assessment Portfolio and must be abided by.
- 4) **Assessment Checklist:** The practical Assessment Checklist includes practical assessment items of an award. The Members who are participating must be included on the Checklist, the Assessor must conduct the assessment and tick each assessment and sign as required.

Once all assessment evidence is compile as per above submit to Volunteer Training Department or a representative there of.

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