

ASSESSMENT OF NATIONALLY RECOGNISED TRAINING ACTIVITIES

PURPOSE

Assessment of nationally recognized training activities will be conducted to comply with the Assessment Guidelines outlined in the Hospitality Training Packages. Assessment procedure will comply with the principles of validity, fairness and flexibility.

All Students participating in Yorke Institute's Nationally Recognized Training activities will be advised that they need to be assessed against the competencies they have enrolled in.

Achievement of competency in all units for a certificate will lead to the issuance of a nationally recognized qualification.

Students will be assessed as either competent or not yet competent

PURPOSE

Assessments conducted will focus on the application of knowledge and skill to the standard of performance required in the workplace and covers all aspects of workplace performance including task skills, task management skills, and job role environment skills.

Assessments conducted will be:

- Skills assessment prior to training activity commencing using the recognition processes of RPL, RCC and CT as well as practical demonstration of competence.
- Off the job assessments through a variety of mediums:
 - Assignments
 - Projects
 - Role Play
 - Written Tests (multi choice, open book)
- Workplace assessments conducted in the workplace.
These will be organised through negotiation with the employer i.e., appropriate time and date and availability of workplace supervisor.

All assessments conducted by Yorke Institute, will be conducted by Trainers who:

- Are appropriately qualified i.e., Certificate IV Workplace Training and Assessment or the three Assessor units of competence from the Certificate IV Workplace Training and Assessment
- Have demonstrated and current industry knowledge

Should Yorke Institute's trainer not have the relevant industry knowledge, an industry expert will co-assess with Yorke Institute's trainer to ensure the validity of the assessment conducted.

Employers will be encouraged to participate in the workplace assessments conducted on the job. However, the staff participating in the co-assessment must be appropriately qualified (Certificate IV Workplace Training and Assessment) and relevant industry knowledge.

Results of the assessment conducted will be recorded on the students training file by Yorke Institute's RTO Coordinator and recorded on Wisenet. Results of the assessment will be used for the issuance of qualifications.

Students will be advised of the outcome of their assessment and be given the opportunity to appeal if they are unsatisfied with the assessment process – refer to policy on Complaints and Appeals.

Resits and reassessments are separate from the tuition fees. If students are deemed NYC in any one assessment resulting in the overall result of NYC for the unit, the cost of \$200.00 for the reassessment applies.

Students deemed as not yet competent will be advised by Yorke Institute's RTO Coordinator of further activities they are required to undertake in order to achieve competency and will be provided with timeframes in which they have to demonstrate competency.

Students will be provided with two opportunities only to acquire a competency. Should they still not be deemed competent and they wish to pursue obtaining competency, timeframes will be negotiated by Yorke Institute's RTO Coordinator and a fee charged for assessment of competency.

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