Assessment Procedure

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Step	Action	Responsibility
	accredited training product x reviewing current industry needs and workplace practices x selecting electives suitable for industry needs x clarifying the student cohort and their characteristics x analysing the outline of the nationally accredited training product and determining clustering options and the appropriate assessment instruments to be used.	
3	In consultation with a Program Services Education Advisor, design and write the assessments to cover all the requirements of the nationally accredited training product including: x elements and performance criteria x foundation skills x performance evidence x knowledge evidence and assessment conditions. Use consistent naming and numbering conventions throughout the full suite of assessment tools. Complete full suite of assessment tools using CIT approved templates including x mapping x Student instructions x educator/teacher guide x subject guides	Head of Department Educator (SME)
4	Conduct a pre-delivery validation review for all assessments, whether written, purchased or obtained from other sources, prior to delivery to the first student cohort to ensure they meet: x all requirements of nationally accredited training x all regulatory requirements x the Principles of Assessment x the Rules of Evidence.	Head of Department Educator (SME) Education Advisor

Step	Action	Responsibility
2	Adviseeligiblestudentsto register with Disability Education Advisor or contact Sacth-.8e Tw 103 (cg (t))-1.5 (ap-1.5 (ap-1.582 Td [(c)-r9 (y8 0.48 19..8 715.o5 (a)-3 721.68 Tm	

Step	Action	Responsibility
8	Review written assessments for any evidence of cheating, plagiarism or misuse of generative artificial intelligence (AI), not identified in the student assessment instructions tools. Manage any suspected cheating, plagiarism or use of AI using the Academic Integrity and Misconduct Policy and Student Conduct Policy.	Educator (SME)
9	Review completed assessment evidence against assessment criteria in the Educator/teacher Guide to determine competency.	Educator (SME)
10	Determine competency, record assessment outcome and provide feedback to the student using appropriate method for paper-based and/or online and electronic submissions.	Educator (SME)
	Record all final assessment results in Student Management System within two working days after the assessment outcome is finalised Retain all assessment evidence for use in validation and for audit purposes and where required by policy, legislation, or regulation (	Educator (SME)

Step	Action	Responsibility
	x appoint a subject matter expert and a qualified assessor from Education Quality or Program Services to make the assessment judgment. x appoint an external assessor (this could attract an additional cost).	

3.6

Competency	The consistent application of knowledge and skills to the standard of performan required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
Pre-delivery Validation	All assessment resources for new and developed training products, whether purchased or designed intee tsevt(h)2.3 (4 669.i)9.62 (e)-/r (e)-6 (a)9.62 (e)-/e