

## **Training and Assessment**

Assessment within the National Training Framework is defined as the process of collecting evidence and making judgements about whether competency has been achieved.

The purpose of assessment is to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the Competency Standards in the relevant Training Package or accredited course.

### ***Records of Attendance at Training***

- Attendance at each session of training is recorded on the Class Roll as a record of training.
- Students need to ensure maximum attendance at face-to-face sessions as attendance problems may jeopardise their being able to complete the course or to receive the appropriate certificate of accreditation.

### ***Records of Assessment***

- Assessment records are gathered and copies of cover sheets and/or assessment task results are retained by the trainer for the duration of the course and until a Certificate of Qualification is issued for the qualification in which the student is enrolled.
- Trainers will not retain copies of actual written assessment tasks.
- **It is the responsibility of students to retain their own assessment tasks and details of assessment records.**

### ***Assessment Appeal***

If a student is unhappy with an assessment they may appeal through the 'Assessment Appeal' process by:

- Speaking to the Trainer/Assessor about any concerns.

- If the Assessor/Trainer does not satisfy the student's concerns, the student may lodge an 'Assessment Appeal' in writing or complete the Assessment Appeal Form within ten working days of notification of assessment outcome.
- The Director will review the appeal and may undertake or seek an independent assessment of the assessment task in order to uphold or overturn the original assessment. The student will be notified in writing.
- An interview may be requested by the student or the Director to be conducted between the student and the Director of St Mark's.
- St Mark's will make every effort to resolve an Assessment Appeal as soon as possible to the satisfaction of all parties concerned.
- The decision of the Director of St Mark's in relation to an Assessment Appeal is final.
- A student has redress to the Complaints process within St Mark's at any stage during or after the Assessment Appeal process.

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