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| Reference: | VT3.10.02 |
| Title: | UQ College VET Assessment Policy |
| Custodian: | Senior Manager, Academic Pathways |
| Reviewer: | Manager, Academic Pathways Course Coordinator, VET Programs Senior Manager – Corporate Services |
| Date Approved: | 13/7/2018 |
| Last Review Date: | 9/6/2024 |
| Next Review Date: | 9/6/2026 |
| Audience: | UQ College VET Program students/trainees |
| Associated UQC Policies: | UQ College Complaints and Appeals Policy and Procedure UQ College Review of Grade Policy and Procedure UQ College VET Programs – Recognition of Prior Learning Policy and Procedure UQ College Pathway Programs Assessment Policy and Procedure (Internal) |
| Version: | 2.0 |

Purpose

This policy details how UQ College ensures that assessment enables participants to demonstrate competency and meet the requirements of the [Standards for Registered Training Organisations](#).

UQ College is committed to designing and delivering assessment that complies with the Principles of Assessment and the Rules of Evidence of the Standards for Registered Training Organisations.

This policy applies to all VET units and qualifications, all staff assessing student work in VET units, and all students completing VET assessment tasks.

Policy

1. UQ College ensures that assessment, including recognition of prior learning, complies with the assessment requirements of the relevant Training Package or VET accredited course.
2. UQ College ensures that the assessment is designed and conducted in accordance with the Principles of Assessment and the Rules of Evidence as outlined in [Clauses 1.8.1 and 1.8.2 in the Standards for Registered Training Organisations \(RTOs\) 2015](#).
3. UQ College has a written plan for ongoing systematic validation of assessment practices and judgements that includes each training product on its scope of registration.
4. Assessment outcomes are either 'satisfactory' or 'not yet satisfactory'. Learners who are deemed 'not yet satisfactory' are provided with further training and a provided with a maximum of two additional attempts to achieve a standard of 'satisfactory'.
5. Assessment outcomes may also include the awarding of grades using criterion referenced assessment rubrics based on The University of Queensland's 1-7 grading system and descriptors. Such grades facilitate the calculation of a Grade Point Average (GPA) which is used by the University to determine a selection ranking for entry to undergraduate programs.
6. UQ College staff conducting assessment have the relevant vocational competencies at least to the level being delivered and assessed; current industry skills directly relevant to the training and assessment being provided; and current knowledge and skills in vocational training and learning that informs their training and assessment.
7. Students will receive prompt feedback regarding the assessment decision as per the UQ College Pathway Programs Assessment Policy and Procedure.
8. Reasonable adjustment is provided to those with a disability or special needs according to individual circumstances.
9. Students have the right to request a review of grade and to appeal an assessment decision as per the associated UQ College policies.

10. All students will be offered the opportunity to establish their recognition of prior learning through the RPL process.
11. The Training and Assessment Strategy (TAS) contains the assessment and mapping to the unit of competency.
12. Training and assessment strategies and practices are systematically evaluated and improved.
13. UQ College securely retains all completed assessment items for each student, as per the ASQA General Directive – Retention requirements for completed student assessment items for a period of six months from the date on which the judgement of competence for the student was made

Document History

| Version | Summary of Changes | Author | Action Date |
|---------|--|-----------------|-------------|
| 1.0 | Update following application of new UQ College branding | Scott Leisemann | 9 June 2022 |
| 2.0 | Updates to points 4 and 5 of the policy to improve clarity | Scott Leisemann | 9 June 2024 |