



## **RETENTION OF COMPLETED RTO LEARNER ASSESSMENT ITEMS POLICY**

### **Rationale:**

The Victorian School of Languages RTO (VSL) is committed to the directions required by the ASQA registration provisions in relation to the RTO's evidence demonstrating the validity of their judgement of learners' competence.

ASQA will seek evidence consistent with this general direction at audit.

### **Aim:**

To clearly define the processes required for the retention, disposal or return of completed learner assessment items.

### **Terms and Definitions:**

#### **Assessment**

The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that the learner can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry/enterprise competency standards of a training package or by the learning outcomes of an accredited course.

#### **Assessment tools**

Assessment tools include the following components—context and conditions of assessment, tasks to be administered to the learner, an outline of the evidence to be gathered from the candidate and evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules).

This term also takes in the administration, recording and reporting requirements, and may address a cluster of competencies as applicable for holistic assessment.

#### **Completed learner assessment items**

The actual piece(s) of work completed by a learner or evidence of that work, including evidence collected for an RPL process. An assessor's completed marking guide, criteria, and observation checklist for each learner may be sufficient where it is not possible to retain the learner's actual work. However, the retained evidence must have enough detail to demonstrate the assessor's judgement of the learner's performance against the standard required.

#### **RPL**

Recognition of prior learning

#### **Securely retain**

To retain records in a manner that safeguards them against unauthorised access, fire, flood, termites or any other pests, and which ensures that copies of records can be produced if the originals are destroyed or inaccessible. Records may be in hard copy or electronic format.

### **Implementation:**

- Standard 1.8 of the Standards for Registered Training Organisations (RTOs) 2015, requires an RTO to provide quality training and assessment services across all of its operations.

- Among other things, this means that assessment (including recognition of prior learning) must:
  - i. meet the requirements of the relevant training package or accredited course, and
  - ii. be conducted in accordance with the principles of assessment and the rules of evidence, and
  - iii. meet workplace and, where relevant, regulatory requirements.
- While the examination of assessment tools at audit will determine whether an RTO has a plan in place to ensure the valid assessment of learners, only the review of completed learner assessment items will confirm the extent to which those plans have been implemented.

Therefore, ASQA will generally examine a sample of completed learner assessment items at all audits except initial registration audits.

- An RTO is required to securely retain, and be able to produce in full at audit if requested to do so, all completed learner assessment items for each learner, as per the definition above, for a period of six months from the date on which the judgement of competence for the learner was made.
- The VSL will notify clients of the intention to securely dispose of all learner assessment items after six months or return all learner assessment items to the client upon request.

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified by School Council on

**Signed By:**

**The Principal** \_\_\_\_\_

**School Council President** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_