

Training and Assessment Policy

(January 2026)

TACIS ensures that all assessments and evaluations be done in accordance with the assessment criteria of relevant training packages(s) and in line with STANDARDS FOR RTOS 2015.

TACIS ensures that assessment is a controlled and ordered process that is designed to ensure that assessment decisions are fair, valid, consistent, and reliable, in relation to individual student (s), different assessors and the current situation.

This policy and procedure will be:

- communicated to all trainers and assessors;
- communicated to, and understood by, students;
- readily available for staff to access;
- reviewed on a regular basis, with trainers and assessors, students and management (and possible validation and moderation partners) input.

Training/Assessment Plan

A **Training and Assessment Plan (TAP)** is developed and maintained for each qualification on TACIS's scope of registration.

Each TAP:

- Is developed by qualified assessors;
- Identifies:
 - Units of competency to be assessed,
 - Assessment methods and tools,
 - Assessment schedules and conditions,
 - Instructions and guidance for students; and
- Ensures assessment is conducted in accordance with training package requirements.

Students are provided with a copy of the relevant TAP at the time of enrolment.

Any updates to the TAP are communicated to students in a timely manner.

Assessment Procedure

1. Assessment Information

At the commencement of the course, students are informed of:

- Assessment tasks and methods,
- Assessment criteria and evidence requirements, and
- The standards required to achieve competency in each unit.

2. Assessment Submission

- Students complete assessments in accordance with the training schedule.
- Most assessments are submitted through Moodle, TACIS's online learning platform.
- Each student is issued with a unique Moodle login.
- Submission through Moodle constitutes an electronic declaration of authenticity.

3. Authenticity Verification

- The RTO Manager, Program Manager, or trainer ensures that all submitted assessments include a signed or electronic statement of authenticity.

4. Assessment Timeframes

- Assessments are marked within 10 working days of submission, unless otherwise agreed with the student.

5. Assessment Outcome and Feedback

- The appointed assessor:
 - Assesses the submission as Competent (C) or Not Yet Competent (NYC),
 - Provides written feedback, and
 - Records the outcome in the student management system within 10 working days.

6. Resubmission Opportunity

- Students assessed as **Not Yet Competent** are provided with at least one opportunity to resubmit their assessment.

7. Further non-competency

- Where competency is still not achieved after resubmission:
 - The student is notified in writing within 15 working days, and
 - Fees may apply for additional reassessment attempts, in accordance with the Schedule of Fees and Charges.

8. Appeals

- Students may dispute an assessment decision and request a reassessment in

accordance with TACIS's Complaints and Appeals Policy and Procedure.

9. Certification Eligibility

- The CEO or Program Manager ensures that:
 - All required assessments have been completed, and
 - All units have been assessed as **Competent**,
before recommending the issuance of:
 - AQF qualifications,
 - Statements of Attainment, or
 - Statements of Results.

10. Records Management

- All assessment-related documents, including:
 - Student submissions,
 - Assessor feedback,
 - Resubmissions,
 - Appeals and outcomes,are securely scanned and stored in the student's electronic academic file.

11. Certification Controls

- The CEO ensures that no certificates, transcripts, or qualifications are issued until:
 - A final assessment checklist is submitted by the Program Manager, and
 - All assessments are confirmed as **Competent** and signed by approved assessors.