

## Assessments

1. Assessment will be conducted in accordance with [Standards for Registered Training Organisations \(RTOs\) 2015](#)
2. AEVTI education staff conducting assessment must meet the minimum qualifications as detailed in [Determination for Training and Assessment Competencies](#) and the requirements specified in each training package and/or accredited course.
3. Information regarding assessment must be made available to students at the time of enrolment.
4. Feedback must be provided to the student in relation to the outcome of the assessment.
5. Assessment tools should include the following minimum components:
  - a. context and conditions of assessment,
  - b. tasks to be administered to the student,
  - c. an outline of the evidence to be gathered from the candidate and
  - d. evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules).
6. Assessment tools are required to be submitted for validation in accordance with the [Validation of Assessment Practice Note](#).
7. Assessment Task Cover Sheet must be
  - i. attached to each assessment task that does not meet the requirements for the full unit of competency, for example only covers some elements and/or performance criteria or assesses elements of more than one unit of competency.
  - ii. uploaded to the inmate TRIM education file.
8. An Assessment Summary Record must be
  - i. attached to the evidence of competence for each individual unit of competency.
  - ii. uploaded to the inmate TRIM education file.
9. Assessment evidence for each student must be uploaded to the inmate TRIM education file in accordance with [General direction—Retention requirements for completed student assessment items](#).