

Assessment Policy

Training & Assessment Criteria:

1. Comply with the assessment guidelines applicable to the respective qualifications/ awards or the assessment requirements specified in registered Foreign Awards.
2. Lead to the issuance of qualifications/awards and/or registered Foreign Awards or advice of any gap training that must be completed for its issuance.
3. Are valid, reliable, fair and flexible.
4. Provide for learners to be informed of the context and purpose of the training and/or assessment and related assessment processes.
5. Where relevant, focus on the application of knowledge and skill to the standard of performance required in the workplace and cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills.
6. Involve the evaluation of sufficient evidence to enable judgments to be made about whether the requisite knowledge and skills have been attained; and in workplace application has been demonstrated and been deemed competent, where applicable.
7. Provide feedback to the applicant about the outcomes of the training and/or assessment process and guidance on future options in relation to those outcomes.
8. Are equal for all learners, taking account of the learner's individual needs relevant to the training and/or assessment activities.
9. Provide for reassessment on appeal.

Recognized Prior Learning (RPL):

BITFORD/LSBE will offer recognition to all participants for any nationally or internationally recognised course .BITFORD/LSBE offers, prior to enrolment. BITFORD/LSBE only recognises credit for qualifications/units of competency completed within the qualifications framework of approved awarding bodies. All participants are informed at the pre-training induction of the availability of RPL recognition. All participants have the right to apply for RPL.

Applying for Recognition of Prior Learning (RPL)

In order to apply for an RPL, a learner must supply evidence to demonstrate prior learning and relevant skills and knowledge gained through work and life skills. Evidence for this may include but not limited to:

- Position descriptions from current/previous employment.
- References from current/ former employers.
- Work samples.
- Resume.
- Any other evidence required by the awarding body.

If the learner gained the required skills and knowledge for some of the units of a specific course the learner can apply for RPL and an assessor will be assigned to take the learner through the process and the requirements.

Fees are payable for this RPL service prior to assessment.

A qualified assessor of the teaching and learning team will assess the application and notify the learner of the outcome. If the evidence is sufficient to demonstrate current competency against the unit(s) of competency requirements, RPL will be granted and the learner will be notified.

If the learner's RPL application is approved, he/she will not need to attend classes or complete assessments for that unit(s) of competency.

Unsuccessful applications for RPL

If the learner's RPL application is not approved, then the learner will have to enrol and attend training for those units of competency.

Document Control (Training & Assessment)				
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