

VOCATIONAL EDUCATION AND TRAINING ASSESSOR GUIDELINES

Vocational Education and Training (VET) sector courses are based on a criterion referenced, competency based system of assessment.

There are Answer Guides with benchmark answers available, to assist you with marking and assessment.

**Individual tasks should be assessed as "satisfactory" or "not yet satisfactory".
A unit should be assessed overall as "competent" or "not yet competent".**

If a student receives a NYS or NYC, they should be given another opportunity for reassessment and provided with specific feedback on areas needing improvement. Feedback should consist of suggestions and guidance to help a student move from a mark of "NYS" to "S" for individual assessments or "NYC" to "C" for the unit as a whole.

From the trainer/assessor point of view, whether your class is face to face or distance, there are certain necessary marking and feedback techniques. As well as being critical to student progress, they are also essential from the point of view of compliance and auditing requirements.

All assessment needs to have visible evidence of trainer/assessor feedback and allocated mark.

Students in face to face classes have several assessment task submission options. If your student has submitted work by hard copy, it is essential that your feedback is documented on the students' assessments.

Verbal feedback is great (and encouraged), but a record still needs to physically go on the students hard copies. Trainers also need to clearly show that you have assessed the work as "S" or "C", or "NYS" or "NYC".

There is no percentage mark or A B C. The outcome of a Trainer's assessment of a student's work is to be promptly recorded onto an Assessment Sign-off Sheet.

Students who wish to submit assessment electronically may choose to do so using the online system (if applicable) or by typing their answers into a document and emailing that document to their trainer.

If your students are submitting assessments via our online system the below will apply:

Evidence of trainer feedback and the mark a trainer has allocated will be recorded on the system itself.

If a student is "satisfactory" for an assessment task, give them the most points available, such as 1/1 or 100%/100%. If they are "not yet satisfactory", give them the least number of points available, 0/1 or 0%/100%. It really is a case of all or nothing! Numerical or percentage scores are meaningless in a competency based system.

If your students are submitting assessments via hardcopy or an electronic document, then the below will apply:

Evidence of your feedback and mark should be recorded in the text of the student's work and/or in the margin using Word/review/comment function. When you give written feedback in the document, it is helpful to use another font and/or colour to distinguish your feedback from the students' answers.