

## RTO004 Policy Assessment

### 1. Purpose

The purpose of this policy on assessment is to ensure that Health Information Management Association of Australia Limited (HIMAA) Education Services staff assesses learners against the training package requirements, principles of assessment and the rules of evidence and that the quality of the assessment ensures that the learner being assessed gains the skills and knowledge for meeting industry requirements.

### 2. Scope

This policy applies to all Education Services staff and the Quality and Compliance officer.

### 3. Standard 1 Clause 1.8 -1.12

1.8 The RTO implements an assessment system that ensures that assessment (including recognition of prior learning);

- a) Complies with the assessment requirements of the relevant Training Package or VET accredited course; and
- b) Is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence in Table 1.8-2.

**Table 1.8-1 Principles of Assessment**

Fairness	The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learners needs. The RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.
Flexibility	Assessment is flexible to the individual learner by: <ul style="list-style-type: none"> <li>• Reflecting the learners needs</li> <li>• Assessing competencies held by the learner no matter how or where they have been acquired; and</li> <li>• Drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.</li> </ul>
Validity	Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner. Validity requires: <ul style="list-style-type: none"> <li>• Assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance;</li> <li>• Assessment of knowledge and skills integrated with their practical application;</li> </ul>

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	<ul style="list-style-type: none"> <li>Assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and</li> <li>Judgement of competence based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.</li> </ul>
Reliability	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

**Table 1.8-2: Rules of Evidence**

Validity	The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of the learner's competency.
Authenticity	The assessor is assured that the evidence presented for assessment is the learner's own work.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

1.9 The RTO implements a plan for ongoing systematic validation of assessment practices and judgements that includes for each training product on the RTO's scope of registration:

- When assessment validation will occur;
- Which training products will be the focus of the validation;
- Who will lead and participate in validation activities; and
- How the outcomes of these activities will be documented and acted upon.

1.10 For the purpose of Clause 1.9, each training product is validated at least once every five years, with at least 50% of products validated within the first three years of each five year cycle, taking into account the relative risks of all of the training products on the RTO's scope of registration, including those risks identified by the VET Regulator.

1.11 for the purpose of Clause 1.9, systematic validation of an RTO's assessment practices and judgements is undertaken by one or more persons who are not directly involved in the particular instance of delivery and assessment of the training product being validated, and who collectively have:

- Vocational competencies and current industry skills relevant to the assessment being validated;
- Current industry knowledge and skills in vocational teaching and learning; and
- The training and assessment qualification or assessor skill set referred to in\* Item 1 or 3 of schedule 1.

Industry experts may be involved in validation to ensure there is the combination of expertise set out in (a) to (c) above.

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1.12 The RTO offers recognition of prior learning to individual learners.

**\*Schedule 1 Item 1 and 3**

Item	Relevant Standard	AQF Qualification or Unit of Competency
1	1.14 1.15	TAE40110 Certificate IV in Training and Assessment or its successor
3	1.15	TAESS00001 Assessor Skill Set or its successor

**4. References**

- Standards for Registered Training Organisations (RTO's) 2015
- Users Guide Standards for Registered Training Organisations (RTO's) 2015
- Training Package requirements
- RTO001 Policy Training and Assessment Strategies and Practices
- RTO001 SOP Training and Assessment Strategies and Practices
- RTO002 Policy Industry Relevance
- RTO002 SOP Industry Relevance
- RTO003 Policy Learner Support Services
- RTO003 SOP Learner Support Services
- RTO005 Policy Trainers and Assessors
- RTO005 SOP Trainers and Assessors
- RTO006 Policy Individuals Working Under Supervision of a Trainer
- RTO006 SOP Individuals Working Under Supervision of a Trainer
- RTO008 Policy Quality Assurance of RTO Operations
- RTO008 SOP Quality Assurance of RTO Operations
- RTO009 Policy Issuing, Maintaining and Acceptance of AQF Certification and Providing Learners Access to Records
- RTO009 SOP Issuing, Maintaining and Acceptance of AQF Certification and Providing Learners Access to Records
- RTO012 Policy Learners Informed and Protected
- RTO012 SOP Learners Informed and Protected
- RTO013 Policy Complaints and Appeals
- RTO013 SOP Complaints and Appeals
- RTO001 Form Industry Consultation
- RTO005 Form Complaint
- RTO004 Form Assessment Appeal
- RTO010 Form Access to Records

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## 5. Policy

### 5.1 Assessment

- 5.1.1 HIMAA provides opportunities for learners to apply for recognition of prior learning (RPL), recognition of current competencies (RCC) and credit transfer (CT) at any time.
- 5.1.2 HIMAA recognises other Registered Training Organisation's Qualifications and Statements of Attainment for RPL, RCC and CT purposes.
- 5.1.3 HIMAA assesses its learners against the principles of assessment which consist of validity, reliability, flexibility and fairness.
- 5.1.4 HIMAA collects evidence from learner's that meets the rules of evidence which consist of sufficiency, validity, authenticity and currency.
- 5.1.5 HIMAA validates assessments prior to the assessment tool being used and a sample is validated after use to ensure that the tool meets the training package requirements.
- 5.1.6 HIMAA will validate its training products systematically on an ongoing basis to ensure that HIMAA meets the standard.
- 5.1.7 HIMAA uses the information from validation to continuously improve its assessment tools and processes.
- 5.1.8 HIMAA ensures when it holds validation meetings all persons involved hold the right qualifications and have industry experience.
- 5.1.9 HIMAA validation meetings are led by the Quality and Compliance Officer with other members of staff or industry to provide knowledge of the assessment.
- 5.1.10 HIMAA has a documented validation schedule that describes how the validation is to take place.
- 5.1.11 HIMAA has work instructions in place for the validation process.
- 5.1.12 HIMAA validates its training products on a five year plan. All HIMAA training products will be validated within the 5 year cycle with 50% validated after 3 years.
- 5.1.13 HIMAA will use the ASQA Validation calculator to calculate the amount of assessments and students work to be validated each year.
- 5.1.14 Being the peak body for clinical coder education HIMAA engages with industry. This information is used to continuously improve our assessment processes.
- 5.1.15 HIMAA updates its assessment tools when there are changes to the training package or changes to the ICD-10-AM,ACHI and ACS.
- 5.1.16 All HIMAA learners are provided with information on how their assessments are to be completed and submission dates for assessments following a timetable.
- 5.1.17 When a learner fails an assessment the learner is provided with feedback and a different assessment is provided for the learner to complete.
- 5.1.18 Learners are assessed against the benchmarks of the unit of competency as well as what is expected from coders in the industry.

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- 5.1.19 HIMAA consults with industry to ensure its training and assessment meets the changing needs of industry.
- 5.1.20 HIMAA customises and contextualises its assessments to meet learners' and industry needs without losing the integrity of the unit of competency.
- 5.1.21 HIMAA ensures that learner's needs are taken into account when creating assessment tools and delivery method.

## 5.2 Management of Course Content

- 5.2.1 HIMAA education services department will maintain quality, clarity, accuracy and currency of the content of all course materials by responding to:
  - Learner feedback
  - Employer feedback
  - Staff feedback
  - Errata changes
  - ACCD edition changes
  - ITG meetings
  - Workshops
  - Training Package changes
- 5.2.2 All HIMAA's course work is held on the Document Management System (DMS) on the Student Management System (SMS).
- 5.2.3 All master documents are to be saved as Word 2003.
- 5.2.4 All master documents are to be password protected and in PDF format prior to being uploaded on the Learner Management System (LMS).
- 5.2.5 HIMAA informs students as soon as possible of any errata changes so that they can reprint coursework if required.
- 5.2.6 Responsibility:
  - 5.2.6.1 The following staff members are responsible for the integrity of course content including associated exams.

Course	Staff Member
Comprehensive Medical Terminology (CMT)	Team Leader of CMT

Course	Staff Member
HLTCC301B (all editions) Introductory clinical coding (all editions) Refresher Clinical Coding	Team Leader Introductory, Intermediate and refresher Clinical Coding
HLTCC401B (all editions) Intermediate Clinical Coding (all editions)	Training Manager
HLTCC402B (all editions) Advanced Clinical Coding (all editions)	Training Manager

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