

**POLICY: WORKPLACE COMPETENCY ASSESSMENT**

---

This policy defines ITA's role relative to the assessment of workplace competency standards specified in ITA-approved Industry Training Programs.

**1.0 Definition**

For the purpose of this policy, workplace competency assessment means a formal observation to evaluate a candidate's skills and knowledge relative to required occupational performance standards as evidenced by performance on the job. Workplace competency assessment may be a method of assessing candidates for program completion or program challenge.

**2.0 General**

The methodologies and tools used for workplace competency-based assessment will vary program-to-program. ITA will consider recommendations of industry and training providers for the development and approval of methodologies and tools on a program-specific basis.

ITA supports rigour in workplace competency assessment. This requires consistency in performance criteria and measurement within each industry training program as defined by ITA Program Standards.

**3.0 Principles**

Where workplace assessment of competency is an approved component of an Industry Training Program or Program Challenge, the following principles will apply:

- Industry (represented by ITOs where they exist) is best positioned to:
  - recommend for ITA approval:
    - Program Standards for ITA approval
    - Sustainable industry- or program-specific assessment regimes (including an assessment fee schedule)
    - industry-specific qualifications for workplace assessors
  - recruit assessors,
  - contribute to the development and participate in the delivery of industry-specific aspects of Assessor Training
  - manage assessment processes, including scheduling and reporting of results to ITA.
- Training Institutions are best positioned to assist Industry and ITA with development of tools and methodology for assessing candidates against Program Standards or Occupational Performance Standards
- ITA is responsible for
  - approving workplace assessors and maintaining a register of approved assessors
  - maintaining records related to assessment outcomes
  - handling complaints and requests for review of results, including involving ITA's Assessment Appeal Board to determine formal appeals
- Industry, registered Sponsors, Training Institutions, Registered Assessors and ITA share responsibility for workplace assessment administration and enforcement of assessment standards.

#### **4.0 Funding of Workplace Assessment of Competency**

ITA has a role in funding the development of Program Standards, Occupational Performance Standards and Assessment Tools for:

- Assessor Training and Registration;
- Apprentice Training and Apprentice / Challenger Certification

ITA is willing to work with industry on assessment activities within existing funding constraints.

Approved: 31.May.07

Updated: 30.Jul.09  
30.Sept.10  
21.Sept.11