



Assessment Policy

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Version 1: *December 2019*

Aim of Policy

The purpose of this policy is to outline the general principles that guide LifeFlight Training Academy's (LTA) assessment practices for its courses and aims to promote transparent, equitable and accountable assessment practices and justifiable quality outcomes.

Scope

This Policy applies to all LTA staff and students.

Policy

LTA is required to determine whether a student who has participated in an LTA course has achieved the standards of competency and performance required as outcomes of that course.

LTA will always comply with the Assessment Guidelines contained within the nationally endorsed training packages or the assessment requirements specified within accredited courses curriculum documents contained within the LTA scope of registration.

Procedure

LTA's assessment processes will be:

Valid: that is all assessment methods utilised by LTA will be valid and they will assess what they claim to assess. LTA will utilise some of the following assessment methods:

- ✓ Observation and Demonstration
- ✓ Question and Answer
- ✓ Written Tests and Examinations
- ✓ Group Activities
- ✓ Practical Tests

Reliable: that is all assessment procedures utilised by LTA will be reliable and they will result in a consistent interpretation of evidence from the participant and from context to context.

Fair: that is all assessment procedures utilised by LTA will be fair and they will not place participants at a disadvantage. LTA's assessment procedures will:

- ✓ Be equitable and culturally appropriate to the needs of the individual participant or client group
- ✓ Involve processes in which the criteria for judging performance are made clear to the participants
- ✓ Employ a participatory approach
- ✓ Provide for participants to undertake assessments at appropriate times and locations



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Flexible: assessment procedures utilised by LTA will be flexible and they will involve a variety of methods that can be tailored to the circumstances surrounding assessment situation.

All participants of LTA courses will be informed of the assessments to be conducted throughout the program. Students will be provided with notice of when an assessment is to be conducted and provided with ample time for preparation and practice. All assessment results are treated as strictly confidential and LTA will provide feedback to students about the outcomes of the assessment and provide further guidance on future options.

All assessments are marked as either 'Competent' or 'Not Yet Competent'. In a situation of an assessment being marked 'Not Yet Competent' students will be provided with an opportunity to complete remedial training.

Further information

Please refer to the LTA Student Handbook or contact our LifeFlight Training Academy for further information.

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Revision and Authority

Revision	Detail of Revisions	Authority	Signature	Date
1	Policy Created	Executive Manager – LTA	Timothy McGuire	06/12/2019