

Assessment Policy & Evidence Gathering Procedures

Document Code / ID:	POL-DTECH-008
Target Scope:	D-Tech Instructor Training Pty Ltd (All Operations & Enrolments)
Applicable Standards:	National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (Outcome Standard 1)
Owner / Approver:	Chief Executive Officer / Director
Release Date & Version:	September 2026 Version 1.0
Review Cycle:	Annual (Next Scheduled Review: September 2027)

1. Purpose & Scope

D-Tech Instructor Training Pty Ltd is committed to conducting transparent, consistent, and valid assessment processes. This policy establishes the operational frameworks and legal boundaries governing candidate assessment, evidence collection, assessor delegation, and student records security across all courses delivered by the RTO, specifically supporting the TLI41225 Certificate IV in Motor Vehicle Driver Training qualification.

This policy applies to all candidates, qualified trainers and assessors, evidence gatherers, workplace supervisors, and administrative personnel operating at 19 Bromus Street, Marsden Park NSW 2765 and across nominated practical training zones.

2. Evidence Gatherer vs. Qualified Assessor Boundaries (Clauses 1.8 & 2.2)

- 2.1 Scope & Role of the Evidence Gatherer:** An evidence gatherer collects, verifies, and compiles observational performance evidence, third-party reports, and student worksheets using instruments supplied by a qualified assessor. An evidence gatherer collects and organizes objective evidence but does NOT make final summative determinations of competence. Evidence gatherers must record direct, factual observations without personal bias, subjective opinions, or premature outcome scoring.
- 2.2 Scope & Role of the Qualified Lead Assessor:** The qualified lead assessor holds ultimate regulatory and legal accountability for evaluating completed evidence portfolios. The lead assessor evaluates all submitted evidence against the Rules of Evidence (Validity, Authenticity, Sufficiency, Currency) and Principles of Assessment (Fairness, Flexibility, Validity, Reliability), signing off on the final competency outcome.

3. Candidate Pre-Assessment Briefing Protocols

Prior to commencing any assessment event, the candidate must receive a comprehensive pre-assessment briefing covering:

- Assessment purpose, performance criteria, tasks, and evidence expectations.
- Operational WHS boundaries, vehicle roadworthiness, and dual-control brake intervention procedures.
- Access to the Complaints and Appeals Policy (POL-DTECH-001) and re-evaluation avenues.

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- Privacy protections ensuring assessment records and in-cabin recordings are secured under the Privacy Act 1988.

4. Assessor Handover & Reflective Debriefing Procedures

- 4.1 Structured Handover: Upon concluding evidence gathering, all completed instruments (observation rubrics, signed supervisor logs, oral questioning sheets) are collated and submitted to the lead assessor within 24 hours.
- 4.2 Post-Assessment Debrief: The assessor and evidence gatherer review tool clarity, candidate performance observations, and log continuous improvement items on GOV_DTECH_003.

5. Reasonable Adjustment & Support Escalation

- If a candidate presents language, literacy, numeracy, or accessibility challenges, the evidence gatherer must NOT alter benchmark criteria unilaterally. The session must be paused and escalated immediately to the lead assessor in accordance with the Student Enrolment and LLN Policy (POL-DTECH-003).

6. Records Retention & Confidentiality Mandate

- All candidate evidence portfolios, assessment rubrics, observation logs, and in-cabin verification links are securely retained in the Student Management System (SMS) under role-restricted administrative access, observing ASQA's 6-month full evidence retention standard and 30-year outcome archive rules. For assessment enquiries, appeals, or evidence submission protocols, contact: admin@dtechinstructortraining.com.au.