 ***Educate. Learn. Empower. Lead***

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| **Quality Assurance Checklist** |
| **The following checklist should be applied by training and assessor staff to all course deliveries of ICAN Learn as required and especially where updates have been effected through the transitioning from superseded training package/accredited course qualifications and courses. Outcomes of the review should be referred to ICAN Learn management.** |
| **Course delivery: Reviewed by: Date:**  |
| **Pre Assessment**  | Yes √ | No √ |
| Review the available training and assessment resource requirements for the location of training delivery. (Resource Review Checklist) |  |  |
| Review current unit mapping to competency standards to align with the current RTO lesson plan and the planned amount of training. |  |  |
| Compile assessment event tools. |  |  |
| Review of relevant assessment tools against principles of assessment and rules of evidence is current. |  |  |
| Ensure prior assessment advice is given. (where, when, what) |  |  |
| Ensure the assessment appeals procedure is provided. |  |  |
| **Assessment Event**  | Yes √ | No √ |
| Ensure all assessment resources and required conditions for assessment are in place. |  |  |
| Negotiate and facilitate special needs of students requiring assessment adjustments. |  |  |
| Conduct assessment |  |  |
| Gather assessment evidence |  |  |
| Provide and gather student feedback forms |  |  |
| Follow complaints and appeal procedure if required. |  |  |
| **Post Assessment** | Yes √ | No √ |
| Evidence is measured and judged on: Sufficiency, Validity, Reliability, Currency, and Authenticity. (Refer to assessment checklist tools). |  |  |
| Competency Judgment is made and recorded |  |  |
| Re-submission work advice is supplied where necessary |  |  |
| Competency decision is communicated to the student as soon as possible. |  |  |
| Statements of attainment are issued. |  |  |
| Assessment tools, processes and student feedback are evaluated for review and adjustment. |  |  |
| Review Comments: Signed: Date: |
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