
	Title: <b>THIRD PARTY EVIDENCE AND ASSESSMENT POLICY (VET)</b>	
	Version: 2.00	Date: 20/09/2017
	Policy Area: Academic	Next Review: 20/09/2019
	Approval: Academic Board	Signature: 

## THIRD PARTY ASSESSMENT POLICY

Vose Seminary will conduct third party assessments that are consistent with the [principles of assessment \(table 1.8-1\)](#) and [rules of evidence \(table 1.8-2\)](#) as outlined in standard 1.8 and as logged in audit ready) and ensure that assessors and third party observers are fully informed of their responsibilities within the assessment process.

### Third Party Assessment procedure.

When third party assessment is chosen as an appropriate method of assessment for a unit of competency, Vose Seminary will:

- Ensure that guidance for the selection of each third party observer is provided to Vose Seminary's Training and Assessment staff concerning the determination of the minimum vocational experience or qualification of the third party.
- Ensure that Vose Seminary's assessment staff secure written confirmation that each third party has agreed to participate in the evidence gathering process and that they understand their role in the evidence collection process.
- Ensure that that each third party is provided with comprehensive information and guidance as to when, how and how often they will collect evidence and over what period of time the evidence is to be collected.
- Ensure that Vose Seminary's assessment staff provide the third party with quality observation tool/s for collecting evidence. The observation tool/s must explain the manner in which the

THIRD PARTY EVIDENCE AND ASSESSMENT POLICY (VET)	Version V2.00
Filename: THIRD PARTY EVIDENCE AND ASSESSMENT POLICY (VET) V2.00	Page 1 of 3

evidence is to be collected and what is to be observed or performed. These tools must seek/solicit/allow for feedback from the third party that is directly related to the relevant unit(s) of competency on the learner's performance.

- Ensure that third party observation tools include 'interpreted' information which will describe how a competent worker would perform the task described by the unit. This may include describing how a competent worker might meet standards in effect in the workplace or:
  - a specific work activity
  - the conditions under which this work activity is conducted, and
  - the evidence that may be gathered in order to determine whether the activity is being performed in a competent manner.
- Ensure that the observation tool contains a sign off for both the third party and the candidate and provides for the confirmation signoff by Vose Seminary's assessment staff of the authenticity and currency of evidence provided by a candidate.

THIRD PARTY EVIDENCE AND ASSESSMENT POLICY (VET)	Version V2.00
Filename: THIRD PARTY EVIDENCE AND ASSESSMENT POLICY (VET) V2.00	Page 2 of 3

## Appendix: Document History and Version Control Record

**Document Title:** THIRD PARTY EVIDENCE AND ASSESSMENT POLICY (VET)

**Source Documents:** Audit Ready Stock Policy

**Associated Internal Documents:**

**Associated External Documents** [Standard 1.8](#) Table 1.8-1: Principles of Assessment

[Standard 1.8](#) Table 1.8-2: Rules of Evidence

[Standard 1.11](#)

[Standard 1.12](#)

[Standard 1.13](#)

[Standard 1.15](#)

**Authorised Officer:** Compliance and Administration Officer

**Approved by:** Academic Board

**Date of Approval:**

**Assigned Review Period:** As per review schedule

**Date of Next Review:** 20/09/2019

Version Number	Version Date	Authorised Officer	Amendment Details
D0.01	21/01/2016	Compliance and Administration Officer	Adaptation of stock policy from Audit Ready
V1.00	30/03/2016	Director VET	Approved Draft
V2.00	20/9/2017	Director of Online Learning	Updated Approved Draft

THIRD PARTY EVIDENCE AND ASSESSMENT POLICY (VET)	Version V2.00
Filename: THIRD PARTY EVIDENCE AND ASSESSMENT POLICY (VET) V2.00	Page 3 of 3