



FACT ADELAIDE • STUDENT POLICY

LLN, Digital Skills and Assessment Policy

Support for learning and fair assessment

FACT-POL-11 | Revision 2026.1-D02

Proposed effective date: 1 October 2026

Next review: 1 October 2027

Policy owner: Allan Bartlett, Course Director

Phone review: amendments to reconcile

PHONE WORDING CHECK, APPROVAL AND PUBLICATION PENDING

Cover added 6 September 2026.

Saved review-pack wording; full phone amendments not yet reconciled.

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LLN, Digital Skills and Assessment Policy

Suitable entry, supported learning and valid assessment

FACT-POL-11 / 2026.1-D02 • Prepared 6 September 2026

Draft for management review — not approved or published

Owner / proposed approver: Allan Bartlett / FACT management

Proposed effective: 1 October 2026 | Next review: 1 October 2027

1. Scope and course readiness

This policy covers language, literacy, numeracy, digital readiness, support, assessment, reassessment, recognition of prior learning and credit transfer. It applies to every nationally recognised training product offered by FACT, including short courses. Management maintains an assessment system appropriate to the current product and cohort.

Before enrolment, review each applicant's skills and needs against actual course tasks, technology and entry requirements. Use a proportionate discussion, activity or assessment, not an unexplained generic pass mark. Record suitability advice, identified support and any reasons that the proposed course is not yet suitable. [ASQA-info]

2. Support and reasonable adjustment

Explain how to contact trainers and access agreed assistance. Provide practical learning support, permitted technology and accessible formats matched to the person's needs. Refer to external help where appropriate, explaining availability and any cost before commitment. Review progress and contact a student who is having difficulty.

The assessor records any adjustment and checks that required skills, knowledge, practical tasks and conditions remain intact. Reading assistance or an oral response may be appropriate only where it does not replace a required reading/writing competency. Interpreter use follows POL-20; unsupported language assumptions must not be used to exclude a student.

3. Assessment design and delivery

Review assessment tools before use, map them to the current training product and contextualise them to FACT's delivery. Give students clear instructions, evidence expectations, allowed resources, timing and review rights. Staff must use the approved tool version and record any approved adjustment.

Apply fairness, flexibility, validity and reliability. Judge evidence for validity, sufficiency, authenticity and currency. Obtain each student's own practical and knowledge evidence; attendance, an online tick-box or another student's demonstration is insufficient. Only appropriately authorised and credentialed assessors make assessment judgements. [ASQA-assess]

4. Feedback and reassessment

Explain a not-yet-competent result through specific evidence gaps and useful feedback. Agree further practice or training and a reasonable reassessment opportunity. Preserve valid evidence where it remains current and permitted by the course requirements. A safety or behaviour incident does not automatically require every unit to be repeated.

Explain any reassessment fee or further training cost before the original booking and before further work is agreed; honour an accepted no-fee entitlement. Until a consistent future fee rule is approved, do not introduce a new automatic full-course charge. The review appendix identifies this unresolved commercial decision. Appeals follow POL-07 and do not require new evidence.

5. Recognition and credit transfer

Offer and explain RPL and credit transfer before enrolment and when relevant later. For RPL, agree the evidence, process, price and timing before work begins and assess current competence against the same requirements. No automatic RPL entitlement or competency follows from years of experience alone. Discuss gap training and cost before agreement.

For credit transfer, authenticate nationally recognised results through reliable issuing-RTO or authorised transcript evidence, check equivalence and packaging rules, and explain the effect on training and fees. Apply any actual licensing restriction with a recorded source rather than a blanket ban. Record reasons for a refusal and review options.

6. Quality assurance and records

Maintain risk-based validation covering each training product on scope at least every five years and more often where risk, product change or feedback requires it. Check the validation team's required credentials, vocational currency and impartiality; outcomes must not be determined solely by the person who designed or delivered the assessment. Record findings, actions and follow-up. [ASQA-assess]

Keep original submitted evidence, assessor decisions, RPL/credit checks, feedback, adjustments and reassessments securely under POL-15. Apply POL-04 where authenticity is questioned. Management monitors outcomes and support effectiveness without using pass rates as a substitute for valid assessment.

Management review and release record

Internal appendix — do not publish this page as student-facing policy. Proposed procedures below are not evidence that staffing, contracts, controls or fees have been implemented.

What changed

- Adds digital readiness and individual pre-enrolment review.
- Rebuilds reassessment, RPL and credit transfer without automatic punishment or unsupported blanket exclusions.
- Separates tool review before use from ongoing risk-based validation.

Phone review reconciliation

Recovered phone-review notes record acceptance of reassessment principles: explain evidence gaps, retain valid current evidence, disclose costs in advance, honour accepted no-fee entitlements, and no new automatic full-course charge without an approved and published rule. Notes also record acceptance of RPL/credit-transfer processes and risk-based validation at least every five years. Check the full accepted wording before treating this saved draft as the completed phone version.

Decisions and checks before release

- Approve the actual pre-enrolment check, assessor authority and support resources.
- Set future reassessment entitlements and fees; the old handbook promises no reassessment fee and quotes RPL at 50% of course price. Preserve accepted benefits; choose and publish future terms explicitly.
- Approve the validation plan, independent participants and records retention arrangements.

Confirm the legal contracting entity and contact aliases, align linked documents and operational messages, brief staff, and record formal approval and publication separately in FACT-REG-01. Existing bookings retain their accepted terms and legal rights.

Source and amendment record

Uploaded / business source: P12: LLN and Assessment Policy 2025.pdf; D10 LLN and Assessment June 2023.docx; Student Handbook final.docx.

A018 | 6 September 2026 | FACT-POL-11, initial renewed draft 2026.1-D01; management approval, implementation and public release pending.

Presentation amendment D02 | 6 September 2026 | FACT cover and version details added. Operative policy wording retained from review-pack D01. Complete phone amendments must be reconciled before consolidated wording approval; publication remains pending.

Approver / date: _____ Actual publication: _____

Current external sources checked 6 September 2026:

[ASQA-info | ASQA — Information, Standards 2.1–2.2](#)

[ASQA-support | ASQA — Training support, Standards 2.3–2.4](#)

[ASQA-assess | ASQA — Assessment, Standards 1.3–1.5](#)

[ASQA-integrity | ASQA — Integrity of nationally recognised training](#)

These drafts are for review, not legal sign-off or a finding of operational compliance. Recheck relevant requirements before the proposed October release.