



**Institute of Health & Nursing
Australia**

Assessment and Results Management

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1. Description and Scope

This procedure describes the processes used for delivering classes required by IHNA. The scope of this procedure covers the requirements of Clause 7.1 planning of product realisation

2. Responsibility

The Management Representative has the overall responsibility of this procedure. Other responsibilities are outlined within the procedure.

3. Trigger

This procedure commences when students work has to be assessed and for managing the results.

4. Definitions

Clinical Placement: Practical learning experience at Aged care.

5. Activity Descriptions

5.1 Assessment of teacher led class room delivery (Formative & Summative), Assessment of e- learning delivery (Formative & Summative), Results management.

Description of how are we going to meet the requirement(s)	Who is going to do it?	Forms/ Records
1. Assessment agreement is signed between the student and related course trainer prior to the commencement of first assessment	Student/Assessor	Assessment Agreement
2. Teacher led class room delivery (Formative assessment): Students are assessed for various attributes in the class room such as communication skills, team work, planning and organising. Assessments are done through class room observation, questioning, group activities and discussions.	Trainer/facilitator	
3. Teacher led class room delivery (Summative assessment): when students submit the completed workbooks, portfolio and the clinical placement book, they are assessed as per the mapping guide which is developed based on the requirements of VRQA and/or Training Package and/or Australian nurses & midwives council according to the relevant course. More information about assessing workbooks, clinical work book and portfolio is given in the assessment strategies section of Course Outline of the relevant course.	Trainer/facilitator	Work book, Information and solution guide for Assessors, Portfolio Marking guide, clinical placement book, FAPD checklist, VRQA requirements, Mapping guide, Australian Resuscitation Council Guidelines.
4. Assessment for e-learning (Formative): Trainers monitors the student for time spent on each unit, number of units and corresponding Quizzes completion and log in activities. This is done through the e-learning platform available in Wise-net.	Trainer/facilitator	Wise-net
5. Assessment for e-learning (Summative): This is same as the assessment of teacher led class room, except for the workbooks are submitted online. The assessment strategy is detailed in Course outline document for each course.		Work book, Information and solution guide for Assessors, Portfolio Marking guide, clinical placement book, FAPD checklist, Australian Resuscitation Council Guidelines.
6. Journals about the progress of the students are also maintained in the Wise-net.	Trainer	Wise-net
7. Results Management: After assessment all the workbooks, clinical placement records are scanned and uploaded into Wise-net. The hard copy is stored in the document room.	Admin assistant/trainers/Registrar/training manager	Wise-net

<p>The electronic student database is automatically backed up three times per day and stored off-site.</p> <p>An electronic record of student results entered into wise net will include the following fields</p> <ul style="list-style-type: none"> • Student Name • Last known address • Date of birth • Unit outcomes for each unit commenced (competent /not competent) • Award issued (Statement of Attainment, Certificate Diploma) • Qualification code • Qualification title • Date of issue • Award number <p>When it is believed that a student has completed all competencies required for the issuing of an award a transcript is printed and sent to the Training Manager.</p> <p>The date of achievement of units of competency is recorded on the Wise-NET electronic student database as each competency is completed and signed off by the trainer.</p>		
<p>8. Successful students are informed of their results through e-mail and issued with relevant certificate.</p>	<p>Admin assistant</p>	<p>e-mail</p>