



ASSESSOR EVALUATION

POLICY AND PROCEDURE

Purpose of Policy

Hallmark Institute is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework. As such, Hallmark Institute is committed to providing the best practice, professional products and services to its clients and acknowledges it can only succeed in this with effective and efficient quality processes in place.

The purpose of this policy is to ensure that a consistent approach is followed for conducting assessor Performance Reviews, and that job-related skill and knowledge, and assessor competencies and behaviours, are evaluated and compared against set standards and objectives.

Procedure

1. During the first month of an assessor's commencement in a role, the Academic Manager will work with the new assessor to develop a Professional Development Plan which will be regularly updated during the assessor's employment at Hallmark Institute.
2. The Professional Development Plan will outline the assessor's goals and objectives for a 12-month period. Consideration should also be given to the individual's long-term career objectives.
3. The Academic Manager will conduct a formal assessor appraisal with each new assessor within the first month of the assessor being employed.
4. Progress reviews may be conducted on an informal basis more frequently throughout the assessor's employment at Hallmark Institute.
5. Periodic assessment and discussion of performance will be carried out throughout the course of the assessor's employment between the Academic Manager and each of the assessors on an "as needed" basis.
6. All performance reviews will be tabled for discussion during Hallmark Institute's Continuous Improvement Committee meetings.
7. Any decisions taken by the Continuous Improvement Committee regarding the performance appraisal of an assessor are final.