



Assessment Policy and Procedure

The Vice President – Education has responsibility for the ongoing monitoring and maintenance of all courses run by the Australian Ski Patrol Association. The Vice president - Education **MUST** be Certificate IV in Workplace Training (or higher) certified.

All assessment materials must be reviewed and updated when necessary on an annual basis by the Vice President – Education in consultation with the Medical Committee, Education Committees, and members of the Executive.

All instruction and assessment must be under the supervision of an appropriately qualified examiner or instructor (see Position Descriptions for minimum qualifications and competencies) and all examiners and instructors must be Certificate IV in Workplace Training (or higher) certified.

All materials are judged against the following criteria:

- Relevance
- Validity
- Currency
- Policy changes
- Legal requirements
- Workcover adherence
- Australian Resuscitation Council adherence
- Readability and accessibility
- Industry Consultation
- Accreditation Guidelines

Any changes to Assessment materials must be tabled at the next meeting of the Executive Committee and entered and accepted in the minutes prior to being used. If a course is to proceed with the new materials prior to the next meeting of the Executive Committee they must be approved by the Vice President – Education, the Medical and Education Committee and be confirmed as adhering to the relevant regulatory requirements.

To ensure consistency and validity of assessment the following procedures must be adhered to:

- All examiners and instructors will adhere to the Course Guideline documents supplied.
- Only assessment materials and practical scenarios approved by the Executive Committee are to be used in all situations.
- Theory papers are not to be changed in any way without consultation with the Vice President – Education.



- All examiners are required to attend the pre-assessment briefing held by the Course Director on the day of assessment to ensure consistency of assessment and use of assessment materials.
- The Vice President – Education and Course Directors will regularly observe the operation of practical assessment to ensure consistency.
- The Course Director is responsible for the collection of and correlation of all Participant, Instructor and Examiner course evaluation questionnaires and reports, which are to be collated and presented at the next meeting of the Executive Committee.

This policy must be adhered to, to retain Workcover Accreditation number FA9007.

All training and assessment receives validation through the continual liaison with relevant industry groups. Working closely with the management of all Australian Ski Resorts with regard to expectations of job, staffing and resources in alignment with resort policies and procedures course content is structured for the specifics of the environment. Australian Ski Resorts require their paid ski patrollers to hold qualification issued by the Australian Ski Patrol Association prior to employment.

The Australian Ski Patrol Association works in a continuous exchange with the various state Ambulance services and medical centres in all resorts to ensure consistency of treatment resulting from correct training.