

## GTI Entry/ Assessment Procedure

Procedure Reference:

Version:

Person Responsible: Receptionist

### 1. Purpose

Entry and Selection assessments are required for entry to courses and enable GTI to select the prospective trainees best suited. The type of assessment is dependent on the GTI Enrolment & Registration Policy with the published criteria of each course.

### 2. Related Policy

- Enrolment Policy
- Registration Policy
- Assessment and Moderation Policy

### 3. Procedures

Step	Responsible	Outcome	Location (optional)
1. Write and moderate tests and criteria	Trainers	Assessments and/or Assessment criteria written	Quality File
2. Approve entry and selection assessment criteria	Business Development Manager	Resolution of Entry	Quality File
3. Create Admission Decision Rules by Course	Business Development Manager & Support Staff	Banner criteria set for each course to make the Enrolment initial decision depending on approved criteria.	Registration Rules Sheet
4. Publish accurate assessment samples/ information for	Receptionist & Support Staff	Assessment information	Website and Registration desk

Step	Responsible	Outcome	Location (optional)
applicants			
5. Administrate assessment printing, packing and secure storage.	Receptionist & Support Staff	Assessment materials of sound quality, printed on time and security of assessment materials maintained	Entry Tests
6. Administer and oversee invigilation of Entry and Selection assessments	Receptionist & Support Staff	Entry and selection assessments and interviews completed. Sufficient trained invigilators carry out invigilation with integrity	E-mails and Letters
7. Administer marking processes	Receptionist & Support Staff	Security of assessment material and results maintained. Material marked promptly and accurately.	Online results/Trainee records
8. Upload results to system	Receptionist & Support Staff	Data entered to system	Registration System
9. Validate assessment results	Quality Specialist	Accuracy of data assured	
10. File assessment papers in student file	Receptionist & Support Staff	Secure storage of assessments	Cloud Account

#### 4. Application

People:

- Applicants/Trainers
- GTI Training and Support Staff

Processes:

- Entry and selection testing and assessments.

#### 5. Related Documents (Forms, Guidelines, Flowcharts, Procedures)

- Learners Guide

## 6. Key Dates

First Approved:

This Version Approved:

Next Review Date: