

Australian Training School

Assessment Handbook



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Welcome

We are delighted that you have chosen to undertake your training through Australian Training School Pty Ltd (ATS).

Australian Training School Pty Ltd (ATS) is a Registered Training Organisation (RTO) that delivers nationally recognised and accredited training under the Australian Quality Training Framework (AQTF).

We are dedicated to delivering quality learning outcomes and developing people's capabilities and offer the key tools to make studying relevant, current, flexible and convenient – enhanced by a high level of support to help students graduate successfully.

In order to make your assessment process go as smoothly as possible, please take the time to fully read this handbook. We look forward to assisting you in your training journey.

ATS CONTACT DETAILS

Street Address: Level 17, Suite 30, 329
Pitt Street, Sydney NSW
2000

Postal Address: PO Box A819
Sydney South NSW
1235

Phone: 1300 852 205

Web: www.australiantrainingschool.com.au

Student support email: info@australiantrainingschool.com.au



VET TERMINOLOGY AND DEFINITIONS THAT YOU MAY NEED TO KNOW

Competency Based Training (CBT)

Competency – based training (CBT) is training which develops the skills, knowledge and attitudes required to achieve competency standards.

Competency Based Assessment (CBA)

Competency based assessment (CBA) is the gathering and judging of evidence in order to decide whether a person has achieved a standard of competence.

Competence

Competence is achieved when an individual can perform and apply a combination of skills and knowledge to the standard requires in a range of situations in the workplace.

LLN

Language, Literacy and Numeracy

RTO

Registered Training Organisation

UoC

Unit of Competency

Recognition of prior learning (RPL)

Assessment process that assesses the individual student's formal, non-formal and informal learning to determine the extent to which that individual has achieved the competency standards.

VET

Vocational Education and Training

Credit Transfer (CT)

Process that provides credit for a unit of competency previously achieved.

TRAINING PLAN

A training plan provides a structured approach to the development and attainment of skills for a particular qualification. ATS issues all students a training plan prior to the commencement of training. The training plan details the units to be completed, assessment methods and proposed assessment submission due dates.

Students are requested to sign and return this training plan prior to commencing their studies.

SPECIAL NEEDS

If participants have special needs, for example, a disability or cultural or lifestyle need that might impact on training or assessment they are still entitled to the same educational opportunities as everyone else. If a participant believes they have special needs they should talk to their trainer/assessor on enrolment or as soon as practical.

STUDENT ASSESSMENT RESPONSIBILITIES

Students with ATS are required to:

- ensure that all the information that they provide to ATS is accurate
- advise ATS of any difficulties or problems that may affect the training
- achieve satisfactory progress with their studies through participation as per the training plan.
- NOT submit or claim as their own, work derived from another source or work done by another person
- Clearly name and date all assessment pieces
- Include unit numbers and titles and activity number on every assessment piece
- Include the assessment submission cover sheet with every submission
- keep a copy of all assessment work submitted
- Obtain authorisation to use workplace evidence they submit and remove sensitive names and figures if necessary.

RESEARCH

Research is any investigative activity that is carried out by a person or a group, with the goal of discovering something new. Research is not the same as training or education. These latter two activities involve the learning of information already obtained by someone else. Research cannot be learned - it must be conducted.

It is a course requirement that you can conduct your own research. Examples may be the ability to find and source applicable legislation, codes of practice and other relevant sources of information. You will be provided with workbooks to conduct your study throughout this course. These workbooks contain practical tasks and theory. You may need to undertake extra reading or research in order to complete assessment.

CONFIDENTIALITY

Assessment is a confidential matter. ATS staff will not divulge to any unauthorised person/s any information regarding results or any other aspect of the assessment, this includes workplace documents which may be provided as evidence.

RESOURCES REQUIRED TO UNDERTAKE ASSESSMENT

In most cases participants must have access to the below resources:

- Related Workbook/s and/or Participant Guide
- Copies of the assessment – e.g. activities, practical tasks, questions, projects, and additional evidence nominated by the trainer/assessor
- Assessment submission cover sheet
- A dark black pen and device/s to record answers
- Computer with internet access, MS Office (or equivalent)
- An appropriate workplace or simulated workplace
- Resources normally used in the workplace

HOW COMPETENCY IS ASSESSED?

Competencies are defined levels of skills and knowledge. In vocational education and training Competency Based Training (CBT) recognizes that individuals learn new information and skills at different rates and that they can acquire these in different ways. People can achieve the competencies by studying, or by working in a job, or by a combination of study and employment experiences. People are considered to be competent when they are able to apply their knowledge and skills to successfully complete work activities in a range of situations and environments, in accordance with the standard of performance expected in the industry/workplace.

Programs offered by Australian Training School Pty Ltd incorporate competency based assessment. The purpose of assessing competency is to confirm that you can perform to the standards expected in the industry workplace. Assessment is a confirmation of competence – **not a test.**

PERFORMANCE STANDARDS

To receive a **satisfactory** result for an assessment, participants must complete all the required assessment fields to the required standard.

Completion of all the assessments for a unit to a satisfactory level, will contribute to a final assessment of Competent.

Your trainer will advise prior to the commencement of training how the competency is to be assessed. Assessment will generally be progressive and involve more than one assessment item for each competency.

CHEATING AND PLAGIARISM

Cheating and plagiarism are unacceptable and will be subject to disciplinary action.

Plagiarism is using the ideas or work of another person/s as if they were your own without given proper credit to the source. If participants use materials or information from sources outside of the supplied workbook/s (such as books, articles, websites and other documents) to support their assignment work they must cite and reference the works correctly.

A "**citation**" is the way you tell your trainer/assessor that certain material in your work came from another source. It also gives them the information necessary to find that source again, including: information about the author, the title of the work, website address etc.

REFERENCING

Referencing is identifying the original author of the information in which you have used. This includes all information whether it be taken from books, magazines, journals and other sources of information.

The following is a guide to referencing:

You should always identify where you have used materials and information from other sources. To do so, identify the source of the information, including author (s), year and page (if applicable), at the end of the relevant information (paragraph, graph or sentence).

If the information is word for word from another source then it must be put in quotation marks and if the information has been paraphrased (i.e. reworded) then a reference to the source will be needed.

Paraphrasing

Paraphrasing is the rewording of another persons' work. If you have chosen to do this then you must reference the original source from where it was obtained, displaying the following:

Books: Author's surname, followed by the first name or initials, book title (underlined, or in italics), edition, publication details (publisher, place, date).

Journal articles: Author's surname, first name of initials, book title (underlined, or in italics), edition, publication details (publisher, place, date).

Chapter of an anthology or book: Name of author of the chapter, date of publication, title of chapter, in (title of book), ed (name of editor,) publisher, place of publication, page numbers of relevant pages.

Online and Electronic materials: Author's surname, first name, title of article, title of complete work, protocol and address, path, date.

ASSESSMENT SUBMISSION REQUIREMENTS

Steps to complete assessment

1. Read through your assessments to gain an understanding of what you need to do to complete the unit.
2. Work out a timeframe to complete the assessment and give yourself realistic deadlines.
3. Email Australian Training School to notify them that you have commenced this unit of study.
4. Read the Learning Support Material/Participant Guides.
5. When you have gained an understanding of the content of the learning material, complete the Formative Assessment/Workbook Activities. These activities not only provide a good foundation for the unit, but will also form part of your assessment submission.
6. Complete the balance of Assessments.
7. Ensure your assessment pages are in the correct order, do not staple your assessments, or place in presentation folders (unless the assessment requires it).
8. Revise, review and proof read your work.
9. Check citations and references (if required)
10. Complete the assessment submission cover sheet and ensure you sign the declaration.
11. Submit your assessment.
12. Allow up to 21 business days for marking.

When reviewing your assessment draft, ask yourself:

- ❖ Have I answered all the questions?
- ❖ Have I included all the required documents?
- ❖ Is the information presented in a clear and logical order?
- ❖ Are all the pages clearly marked with my name, unit code and title?
- ❖ Have I clearly listed the Activity or Question number?

ATS will not accept submissions that do not meet the below requirements:

- The assessment needs to be submitted with a neat and clear presentation and readable handwriting. Handwritten assessments must be in a dark black pen. Assessments written in pencil or light coloured ink will not be accepted.
 - Typed assessments must be in black ink (except for graphics or when alternative colour is required in an activity) and should be font size 10 or 12 unless the question/activity states otherwise.
 - All assessment pages must clearly be marked with your name, the unit code and unit title and activity/question number.
 - Ensure that you either rewrite the questions/or activities or shorten it into a title for every question/activity.
 - The submitted assessment must match with the correct corresponding unit code and name.
 - Assessment cover sheet needs to be fully completed with all details and placed on top of the assessment prior to submission. An assessment without a completed cover sheet will not be accepted.
 - Unless instructed, the assessment for each unit must be submitted in one single document, which includes all parts of the assessment, not in multiple separate files.
 - When submitting the assessment via email, the email must be named as follows:
<First Name>, <Family Name> - <Student ID> - <Unit Code>
Example: John, McKary - T-00111 – BSBFIA401
-

All printouts/reports must be supplied in original format i.e Microsoft Word, Excel, Powerpoint unless otherwise stated. MYOB printouts may be submitted in original format or PDF only.

HOW TO SUBMIT YOUR ASSESSMENT

Assessments may be submitted via email, or post (see details below). Students are required to name, date and sign all assessment pieces and **retain a copy for their records**.

EMAIL:: info@australiantrainingschool.com.au

POST: Australian Training School, PO Box A819, Sydney South NSW 1235

MARKING TIMEFRAME

Your result will be recorded and reported to you as competent or not yet competent. Please allow up to 21 business days for marking.

On completion of the assessments your assessor will:

- communicate the outcomes of assessment to you and provide feedback for future performance
- record assessment decisions and complete assessment documentation

- ask you to acknowledge the assessment task outcomes and feedback by signing and dating the assessment competency record.

RESUBMISSION GUIDELINES

Students may be re-assessed on their work up to three (3) times before a unit of competency will be deemed 'Not Yet Competent'. Students may then re-enrol in the unit or make an appeal about the assessment decision by following the Complaints and Appeals Policy and Procedure.

If your assessment has been deemed 'Not Yet Competent' you will need to resubmit all or the relevant part of your assessment within 14 business days. You must be assessed as 'Competent' to successfully complete a unit.

When making a resubmission please ensure you:

1. Read all the comments from your trainer/assessor carefully to identify what needs to be resubmitted
2. Label your work RESUBMISSION and date
3. Ensure all pages include your name, the unit code and title and the activity number
4. Submit your resubmission within 14 business days

METHODS OF ASSESSMENT

Assessment methods commonly used by ATS include

Practical Tasks	Questions and Answers	Third Party Reports (<i>mainly for traineeship and vocational placement students</i>)
Competency Conversations	Projects	Observation (<i>mainly for traineeship and vocational placement students</i>)

Questions and Answers/Projects/Practical Tasks

In vocational education and training is the process of collecting evidence, (via assessment tools) and making judgments on whether competency has been achieved. It is therefore used to certify or recognise student achievement against the unit(s) of competency.

Competency Conversation

Your assessor may ask you a list of questions aligned to the competencies. The questions your assessor asks will start with words like "describe a time when..." or "how have you..." They will be open questions designed to give you an opportunity to provide lots of information and detail so that your assessor can find further evidence of your skills, knowledge and experience in the competency areas.

The primary focus of the competency conversation is for your assessor to get a full picture of your practical experience related to the competencies, because often that can be difficult to capture in documented evidence form. Each question has key points that your assessor will look for in your responses. It is not a one-way conversation; you should ask questions during the interview to clarify anything. A Competency conversation is rarely used in isolation. Supporting evidence is usually required.

Observation (*Usually used for traineeship students completing workplace training*)

Conducting a workplace observation is a practical and holistic way of assessing the essential skills required to demonstrate competency for a qualification. The assessor is required to observe the learner performing certain tasks in the workplace or a similar environment using the checklist provided. During the observation, the assessor will make a judgment as to whether the learner has met the required skill level for the qualification, or if further evidence is required.

As you are required to demonstrate each workplace task numerous times it may take several weeks or months to complete a unit. Your assessor will notify you when they are recording workplace observations. An observation is rarely used in isolation. Supporting evidence is usually required.

RECOGNITION OF QUALIFICATIONS

Australian Training School will recognise all AQF qualifications and statements of attainment issued by any other RTO. If any ambiguity is detected when validating a candidate's certification, Australian Training School will seek verification from the relevant RTO before recognising the qualification or statement of attainment.

What is Recognition of Prior Learning (RPL)?

Recognition of Prior Learning (RPL) is the acknowledgement of competencies students already possess. These might include skills and knowledge gained through previous studies, work and life experiences.

How do I apply for RPL?

RPL applications should be made prior to enrolment. The process is similar to the one below.

- Complete an RPL Application form.
- A trainer will contact you and will explain the process to you, talk through your work and life experiences, and help you with some ideas about the evidence you might need.
- Once ATS has received the required information from you, your application will be assessed. You will be informed of the outcome within ten working days of the date the school receives your application.
- You may be granted the units you applied for, asked for further information, asked to do further assessment tasks to cover any gaps, or a combination of these.

Recognition of Qualifications (Credit Transfer)

Credit Transfer applications should be made prior to enrolment. ATS recognises all nationally recognised qualifications and units of competency issued by Registered Training Organisations in Australia. A Credit Transfer for a unit of competency may be granted if a student has successfully completed either an identical unit of competency, or one that has been assessed as equivalent in content and outcomes at a Registered Training Organisation within the last 5 years.

If you wish to apply for Credit Transfer please complete a Credit Transfer application form. Applications for Credit Transfer must be accompanied by certified true copies of transcript results as well as detailed course outlines where the unit is not identical. There is no maximum limit to the number of units of competency which may be assessed as equivalent and awarded a credit transfer.

ASSESSMENT OUTCOMES AND ISSUANCE QUALIFICATIONS

Student results and certificates are issued in a timely manner (generally within two weeks of successful completion). Statements of Attainment are issued to students who are enrolled into individual modules and successfully complete. Certificates are issued to students who are enrolled into full qualifications and successfully complete.

In the event that some units are successfully completed out of a full qualification and a student wishes to withdraw a statement of attainment can be requested.

Assessment Outcomes are recorded using the following result codes:

C	Competent
NYC	Not Yet Competent
W	Withdrawn
RPL	Recognition of prior learning
CT	Credit granted for certificates and/or statement of attainments issued by other Registered Training Organisations

WHAT IF I DISAGREE WITH AN ASSESSMENT

Where a student wishes to appeal an assessment decision they are required to notify their assessor in the first instance. Where appropriate the assessor may decide to re-assess the student or have a third party re-assess the student to ensure a fair and equitable decision is gained. Outcomes will be provided to the student in writing outlining the reasons why competency was or was not granted. Any third party re-assessment decisions will be final.

Appeals must be lodged with ATS within 30 calendar days of assessment decision. Formal appeal should be made in writing using Australian Training School's *Complaints and Appeals form*.

ASSESSMENT RECORDS

Completed assessments

Each and every assessment submitted by every candidate will be retained for a minimum period of six (6) months. At the expiration of six (6) months period, (excepting funded students) the assessment material may be securely shredded / destroyed.

Results of assessment records

Candidate assessment results will be recorded electronically within the RTO's database system. This information may be used to provide annual competency completion reports and / or AVETMISS reports, as required.

- Results of assessment will be retained for thirty (30) years

RE-PRINT CERTIFICATION

Where the candidate requests a new copy of his / her certification the following fees apply:

- Statement of attainment \$80.00 (GST inclusive)
- Certificate (with academic transcript) \$80.00 (GST inclusive)