

# Australis College Assessment Methods

Assessments under the national training framework for the purposes of national recognition must be undertaken in accordance with the assessment guidelines specified in the relevant industry or enterprise training package. Competency standards are measured against the VET accredited course as per the [National Training Register](#).

As you progress through your units there will be opportunity for you to test your own learning by completing a number of general questions and activities. At the end of each unit, you will be formally assessed by your Assessor after completion of the formal assessment activities.

Types of assessments may include:

- Short answer questions and multiple choice questions.
- Research.
- Case studies and project work.
- Observation.

These may require you to demonstrate your learning at different times across a range of scenarios. Our online and blended delivery courses require written and recorded evidence requirements to be uploaded to the Australis College online portal (iTrain). This evidence will form part of your competency assessment. As such, you need to have access to a computer and the internet. Australis College will not accept paper-based assessments unless the course is delivered primarily in a classroom setting.

In addition, being competency-based training, many of our courses require a strong practical aspect to assessment to ensure that students can demonstrate aspects of all of the skills they have been taught, over a period of time to a level accepted as industry standard. Where this is the case, you may be required to upload recordings of the activities, perform tasks in the presence of an Assessor, complete log books and use a named Supervisor (from within the industry) to act as a verifier of your skills.

You are supported throughout the process by a dedicated Trainer/Assessor. The Assessor will make a judgement of competency based on the evidence provided according to the requirements for each unit of competency within the training package.

Our Assessors will ensure:

- The assessment process is valid, reliable, flexible and fair.
- All evidence that is submitted and deemed as valid, current, sufficient and authentic is considered in making their judgement.
- Assessment outcomes are recorded appropriately.
- Timely and constructive feedback on NC (not competent) assessment outcomes is given to applicable students.

Feedback is provided by the Assessor so the student is able to improve on knowledge or understand any gaps in learning. If competency is not awarded, you will need to resubmit your assessment. Students are able to attempt assessment submissions up to two (2) times without incurring a fee. For details of the resubmission policy, please refer to 'Resubmission Fees and Replacement Certificates' under the Fees & Charges Policy [australiscollege.edu.au/students/](http://australiscollege.edu.au/students/).

As you are assessed for the competencies, skills and knowledge required for the qualification, you will also be reviewed for other more general skills such as employability skills and foundation skills. These are the underlying

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skills that are threaded throughout completion of any qualification. They include the literacy, numeracy and digital literacy skills, but also more general skills needed in a modern day business such as:

- **Communication**, skills that contribute to productive and harmonious relations between employees and customers;
- **Team work**, skills that contribute to productive working relationships and outcomes;
- **Problem-solving**, skills that contribute to productive outcomes;
- **Initiative and enterprise**, skills that contribute to innovative outcomes;
- **Planning and organising**, skills that contribute to long-term and short-term strategic planning;
- **Self-management**, skills that contribute to employee satisfaction and growth;
- **Learning**, skills that contribute to ongoing improvement and expansion in employee and company operations and outcomes; and
- **Technology**, skills that contribute to effective execution of tasks.

Australis College is proud of its high standards and has a strict quality control process prior to certification being awarded. This involves the checking of random assessment submissions. If upon checking, a problem is found, Australis College has the right to ask for further clarification or evidence before the unit competency can be awarded.

Whilst the Trainers/Assessors are fully qualified to assess you, the Head Office checking process may be applied to your submission. The staff working within this quality assurance process reserves the right to question or refute the decisions made by your Trainer/Assessor.

## CREDIT TRANSFER

Australis College recognises Qualifications and Statements of Attainment issued by other Registered Training Organisations upon production and verification of the certified copy of the Qualification or Statement of Attainment.

If you have previously achieved a Qualification or Statement of Attainment (SOA) within that industry, you may not need to complete all of the units of competency within the current Qualification as Credit Transfer from those prior Qualifications *may* be possible. Students applying for Credit Transfer are required to provide a copy of the Statement of Attainment or transcript to the Student Services team prior to their first census date. Please discuss this with our Student Services team on 1300 887 991 or email [student.services@australiscollege.edu.au](mailto:student.services@australiscollege.edu.au). Upon receiving a copy of your SOA the Student Services Officer will complete a Credit Transfer Application Form on your behalf, verify with the issuing RTO and assess against the current unit(s) of competency requirements. In the instance that the issuing RTO is no longer in operation, a certified copy of your SOA will need to be provided.

Australis College will also recognise any Unique Student Identifier (USI) transcripts provided by a student who has completed accredited training.

If you are awarded Credit Transfer, the Student Services Officer will contact you with the adjusted tuition fee.

### *Credit Transfer – exemptions*

If you hold a Qualification/Statement of Attainment that has been superseded and is no longer available, or is not the version required by the Qualification into which you wish to enrol, Credit Transfer will not apply. In such situations, Recognition of Prior Learning (RPL) would be the appropriate way to proceed.

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## RECOGNITION OF PRIOR LEARNING (RPL)

If you have been working in your chosen environment for some time, or have experience in similar areas, you may be able to gain credit for the competencies achieved through your life or work skills. This is called Recognition of Prior Learning (RPL). If you are seeking RPL, you will need to complete an RPL application and submit supporting evidence of your current knowledge, skills and work experience. This must be applied for at application. RPL fee information is available on the [schedule of tuition fees](#) tab on the Australis College website.

Types of evidence may include:

- References from employers or third party verification – current employability skills.
- Portfolios, log books.
- Assessment or assignment material.
- Testimonials.
- Work samples.
- Prior Qualification and Statement of Attainment evidence.
- Self-assessment techniques.
- Interview processes.
- Verbal discussions.
- Direct observation.

If you need to know more, contact your Trainer/Assessor or Student Services on 1300 887 991 for information.

Please note that it is Australis College's policy not to RPL units that impact on Workplace Health and Safety activities, for the sake of your safety and those that you may work alongside. In some cases RPL cannot be applied for specific unit(s) of competency that lead to licensed outcomes, or restricted by industry requirements.

## DEFINITIONS

[Credit Transfer \(CT\)](#) is a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.

[Recognition of Prior Learning \(RPL\)](#) is an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

## REFERENCES/SUPPORTING DOCUMENTS

Training and Assessment Policy (POL\_TA\_TA1)

Training and Assessment Procedure (PRO\_TA\_TA1)

Australis College Student Handbook [australiscollege.edu.au/students](http://australiscollege.edu.au/students)

[Schedule of Tuition Fees](#)

[National Training Register](#)

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