



Policy and Procedure

1. Purpose

- 1.1. The purpose of this policy is to clearly define and distinguish between the concepts of a "Completed Online Catapult Unit" and a "Competent Unit" within Austral College. This distinction is crucial to ensure clarity in student progress reporting, certification, and compliance with national vocational education and training standards.

2. Scope

- 2.1. This policy applies to all staff, trainers, assessors, and students within Austral College who are involved in the delivery, assessment, and reporting of training units.

3. Authority

- 3.1. The Victorian Campus Manager is responsible for effective implementation and management of this Policy. Any complaints or breaches in relation to this Policy and Procedure should be reported to the Victorian Campus Manager by email to: info@australcollege.com.au The Victorian Campus Manager will provide information on ways to resolve complaints of breaches of this Policy and Procedure.
- 3.2. The Victorian Campus Manager is responsible for consistent implementation of this Policy and Procedure and may provide advice on ways to resolve complaints of breaches of this Policy and Procedure.
- 3.3. This Policy and Procedure is issued on the authority of the CEO. The CEO has overall responsibility for the management and review of this Policy and Procedure. Any complaints or breaches in relation to this Policy that involve the Victorian Campus Manager should be reported to the CEO in person or by email to: info@australcollege.com.au

4. Definitions

- **Completed Online Unit:** Refers to a unit of study that a student has completed through the online learning platform called 'Catapult'. This means that the student has engaged with all required online materials and activities but has not yet demonstrated competence in the unit through practical assessment.
- **Competent Unit:** Refers to a unit of study in which a student has successfully demonstrated the required knowledge and skills to the standard set by the training package. Competence is determined through formal assessments that may include practical demonstrations, written knowledge evidence and assessments as specified in the unit of competency.



Policy and Procedure

5. Policy Statement

- 5.1. Austral College recognises that completing an online unit does not automatically equate to being deemed competent in that unit. Competence must be formally assessed according to the requirements of the training package. Students must complete both the online content and any associated assessments, including but not limited to practical workshops, third party reports and mandatory workplace hours, to be deemed competent.

6. Requirements, Process & Procedures

6.1. Completion of Online Units

- Students are required to engage with all online learning materials and activities for each unit they are enrolled in.
- Upon finishing all online components, the unit status will be marked as "Completed Online."
- Students will receive notification that they have completed the online component of the unit but will be informed that they must still undergo assessment to demonstrate competence.

6.2. Assessment of Competence

- Following the completion of the online unit, students must complete all required assessments to demonstrate their competence.
- Assessments may include, but are not limited to:
 - **Practical Workshops:** Skills-based tasks performed in a simulated or real workplace environment.
 - **Written Assessments:** Exams, quizzes, or assignments that assess the theoretical knowledge of the unit.
 - **Mandatory Workplace Hours:** Tasks performed in a real workplace setting, observed and assessed by a qualified trainer and assessor.
 - **Third Party Report:** The tasks performed in the real workplace setting, observed and assessed by an employer.

6.3. Recording Competence

- Once a student has successfully completed all the required assessments and demonstrated competence, the unit status will be updated to "Competent."
- The student's academic record will reflect the unit as "Competent," indicating that all requirements have been met for that unit.



PP033 Assessment Outcomes

Policy and Procedure

6.4. Communication with Students

- Students will be clearly informed of the distinction between completing an online unit and achieving competence.
- Information regarding the additional steps required to be assessed as competent will be communicated at the start of each unit and upon completion of the online component.

6.5. Certification and Issuance of Qualifications

- Only units marked as "Competent" will count towards the issuance of qualifications or statements of attainment.
- A student who has completed an online unit but has not demonstrated competence will not receive a statement of attainment or qualification for that unit.

7. Compliance

- 7.1. This policy aligns with the requirements of the Standards for Registered Training Organisations (RTOs) 2015 and the relevant training package requirements. Compliance with this policy will be monitored through regular audits and reviews.

8. Related Documents

- Training and Assessment Strategy (TAS)

9. Review Date

12 months from the date of this version, or as required.

10. Version History

Version	Date	Action	Prepared by	Approved by
V1.0	24/10/2024	Initial Review	Candice Taylor	Desi Kasimiotis