



# Assessment Policy Acknowledgement Form

<b>Student Full Name:</b>	
<b>Course Enrolled in:</b>	

## 1. Purpose

- 1.1. The purpose of this policy is to outline the assessment process within Austral College the Registered Training Organisation (RTO), including the requirements for the theory component, practical component, work placement, and the need for a signed third-party report from the student's workplace.

## 2. Scope

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

## 3. Authority

- 3.1. The Victorian Campus Manager is responsible for the effective implementation and management of this policy. Any complaints or breaches related to this policy should be reported to the Victorian Campus Manager in person or by email at: [info@australcollege.com.au](mailto:info@australcollege.com.au) The Victorian Campus Manager will provide information on ways to resolve complaints.
- 3.2. The Victorian Campus Manager is responsible for consistent implementation of this policy and may provide advice on resolving complaints.
- 3.3. This policy is issued under the authority of the CEO, who has overall responsibility for its management and review. Any complaints or breaches involving the Victorian Campus Manager should be reported to the CEO at: [info@australcollege.com.au](mailto:info@australcollege.com.au)

## 4. Definitions

- **Theory Component:** Focuses on knowledge evidence questions, assessing the student's understanding of concepts and principles required for the unit.
- **Practical Component:** Involves demonstrating skills and knowledge acquired from the theory component through hands-on tasks.
- **Work Placement:** A structured period of practical experience in a workplace setting, where students apply skills under supervision.
- **Third-Party Report:** A signed document from the workplace supervisor, confirming that the student has demonstrated the required skills during their work placement.



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## 5. Policy Statement

- 5.1. The RTO is committed to assessing students fairly, validly, and reliably, in accordance with training package requirements. The assessment process includes evaluating theoretical knowledge, practical skills, and workplace performance comprehensively.

## 6. Procedures

### 6.1. Theory Component

- Assessment includes knowledge evidence questions evaluating understanding of concepts in the unit.
- Assessment methods may involve verbal questions, written assessments (including multiple-choice and short-answer questions).
- Completion of all knowledge evidence questions is required to progress to the practical component.

### 6.2. Practical Component

- Students must demonstrate skills acquired during the theory component through specific tasks and simulations.
- Practical assessments involve direct observation by assessors and practical exercises.
- Competency in all practical tasks is required to be deemed competent in the unit.

### 6.3. Work Placement Requirements

- Students must complete a work placement in a real workplace setting.
- The placement must be supervised by a qualified professional familiar with the unit of competency.
- Austral College will provide documentation for the student to record activities during the placement.

### 6.4. Third-Party Report

- A signed third-party report must be completed by the workplace supervisor upon work placement completion.
- The report must include the student's details, a summary of tasks performed, an assessment of performance, and any feedback or recommendations.
- The signed report must be submitted to Austral College for review by the assessor.

### 6.5. Assessment Outcome

- Competency is determined by the successful completion of the theory and practical components, work placement and the signed third-party report.
- Students will receive feedback on assessments and may appeal decisions if the process was not conducted fairly.



# Assessment Policy Acknowledgement Form

ACKNOWLEDGEMENT	
<p>I _____ the undersigned, have read and understood the Assessment Policy outlined above.</p> <p>I acknowledge my responsibilities and the requirements for assessment, including the completion of the theory component, practical component, work placement, and the need for a signed third-party report.</p>	
<b>Student Full Name:</b>	
<b>Student Signature:</b>	
<b>Date:</b>	

Please return this Acknowledgement Form to the Victorian Campus Manager at [info@australcollege.com.au](mailto:info@australcollege.com.au) Austral College once completed.

Thank you for your cooperation.