



ASSESSMENT

Policy and Procedure

Version Control Updated On: 23/02/2018	Updated By: Glen Thomasen	Page 1 of 5
Version No: 2	File path: Dropbox:\PICA\ Company Docs\ Policies\ Assessments	

TABLE OF CONTENTS

Application of This Policy	3
PLAGIARISM.....	3
REFERENCING	3
SUBMITTING ASSESSMENTS.....	3
ASSESSMENT RESULTS	4
GRADING METHOD	4
ASSESSMENT FEEDBACK	4
RESUBMISSIONS	4
OVERALL ASSESSMENT RESULT	5
ACADEMIC APPEALS	5
WHERE TO GET HELP	6

Application of This Policy

The information on this page relates to students completing assessments towards a Vocational Education and Training (VET) qualification.

Plagiarism

All work that you submit must be your own. You will have made a declaration at the start of each assessment that this will be the case.

Plagiarism is taking someone else's work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by **Private Investigators College of Australia**. To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging where the information has come from
- Mashing together multiple 'cut and paste' sections, without properly referencing them, to form an assessment response
- Presenting work that was done as part of a group as your own
- Using information (pictures, text, designs, ideas etc.) and not citing the original author(s)
- Unintentionally failing to cite where information has come from

Referencing

When it comes to properly acknowledging where information has come from, students should be aware of, and be able to properly use, referencing protocols. **Private Investigators College of Australia** expects that you use **APA** style of referencing when writing your assessments. More information about how to do this can be found at: <http://libguides.jcu.edu.au/apa>

Submitting Assessments

You are expected to complete assessments for all units in your qualification. You will receive full and detailed instructions on the requirements for each assessment, including its context and purpose; ensure you talk to your trainer and/or assessor to clarify anything that is not clear to you.

Assessment Results

Your Trainer/Assessor will inform you of the outcome of your assessment as soon as possible from the date the assessment was submitted. There are two (2) possible outcomes for assessments:

- S = Satisfactory
- NS = Not Satisfactory (requires more training and experience).

If you have received a NS result on an assessment, you will be eligible to re-submit assessments and be re-assessed.

Grading Method

Assessment of this program of study is based on competency based principles.

Grade to be S = Satisfactory = 1

Grade to be NS = Not Satisfactory = 0

Students who fail to perform competently for the assessment on the prescribed date will be assessed as 'not yet competent'. You are required to be assessed as 'Competent' on completion of Assessments assigned by your assessor for this unit of competency.

Assessment Feedback

To be deemed 'Competent' against a nationally accredited unit, you must meet the requirements for all elements that comprise that unit. Prompt feedback will be offered to you on the outcome of the assessment and will be recorded within the e-learning platform for each assessment you complete. All feedback will be constructive and positive. If you have achieved a NYS result, feedback will provide specific reference to any areas requiring improvement.

Resubmissions

If you receive feedback to say your submission was 'Not Yet Competent', you will need to provide more evidence to support your claim for competency. This may mean re-doing some of the theory

questions, putting extra or more relevant information into your portfolio, or demonstrating a task again. Private Investigators College of Australia does not charge a fee for resubmission of assessments.

Any re-assessment is conducted as soon as practicable after you have been informed of the requirement to be re-assessed and have been given the opportunity to be re-trained and assimilate the training. You are re-assessed in only the areas assessed NS. It is at the assessor/s discretion to reassess the entire assessment should it be demonstrated an overall understanding of this unit has not been achieved.

If, after **2** resubmissions your work is still 'Not Yet Competent', you will be required to re-enrol in, and re-do the work for the unit. You will also be required to pay to re-enrol in the unit. Failure to re-enrol in the unit will mean that you are unable to successfully complete the qualification and will only receive a Statement of Attainment.

All of the staff at **Private Investigators College of Australia** will take every reasonable effort to help you succeed in your course.

Overall assessment result

When your trainer/assessor is satisfied that you have satisfactorily completed all assessment tasks for a specific unit and provided the appropriate evidence required to meet all criteria, you will be deemed Competent (C). If you have had a total of three (3) attempts at assessment, and fail to meet this requirement, you will receive the result Not Competent (NC). Should you be deemed 'Not Competent' on completion of the unit, you can appeal the assessment result as per the Academic Appeal policy. You may also choose to re-enrol in the unit and be re-assessed.

Academic Appeals

Private Investigators College of Australia seeks to prevent assessment appeals by ensuring students are satisfied with the training and assessment process. All training personnel are expected to be fair, courteous and helpful in all dealings with students. All students have the right to make an academic appeal against an assessment decision. Where a student is

dissatisfied with an assessment's outcome, the student should discuss this informally in the first instance with their assessor.

Where the student is able to provide supplementary evidence or explanation, the Assessor will undertake to reassess the decision that has been made. Should the provision of this additional information/evidence mean that an assessment can be deemed satisfactory, the assessor will document the situation. Should the assessor still not be satisfied that the assessment is satisfactory, the assessment result will stand.

If a student is still unhappy, they may lodge a formal appeal to the CEO in writing using the Complaints and Appeals Form. All formal Academic Appeals must be lodged within 21 days of the date of assessment. Upon receiving a formal appeal, the CEO will review the matter and determine what action should be taken. In all academic appeals, the CEO will adhere to the PICA Complaints Policy. The CEO will have the option to appoint an independent assessor to review the assessment and make a recommendation. Any decision recommended by the independent assessor is not binding to either party. The CEO will advise the student in writing of the outcome of their appeal.

If the student is still unhappy, they have the right to complain to the national regulator; the Australian Skills Quality Authority (ASQA) via the appropriate process. For more information, please refer to PICA's Complaint and Appeals Policy.

Where to Get Help

Talk to your trainer and/or assessor for help in understanding how to complete your assessments. They are happy to support you and can be contacted through our office on 0488 1444 87.