



Australian College of Culinary and Management

ACCM

Australian College of Culinary and Management Pty Ltd (ACCM)

RTO-45886-CRICOS-04038J

Assessment Policy and Procedure

ESOS/NCP	<ul style="list-style-type: none"> • ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students • The National Code 2018: Standard 2.1, 6.3
SRTOs 2015	<ul style="list-style-type: none"> • Standards 1.7, 1.8, 1.9 <p>http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html</p>
Legislative Context	<ul style="list-style-type: none"> • Privacy Act 1988 (Cth) • Privacy and Data Protection Act 2014 • Racial Discrimination Act 1975 • Sex Discrimination Act 1984 • National Vocational Education and Training Regulator Act 2011 • Standards for NVR Registered Training Organisations 2015 • Vocational education and training (VET) legislation • Standards for VET Accredited Courses 2012 • Data Provision Requirements 2012 • VET Data Policy • Victorian Guidelines for VET - Providers (Victoria)
Related Policies and forms	<ul style="list-style-type: none"> • Complaints and Appeals Policy and Procedure • Course Completion within Expected Duration Policy and Procedure • Course Progress and Intervention Policy and Procedure • Plagiarism collusion and academic misconduct policy and procedure • RPL and Credit transfer policy and procedure

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1. POLICY

ACCM Pty Ltd RTO-45886-CRICOS-04038J ensures that the reassessments are conducted in a fair manner as per this policy.

2. PURPOSE

The purpose of this policy is to establish how assessment feedback, results and reassessment are planned and conducted.

3. SCOPE

This policy applies to all accessible units and courses and training packages delivered by ACCM to its students.

4. DEFINITIONS/ ABBREVIATIONS

Course: A program of study comprising units of competency leading to a qualification or an award.

Unit of Competency or Unit: A Unit of Competency, also generally referred to as a “unit”, is a statement of a key function or role in a skill or knowledge area. It is made up of elements of competency, together with performance criteria, a range of variables, and an evidence guide.

Assessment: The means by which progress or achievement in a unit is evaluated. This can include assessment methods such as essays, written tests, projects, practical tasks, and tutorial participation.

Submission: When the assessments are first handed in for marking/grading according to assessment requirements for each unit of competency.

Non-submission: When the assessments are not handed in for marking/ during the due dates as scheduled on the timetable. This will result in a Not Yet Competent (NYC) outcome. Failure to attend practical sessions is tantamount to non-submission of assessment.

Assessment Feedback: Post-assessment feedback provided by trainer/assessor to the students on their work.

Resubmission: When an assessment task is submitted again by the student for assessment after minor corrections/modifications approved and allowed by the trainer/assessor within an agreed time frame.

Reassessment: When the students are required to repeat or redo their assessments.

Resit: When the students are required to re-enrol in a unit of competency and attend all the schedule classes and assessment in a subsequent academic term.

5. POLICY

5.1 Assessment at ACCM is designed and conducted in accordance with VET Quality Framework and other regulatory requirements. It accords with the principles of assessment of validity, reliability, flexibility and fairness. Training Package assessment guidelines and assessment requirements provided in unit description of each unit of competency are used to plan and conduct the assessments.

5.2 All assessments will be conducted by Trainers/Assessors who are holding TAE40116 Certificate IV in Training and Assessment or its successor OR TAE40110 Certificate IV in Training and Assessment plus the following units – TAELLN411 (or its successor) or TAELLN401A and TAEASS502 (or its successor) or TAEASS502A or TAEASS502B OR a diploma or higher-level qualifications in adult education.

5.3 Training and assessment would only be provided by those who have current industry skills and knowledge.

6. PROCEDURE

For students who have been assessed as Not Yet Competent (NYC), for a unit, the following options will be available:

ASSESSMENT FEEDBACK: Trainers/assessors will provide assessment feedback to students and advise how they can improve their performance.

RESUBMISSION: Further evidence for assessment might be required if the student has partially completed the assessments and some of the works/assignments can be corrected or completed for resubmission.

To be eligible for resubmission, the student must participate in learning and classroom activities and undertake the given assessment tasks.

Resubmission is an informal process and can be arranged between student and trainer/assessor through mutual understanding. Trainers/Assessors allow up to two resubmission attempts before deciding the next step.

For practical assessments (conducted in the kitchen), students who fail to attend the session will be given the opportunity to do the second attempt on the condition that the student pays \$ 300 to cover the costs associated with the practical assessments.

REASSESSMENT: If a student does not qualify for two attempts of resubmission or is still deemed Not Yet Competent (NYC) after the resubmission, they will need to go through the reassessment process.

To qualify for reassessment, the student must have completed and submitted the required assessments for the unit of competency as per the unit assessment schedule.

A reassessment fee will be applicable if resubmission attempts have not resulted in a Competent “C” outcome. Separate assessment sessions will be organised under supervision for assessment tasks.

Reassessment will occur only for those assessment tasks in which the student is deemed NYC. Reassessment is a formal process and student must apply for reassessment. ON approval and payment of reassessment fees, a reassessment schedule will be advised.

Students will be charged a reassessment fee of \$ 150 per reassessment (theory)
Practical units will be charged at \$300 per unit.

The Institute has the right to charge a student the \$150 reassessment fee if a student agrees to be reassessed but fails to attend for the reassessment.

If still failed in the reassessment attempts, the student will need to repeat (re-enrol) the unit.

Re-enrolment: This means repeating the entire unit of competency. Re-enrolment is a formal process and students will be advised of re-enrolment options once all the term results are published.

This opportunity will be applicable to the students who have met the Academic progress requirement of >50% in a term and are not in any breach of the student visa.

In case where a student requests to re-enroll for the completion of the course after the student has been reported for Un-satisfactory progress, ACCM will review the request and will consider this request case by case. The student will be advised of any potential impact on their student visa, including the need to obtain a new visa.

In case where a student requests for third re-enrolment to complete the course, ACCM will consider this request on compassionate grounds i.e. due to Coronavirus -19 Pandemic, medical reasons etc. The student will be advised of any potential impact on their student visa, including the need to obtain a new visa.

If a course is extended by an academic term, a pro-rata term fee based on total course fee will apply as per the course fees specified in the International Student Agreement.

If the student is required to re-enrol for individual units other than a full term; Individual unit re enrolment is \$500 per unit.

LATE SUBMISSION FEE: A late fee of **\$100** per assessment task may be charged if students fail to submit assessments on due dates.

ABSENTEES: Students who are absent on the day of the assessment without notification or a valid reason (e.g. medical certificate) will be marked Not Yet Competent and will be subject to Institute's Course Progress Policy.

7. REVIEW DATE

After every 12 months or as required.

For further information you can visit- <https://www.accm.vic.edu.au/policies>

Version	Date	Reason for upgradations	Prepared By
1.0	Oct 2021	Initial Documentation	CEO/Director
1.1	August 2022	Updated on registration	CEO/Director