

Purpose

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College is committed to providing clear information surrounding assessment requirements, practices, and expectations to students. This will ensure ongoing consistency and transparency throughout the assessment process and support students in achieving their academic goals.

Scope

This policy applies to all students undertaking study with Australian Paramedical College (APC).

Definitions

For the purpose of this policy, see below definitions for terminology used throughout:

Regulator(s) – Various authorised bodies within the Vocational Education and Training Sector that advise on requirements for training and assessment practices.

Unit of Competency – A regulated training component which outlines the compulsory skills and knowledge an individual must demonstrate in order to work effectively in a specific role or function

Qualification – A regulated training product which consists of specific unit of competency in order for an individual to work effectively in a specific role or function at a certain level

Satisfactory outcome – The requirements of an individual assessment have been met in full

NYS outcome – The requirements of an individual assessment have not been met in full

Competent – The requirements of a unit of competency's overall assessment have been met in full

Assessment at APC

Assessment Tasks

The following assessment types are utilised at APC to evaluate a student's knowledge and ability to apply skills throughout their online learning and practical face to face setting:

- Short/long response
- Case Study
- Quiz
- Video Upload
- Workplace documentation
- Simulated scenarios
- Clinical placement

Assessments may be computer marked based on set criteria or may be marked by a Trainer and Assessor.

Assessment Criteria

Criteria for assessment tasks are written per unit of competency and determined by industry regulators. The unit of competency criteria is allocated to an assessment task(s) and contextualised by the Registered Training Organisation (RTO).

Each unit of competency has differing requirements and conditions that must be considered by the RTO when implementing training and assessment practices for each student.

There two possible assessment outcomes are Satisfactory (S) and Not Yet Satisfactory (NYS)

A unit of competency may have multiple assessment tasks associated with it. When a student is deemed satisfactory across all assessment tasks associated with that unit of competency, they are deemed competent overall.

A qualification is made up of a set number of individual unit of competency that must be deemed competent for a certificate to be issued.

More detailed information about specific qualifications, assessment criteria and requirements can be accessed via [training.gov.au - Home page](https://training.gov.au).

Assessment Submission

All assessment tasks are located on the student portal and are released based on progression. Throughout the course, students are given access to one unit at a time, and the next unit will only be available once all assessments in the previous unit are submitted.

All assessment submissions are to be made via the student portal.

This is inclusive of clinical placement documentation.

Assessment Outcomes

Assessment submissions will be graded within 21 business days or less from submission. An outcome will be advised, and feedback provided by an assessor where applicable. Once an assessment has been graded, the student will be notified by email.

Assessment Feedback

When an assessment is marked by an assessor, an outcome and feedback will be provided at the same time.

This outcome will determine the type of feedback received.

Where a satisfactory outcome is received, the assessor will provide overall feedback.

Where a Not Yet Satisfactory outcome is received, detailed feedback will be provided regarding specific questions or observation tasks that require additional attention to assist with future assessment attempts.

Assessment Attempts

Online submission:

Students have three (3) attempts at each online assessment task.

Where a NYS outcome is achieved after a first or second attempt, detailed feedback will be left for each question or component requiring additional work. Where a NYS outcome is achieved for a third attempt, detailed feedback will be left and a compulsory call with the assessor is required to address assessment requirements and resubmission requirements.

A fourth and final attempt may be granted by the assessor, with a specific fourth attempt resubmission form that must be submitted. Where this final resubmission is deemed NYS, re-enrolment and any fees associated with the unit are required.

Practical observation:

Students have two (2) attempts at each practical observation assessment task.

Where a NYS outcome is achieved after a first attempt, a discussion with the assessor is required to address the assessment requirements and any reattempt requirements. Where a second and final attempt is deemed NYS, reattendance of the full clinical workshop any fees associated with the additional workshop is required.

Additional Support

If a student has exhausted all online resources provided by APC and still requires additional support, they may contact a trainer and assessor at trainer@apcollege.edu.au. If email communication is not successful, the student may book a trainer call as a last resort here [Academic Support - Overview \(apcollege.edu.au\)](#).

Please refer to the *Support Policy* located on the website for further information.

Reasonable Adjustment

APC recognises the importance of providing reasonable adjustments for students with disabilities or other circumstances that may impact their ability to complete assessments. Reasonable adjustments are to be provided on a case-by-case basis and must be approved by the compliance department prior to commencement.

An application form can be requested by students where a specific assessment task cannot be demonstrated properly. A completed form and additional documentation must be emailed to compliance@apcollege.edu.au for review. Evidence to support inability to complete the standard assessment task may be required to assist with a student's application for reasonable adjustment such as medical certificates or a workplace letter.

Once an application has a decision, the student will be informed of any adjustments to assessment if applicable.

Academic Integrity

Academic Integrity is taken very seriously at Australian Paramedical College (APC). Please refer to the *Academic Integrity Policy* located on the website for further information.