

Conditions of Enrolment and Assessment Submissions

- * Training participants will have only one opportunity to submit a request for an assessment ONLY unit or RPL request for a particular unit.
- * Trainers/Assessors/Course Administrators are available for consultation if students wish to discuss their responses before submission.
- * Training participants are advised to follow the developed unit progression and purchase units in order as modules often building on previous learning outcomes.
- * If a training participant enrolls and pays for an Assessment ONLY option, and the student is deemed not yet competent, the training participant will be required to pay the remaining amount for the full fee of the unit/s and complete the relevant course work.
- * If a training participant enrolls and pays for an RPL submission and upon assessment is deemed not yet competent, the training participant will be required to pay the remaining amount for the full fee of the unit/s and complete the relevant course work.
- * If a full unit fee training participant has been deemed not yet competent after their initial full unit submission, the assessor will provide additional learning support and feedback, including identifying the areas which require further development. Resubmission attempts should be lodged within 21 days unless negotiated otherwise with their assessor/RTO.
- * Should the training participant provide their 2nd submission (2nd attempt), and is again deemed not yet competent, the assessor will provide additional learning support demonstrating gaps in their evidence and strategies to demonstrate the required skills, knowledges and competencies required. Resubmission attempts should be lodged within 21 days unless negotiated otherwise with their assessor/RTO.
- * If the training participant is unsuccessful upon their 3rd attempt they will be deemed not yet competent and the training participant is required to wait for 6-12 months before re-enrolling and re-purchasing the full unit.
- * If a training participant has applied for the RPL or the Assessment ONLY option for a unit/cluster and is deemed not yet competent through that process, this constitutes the 1st of the 3 available submissions for the unit.

For complaints or appeals regarding any negative assessment decisions please refer to RTO 01 - Training Participant Complaints and Appeals policy. All complaints and appeals are to be made in writing to the RTO in accordance with its policies.