

# Fact Sheet 5: Academic Course Matters & Assessment

## How many hours & days of the week do I need to study for?

As an international Student the amount of time that you required are required to spend studying for your qualification is 20 hours per week. Currently the College time tables classes from Monday to Friday this is 4 hours per day five days per week.

## Can I study my course online?

No. Unfortunately the College operates as a provider of Vocational Education and Training with all classes being delivered in a face to face mode. That means that you will need to come into one of our modern city campuses to study.

## Where can I find information about using CANVAS®?

CANVAS is the digital (LMS) Learning Management System that the College uses. All of the learning material and assessment tools for each unit of competency (subject) will be hosted on CANVAS®. Your assessment will be submitted through CANVAS® except the Knowledge Assessment which will be done in class and you will receive assessment feedback through CANVAS. For more information about CANVAS® speak with your trainer. You can access Canvas® by visiting:

<https://danford.instructure.com/>

## What is RTO Manager®?

This is a software program that retains all of your assessment results, communication, enrolment & personal details. You use this portal to pay all of your fees and charges. You can access RTO Manager® by visiting: <https://danford.rtomanager.com.au/Default.aspx>

## What is Microsoft 365®?

This is an online collaboration tool, through which you will be able to access software such as Microsoft Word® and Microsoft Excel® for free to do your assessment work. You will have access to Outlook® which has your College email address (ex: [DANxxx@danford.edu.au](mailto:DANxxx@danford.edu.au)), and you will also have access to Microsoft Teams® which you can use to communicate with your trainer and other students in your group.

You can login to Microsoft 365® by visiting: <https://login.microsoftonline.com/>

## Where can I find my login information for Canvas®, Microsoft 365® and RTO Manager®?

These login details will be emailed to you at the start of your enrolment, and if you want to reset your password for any of them, please contact your trainer.

## What is plagiarism?

Plagiarism is defined as: Stealing & passing off (the ideas or words of another) as your own

- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. It is classed as academic misconduct.

## How can I ensure that my work is not plagiarised?

When completing assessment tasks, it is important to put the concepts into your own words as much as possible. Where you use work from another source it must be referenced appropriately using the APA referencing style. The College uses Turnitin®. This is a software package that will assess your written work against a database of thousands of other pieces or written work and will assess your work for originality. All written assessments will be awarded a percentage for originality. Please visit the link below for more information on referencing:

<https://www.danford.edu.au/wp-content/uploads/2021/03/Guidelines-for-Referencing.pdf>

## Can I change class rooms & Trainers?

No. Our timetable is organised for efficiency according to student capacity and the qualification that we teach. Places will be allocated based on the vacancy available for each class. Campuses operate between 8:00 am and 8:30 pm Monday to Friday. All trainers employed by the College are qualified Trainers with the vocational competencies at least to the level being delivered and assessed, current industry skills directly relevant to the training and assessment being provided; and current knowledge and skills in vocational area in which they teach. If you believe you have compelling or compassionate reasons to request a change to a different group for the same course, you can apply for it by emailing [support@danford.edu.au](mailto:support@danford.edu.au), however the approval will depend on availability.

## What happens if I receive an assessment result of 'Not Yet Competent'?

This means that you will be required to either do further work on the assessment tasks that you have submitted or re-do & re-submit new assessment tasks to have them assessed again. In either case you will be provided with written feedback from your trainer and a time frame to submit the new work.

### **How many attempts do I get to complete an assessment task?**

Re-assessments may be granted if you have not achieved competency on the first attempt. The purpose of re-assessment is to provide you with additional time for private study & the opportunity to demonstrate competency.

The College will allow you 3 attempts at assessment, i.e. the original assessment and 2 Re-assessments, to provide sufficient evidence of competency for each unit. Please Note: If you fail to secure "Competency" in the 3rd attempt, there will NOT be a 4th attempt & you will need to re-enrol in the Unit of Competency again depending on availability in future intakes.

You will be offered the opportunity for re-assessment if your work is assessed as Not Yet Competent at the first attempt, within 10 working days of final results. This re-assessment can only be given if the student's attendance is 70% or above or student has any compelling circumstances for that term.

If your work is assessed as Not Competent in the unit after the second attempt, you will be given another opportunity within 10 working days of final results.

### **Do I have to pay for a Second Re-assessment?**

Yes. A fee of \$200.00 applies for the re-assessment, irrespective of attendance. All fees must be paid in advance. It is your responsibility to learn the material for re-assessment or ask for additional help.

### **How do I request a re-assessment?**

Complete the Request for Re-assessment Form within 10 working days. If this matter cannot be resolved, the student is advised of the procedures for an appeal as per college Complaint & Appeal Policy.

### **Do I have to re-enrol in the unit?**

Yes. If your work is assessed as Not Yet Competent after the three attempts, you will be required to re-enrol in the unit of competency (depending on availability) and pay the required fees.

### **Can I complete a Knowledge Assessment online?**

Unfortunately, not. Knowledge Assessments must be completed at the campus under a strict test environment.

### **What are the 'Principles of Assessment'?**

- Fair: Your needs are considered in the assessment process; where appropriate, reasonable adjustments are applied. You will be informed about the assessment process, and provided with the opportunity to challenge the result of the assessment and be re-assessed if necessary
- Flexible: assessment is flexible to your needs in assessing your competencies no matter how or where they have been acquired, and drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.
- Reliable: evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.
- Valid: the assessment decision is based on the evidence of performance of the individual student.

### **What are the 'Rules of Evidence'?**

- Valid: the assessor is assured that the student has the skills, knowledge and attributes as described in the unit of competency and associated assessment requirements.
- Sufficient: the assessor is assured that the quality, quantity and relevance of the assessment evidence enable a judgement to be made of a student's competency.
- Current: the assessor is assured that the assessment evidence demonstrates current competency. This requires assessment evidence to be from the present or the very recent past.
- Authentic: the assessor is assured that the evidence presented for assessment is your own work.

### **What are my Rights & Responsibilities in Relation to Assessment**

You have the right to:

- be informed of college assessment policies and procedures;
- be informed of the criteria and methods of assessment for subjects and units, specific attendance and performance requirements and the timetable for all assessment tasks;
- be informed of the relationship of assessments to the learning outcomes and required competencies of subjects or units;
- receive fair, helpful and timely feedback on their academic work, including evaluation of their performance and progress in subjects or units;
- have assessment tasks returned as soon as possible after completion with constructive

feedback.

### Responsibilities of Students

You have the responsibilities to:

- be aware of College assessment policy and procedures
- be aware of services and policies for seeking assistance and course advice in relation to extensions, absences or withdrawals from subjects, units or courses, and special circumstances due to illness or other misadventure
- be aware of the policy for Complaints & Appeals against academic decisions.
- behave in a manner that does not result in academic disadvantage to any student or unfair advantage to one or more students;

### What happens if I am late handing in my Assessment tasks?

If you fail to meet the assessment timeline, your assessment results will be considered as Not Yet Competent due to Non-Submission, you will be able to request for an extension if you have compelling or compassionate reasons with evidence, or you will have to follow the re-assessment procedures and timeframes explained above.

### Can I get an extension of time to complete my assessment task?

Requests for an extension of time to submit an assessment item must be made in writing to the Trainer/Assessor. Where the request is made on medical grounds, a Medical Certificate is required. Requests must be lodged by the due date for the assessment item. A copy of the extension request should be attached to the assessment item when it is submitted.

### Can I have my final result reviewed?

If you consider that your final unit result is inappropriate or unfair you may request a review of your final result. A review must be requested from the Training Manager (or delegate) in accordance with the 'Complaints & Appeals Policy'.

### How is my work assessed?

Your assessment tasks will be marked as Satisfactory or Not yet Satisfactory. The final result for the unit of competency (subject) will be graded as Competent or Not Yet Competent. If any of the assessment tasks are marked as Not Yet Satisfactory, your final result for the unit of competency is considered as Not Yet Competent.

### Where to obtain further information

Your trainer, Course Coordinator or Training Manager  
<https://www.danford.edu.au/apply/forms-and-policies/>