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## Assessment

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Full details of the Assessment for submission are generally provided in an Appendix to the Course Guide, or in some cases in the individual modules.

Ensure you read the questions carefully and follow the instructions given. Should you be unsure of what is required of you, contact your Assessor.

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### Competency-based training and assessment

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Competency involves the possession and application of both knowledge and skills. Competency-based training is an approach to establishing occupationally relevant standards of competence in the skills that are important to an occupation or profession, rather than on measuring knowledge in isolation from skills, or on time that has been spent in formal professional or academic training.

The criteria by which you are assessed (the units of competency) are provided in an Appendix to the Course Guide and also on the online site.

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### The assessment process

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You are required to demonstrate your competence for each unit of competency to the satisfaction of UNE Partnerships' Assessors. You will therefore be expected to show that you have gained the required skills and knowledge and also that you can use them consistently and in a variety of situations.

There are two main methods that will be used to assess your competence:

1. Assessment tasks and work samples
2. Questioning and discussion.

**Assessment tasks** require you to answer questions about the topics covered in the modules. Guidance provided for length of assessment responses (eg, two pages) assumes **single line spacing**, but these are guides only. Assessment tasks may also entail the collection of examples of your work as a demonstration of your competence (see 'Evidence' below).

After receiving your Assessment, your Assessor may contact you and ask questions to confirm your understanding of the subject.

## Grading

As this is competency-based training, you can only be deemed as being 'competent' or 'not yet competent'.

**Competent:** means that the evidence you have provided to support your claim for competence against the relevant unit of competency is sufficient and you need not continue to identify and submit further items.

**Not yet competent:** means that the evidence you have provided to support your claim for competence does not yet clearly demonstrate your competency against the Element or Performance Criteria and you will be asked to identify and submit further evidence.

## Evidence

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Evidence could include examples of work you have completed in the workplace (such as letters, faxes, emails, reports); and perhaps also evidence of other relevant training courses you have attended.

Confidentiality is a major workplace responsibility, so be sure that the work documents you wish to collect as evidence do not contain sensitive information. If in doubt, talk to your employer. UNE Partnerships staff and consultants are required to keep confidential all information relating to individual and organisational clients to which they are privy.

Refer to the Course Guide or online site for details of each unit of competency which will help you to determine what might be appropriate as evidence to demonstrate your competence. If you are unsure what evidence to provide, your Assessor will assist you.

It is important to remember that your evidence must be:

**Valid** – it relates to the competency you are seeking to address

**Authentic** – it reflects something you have actually done in full or in part

**Current** – it shows that you can perform this activity now and in the future, and have up to date knowledge about it

**Reliable** – it will stand up to repeat assessment, possibly by different assessors

**Sufficient** – it addresses the competency in full.

## Submission of assessment items

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### IMPORTANT

Due to assessment system tracking requirements, emailed assessment work will **not** be accepted under any circumstances.

Assessments are submitted via the online site. Your login details were provided by email on enrolment and in the 'Confirmation of student details' sheet in the front of your course folder. Further guidance on how to submit online is available under the 'Site Help' tab on the site.

### File formats

Currently acceptable file formats are:

- MS Office files – Word, Excel, PowerPoint, Project
- Image files - jpg, tiff, gif
- Text files – txt
- Rich text – rtf
- Portable document format – pdf
- Zip file – zip

**Note:** If you create your assessment using other software products, you may like to investigate a tool which will allow you to convert your file(s) to PDF. For example, doPDF ([www.dopdf.com/](http://www.dopdf.com/)) is a small PDF conversion/print tool which is simple to install and use.

### File size

There is a limit of 4MB per file. You may upload multiple files; however, we suggest you collate files where possible.

### Collating files

If your assessment consists of multiple tasks and you are using the same software product to create them, save as a single document; for example, 6 tasks = 1 Word file.

You are permitted to submit multiple files, but you must upload each document separately. Always check that ALL files are uploaded prior to finalising submission of your assessment.

## Scanning and embedding

Most scanners are configured to output at a high resolution, ie photographic quality (300-600 dpi). You will need to change the output resolution to a lower quality (60-70 dpi) – this will create an image of a smaller size which is adequate for viewing online.

All objects that you intend to embed in your submission file should be scanned/re-sized as above.

## Feedback

Feedback on your assessment will be provided by the assessor through the online site. You will receive an email notification when your assessment has been graded. As mentioned earlier, your assessor may contact you to confirm your understanding of the topic.

If you are deemed not yet competent in an area, you will be given guidance on what extra work or other evidence needs to be submitted to achieve competency.

## Minimum requirements for assessors

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All UNE Partnerships' assessors hold a qualification equivalent to or higher than the course being taught, a recognised vocational training qualification, and have a minimum of five years relevant industry experience.