



SHAFSTON
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Course Progress Notice (VET)

Important notice about how to ensure your academic progress

To be able to achieve academic success you **MUST** satisfy all assessment items and tasks throughout your study plan. Academic success is best achieved by attending and participating in class.

Under the National Code (Standard 10) Shafston College (as your educational provider) must ensure that there are options and support services in place to assist you, as the student, to gain academic success. Specifically, Shafston College has put the following processes in place to assist you along your study pathway:

- **Assessment Feedback**

Assessment items and tasks are a means of collecting evidence and making decisions as to whether or not a student has achieved competency in a Unit. Assessment tasks completed to a satisfactory standard confirms the student can perform to the expected workplace standard, as outlined in the units of competency.

An 'Assessment Feedback Form' is attached to each assessment task you complete. During an 'Assessment Feedback Session' either face to face or through logging onto the student portal, your trainer will discuss your performance in any or all of the assessment tasks to either identify additional actions (if necessary) to address the areas to improve your academic performance, or may praise you for your academic success. As a student, you should use this opportunity to discuss with your trainer any questions or concerns related to your studies.

- **Results**

Each assessment task is measured by your trainer against a benchmark of satisfactory performance criteria. Students should refer to their study guide or student unit information to see the performance criteria, required skills and knowledge for each Unit of Competence.

Students are to gain 'satisfactory' results in ALL assessment tasks to be deemed 'Competent' in a unit of competency. Final assessment results will be recorded as 'Competent' or 'Not Yet Competent'. Students failing to achieve 'Competent' the first time will be subject to the course progress policy.

Your result will be deemed 'satisfactory' when you have demonstrated competency to your trainer in all of the performance criteria and required skills and knowledge set out in each assessment task, for each unit. If you are unable to demonstrate the required skills, knowledge and criteria to a satisfactory and competent standard to your trainer, your result will be deemed 'unsatisfactory'.

However, your trainer may consider you eligible for a re-sit or to resubmit the assessment task. If you are required to re-sit or re-submit an assessment task you are only allowed to have one attempt at a re-sit or re-submission for each assessment. You will be advised of your re-sit or re-submission date during your assessment feedback session. If your result remains 'unsatisfactory' in the re-sit or re-submission assessment your final result for the unit of competency will be Not Yet Competent and you will be required to repeat the unit in its entirety.

- **Counseling**

If you have not achieved a 'Competent' result in at least 50% of all Units at the end of each period/stage you will not be eligible to register for the following period/stage until you have participated in an academic counseling session with your Head Trainer. This counseling session will identify your new study plan that will then enable you to continue your studies and will be documented on a 'Repeat Consultation Form'. If your new study plan has any additional costs this will be explained to you during the counseling process. Depending on your course of study some Units may be a prerequisite for a Unit of Competence in the following stage/period and until you have achieved Competency in this Unit you may be unable to progress to the next stage.

If you have any questions, concerns or complaints please see your trainer who will then be able to refer you to the appropriate Shafston College team member that can assist you.