

IMPORTANT NOTICE ON COURSE PROGRESSION

HOW TO ENSURE YOUR ACADEMIC SUCCESS

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

Tracking your progress

During your study, Shafston College Limited (trading as Service Skills Academy and Mary McConnel School of Early Childhood) will ensure that there are support services in place to assist you to achieve academic success. It is important that you also proactively manage and track your course progress and we provide you with access to your result and participation records through the:

- Online Student Portal
- Regular notification of individual assessment results (email or letter)
- Direct contact from your Trainer and Assessor

Students needing more detailed information about their past participation and progress may access detailed records using the Student Access to Records Policy / Procedure and Form available on the website ssa.edu.au.

Results

Assessment tasks collect the evidence required to make decisions as to whether or not a student has achieved competency in a Unit.

There are two (2) outcomes of assessments: S = Satisfactory and NS = Not Satisfactory (requires more training and experience). You will be awarded C = Competent on completion of the unit when the assessor is satisfied that you have completed all assessments and provided the appropriate evidence required to meet all criteria. If you fail to meet this requirement, you will receive the result NYC = Not Yet Competent and will be eligible to be re-assessed according to College's policy.

Re-assessment

Students will be allowed further attempts at an assessment for which the outcome is Not Satisfactory, within the timeframe of a course (unit of competency). Students who require re-assessment beyond the delivery timeframe of a unit or due date of an assessment, unless it is due to medical reasons, will be given the opportunity to request an additional time to resubmit and in this time they can request a mentoring session if required. After that, students may be charged a re-enrolment fee. Students have up to 28 days after the delivery timeframe to request a late submission.

Assessment Feedback

Assessment Feedback is attached to each assessment task you complete. During an 'Assessment Feedback Session' your assessor will provide you with feedback on your performance in the assessment and identify actions you should take to improve your academic performance. As a student, you should use this opportunity to discuss any questions or concerns related to your studies with our trainers.

Counselling

If you have not achieved a 'Competent' result in at least 50% of all Units at the end of each stage you will be invited to engage in an academic counselling session. This session will discuss how to enable you to continue your studies and get back on track. Depending on your course of study, some Units may be a pre-requisite for a Unit of study in the following stage and until you have achieved Competency in this Unit you may be unable to progress to the next stage.

If you have any questions or concerns please contact your trainer

DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Effect Date	Approved By	Brief Description
2.1	01/10/2014	01/10/2014	QA Manager	Minor Changes
2.2	19/07/2016	22/07/2016	Compliance Manager	<ul style="list-style-type: none"> • Re-brand • Addition of MMSEC to policy • Minor wording changes
2.3	03/03/2017	06/03/2017	Compliance Manager	<ul style="list-style-type: none"> • Re-brand