

1 Overview

Purpose

EQUALS International (Aust) Pty Ltd (EQUALS) administers student results in accordance with its obligations as a Registered Training Organisation under the [Standards for Registered Training Organisations \(RTOs\) 2015](#). It also acknowledges [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#). EQUALS seeks to ensure that its current processes are fair and equitable.

This policy outlines the circumstances in which EQUALS records unit outcomes or results to enrolled students.

Scope

This policy applies to all currently enrolled domestic and international students.

2 Policy statement

Unit outcomes are recorded as per the following definitions:

20 — Competency achieved/pass

- 2.1 The student has been assessed and satisfies all the requirements for the unit of competency or module.

30 — Competency not achieved/fail

- 2.2 The student has attempted all of the requirements for assessment and has been assessed as not competent, or as not satisfying one or more of the requirements for the unit of competency or module. The student must attempt all assessments in order to receive a 'Competency not achieved/fail' result. Non-attempts are not grounds for determining competency not achieved.
- 2.3 The result of Competency Not Achieved (CNA) will be documented by the assessor prior to entry on the student enrolment record.
- 2.4 Where students have received a CNA result on a single unit of competency three times, they will be counselled on the suitability of their current course of study, and may have their course enrolment terminated at the sole discretion of EQUALS.

40 — Withdrawn

- 2.5 The student who has engaged in some learning activity, and has then notified EQUALS of their withdrawal before completing all of the assessment criteria.
- 2.6 Administration staff will apply the result of 40 – Withdrawn when this circumstance applies.

40 – Discontinued (Did Not Submit)

- 2.7 The student has engaged in some learning activity and then is recorded as no longer attending and/or submitting assessments as per agreed due dates (i.e. discontinues) without notifying EQUALS. In this situation, a student has not made contact with EQUALS to formally withdraw or arrange a continuing status (e.g. through approved deferral or approved extension).
- 2.8 Failure to attempt an assessment by the due date is deemed as a non-attempt on the student enrolment record. The student will receive a further 5 working days to attempt the assessment work. A second non-attempt is resulted as a NYS on their student enrolment record and will initiate a 40 – Discontinued result.

- 2.9 The result applies even if the student has completed some assessments and been assessed as not competent for one or more assessments. Students who are resultated as discontinued in one or more units may be required to seek re-enrolment, and/or are required to re-sit all or part of the relevant unit(s) and/or may incur the cost of the unit(s) again (or part thereof).
- 2.10 Refusal to accept an offer of placement is deemed as a non-attempt on the student enrolment record. A second non-attempt will result in the outcome of 40 – Discontinued being applied to any units requiring final assessment on placement. The student may receive a written warning and have their course enrolment cancelled. This will be at the sole discretion of EQUALS.
- 2.11 Administration staff will apply the result of 40 – Discontinued when these circumstances apply, in accordance with Student Course Progress procedures. Educators may notify administration staff of discontinuation by a student.

51 — Recognition of prior learning granted

- 2.12 The student has been assessed and recognition of prior learning has been granted. Refer to Recognition of Prior Learning policy.

52 — Recognition of prior learning not granted

- 2.13 The student has been assessed and recognition of prior learning has not been granted. Refer to Recognition of Prior Learning policy.

60 — Credit transfer/national recognition

- 2.14 The student has been granted national recognition under the National Recognition Policy. Refer to National Recognition policy.

70 — Continuing enrolment (Did Not Complete)

- 2.15 The student has engaged in learning activity, has not completed all the training and assessment criteria but is continuing to engage in the learning and assessment process under the Student Course Progress policy.
- 2.16 If a student attempts an assessment on or before the due date (including 2nd attempt due date), but receives a Not Yet Satisfactory result for two attempts at the same assessment, the student will be deemed not competent on the assessment and will be managed as a continuing enrolment in accordance with Student Course Progress procedures and intervention strategies.
- 2.17 Administration staff will apply the result of 70 – Continuing Enrolment when this circumstance applies.

70 – Academic Pass

- 2.18 The student has satisfactorily completed all theory learning and assessment requirements but is yet to be assessed in the workplace or simulated workplace (as per Unit of Competency requirements).

The result of 70 – Academic Pass must be documented by an approved assessor.

3 Procedure

- 3.1 Students who commence a unit of competency in a course of study at EQUALS are expected to make every reasonable effort to attempt all required assessment work (including reattempts) on or before agreed due dates. If there are compelling reasons why a Student may not be able to abide by agreed

due dates, they are required to apply for and negotiate assessment extensions prior to the established due date, and abide by the decision of their unit Educator.

- 3.2 EQUALS releases unit results at the end of each study period. Eligible Students with Continuing Enrolment results will be counselled in accordance with the Student Course Progress policy to re-attempt units or otherwise negotiate to complete assessment requirements in consultation with the Student Services Advisor.
- 3.3 Students with Discontinued results will be counselled in accordance with the Student Course Progress policy and/or be recorded as inactive in accordance with the Continuing Enrolment policy for inactive students. This may result in termination of enrolment.

4 Student Appeals

- 4.1 Following the notification of an outcome in relation to the Student's results, the Student has twenty (20) working days to access EQUALS' [Grievance Handling Policy and Procedure \(Academic and Non-Academic\)](#).

5 Responsibilities

Compliance, monitoring and review

- This policy aligns with relevant legislation, government policy and EQUALS values.
- It is implemented and monitored to reflect the changing policy environment and emerging issues identified.
- It is reviewed to evaluate its continuing effectiveness in achieving its purpose and remaining relevant.

6 Definitions

Assessment task: defined as a formative or summative assessment task (whether written, oral, practical or otherwise) contributing to the overall assessment of competency for a Unit of Competency and which is to be formally submitted for marking.

Due date: the date on or before which a Student must complete an attempt at a given assessment task to avoid potential penalty. The due date is negotiated and agreed upon between the Student and Educator and/or Student Services.

Unit of Competency: defined as the specification of knowledge and skill, and the application of that knowledge and skill, to the standard of performance expected in the workplace. A unit of competency is the smallest unit that can be assessed and formally recognised in accredited training.

Training activity: defined as any of the following:

- Commencement in online learning modules (access granted and unit commenced with no request for deferral or withdrawal); or
- Class attendance; or
- Submission of assessment work; or
- RPL/CT applications, meetings

Engagement in the Assessment process includes:

- failure to attempt by due date without requesting extension; or
- failure to attempt by due date without requesting deferral or withdrawal; or
- failure to reattempt NYS attempts by negotiated timeframes

Terms not defined in this document may be in the [EQUALS Glossary](https://app.smartsheet.com/b/home?lx=GCzY7kacE2GweBYJA345OQ)
<https://app.smartsheet.com/b/home?lx=GCzY7kacE2GweBYJA345OQ>

7 Approval and Amendment History

Version	Approved by	Approval Date	Details
1.1	CEO	07/12/2016	Refer archived policy.
2.0	CEO	05/04/2019	Updated overview and terminology, minor updates throughout policy and procedure including edits to responsibilities, definitions, and comprehensive document map and clearer alignment to the appropriate responsible person/body. Change of policy number from 3-71V1.1 to current.
2.1	CEO	12/07/2019	Minor grammatical fix and update to Document Map.

8 Document Map

Approval Authority:	Executive Management Committee	Advisory Committee for Approval Authority
Authorised By:	CEO	
Effective from:	05/04/2019	
Next Review Date:	15/04/2022	
File Location:	The current version of this policy can be accessed from the Policy Register (internal users only)	
Relevant Legislation:	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standards for Registered Training Organisations 2015	
Related Documents and/or Registers:	AVETMISS Provider Specifications Continuing Enrolment Policy and Procedure Deferral, Suspension, Cancellation and Withdrawal Policy and Procedure Governance & Quality Assurance Framework Grievance Handling Policy and Procedure (Academic and Non Academic) National Recognition Policy Recognition of Prior Learning Policy Resulting Competency Not Achieved Policy and Procedure Student Course Progress Policy and Procedure	
Policy Subdivision	<input type="checkbox"/> Corporate or Academic Governance <input type="checkbox"/> Academic Management <input checked="" type="checkbox"/> Operational Management	
Administrator:	Quality Advisor	