**Assessment Information**

**Competency Based Assessment**

Competency based assessment is the process of gathering evidence to confirm that participants can perform required skills and knowledge. To complete a unit of competency participants are required to successfully demonstrate their skills and knowledge on all of the activities within this assessment. Rather than using a marking scale, competency based assessment uses competent or not yet competent.

You are required to successfully demonstrate competence in all of the activities in this assessment. This means that if you are unable to answer a question, your answer is deemed not satisfactory for any of the activities or you are unable to demonstrate a practical skill your assessor will work with you to identify opportunities for further learning if required and arrange re-assessment when you are ready.

In the event that you are unable to demonstrate your ability in any area of the assessment you will re-assessed. Re-assessment may include demonstrating a skill, answering questions, providing further information. All participants are given two (2) opportunities to be reassessed without further payment required. On the occasions were participants are unable to demonstrate competency after two (2) re-assessment attempts they should speak to their trainer about further opportunities to complete the unit.

**Individual workplaces**

We are aware that the answers, information and projects completed by students will differ from one workplace to another and we encourage you were ever possible to apply the requirements of your assessments to your workplace. We are not assessing your ability against anyone else and we do not compare your work to that of other students to determine if you are competent or not. When assessing your ability to demonstrate the skills and knowledge of this unit your assessor is looking only at your ability against the requirements of the unit.

Your assessor will work with you and your supervisor at the being of the unit to identify appropriate activities and/or projects for you to apply when completing the assessment activities.  In the event that your workplace does not have the required documents, resources and/or equipment to undertake the learning and assessment activities in a unit, we will provide access to these for you.

You will find that when you are required to provide work samples the activity asks you to use your workplaces template, forms, checklists and policies. In the event that your workplace does not have these we will provide examples that you can work with.

**The assessment requires that the candidate complete four (4) sections including: questions, projects, practical activities and third party verification.**

**Questions**

Candidates are required to answer questions in their own words to demonstrate their understanding. All questions must be answered correctly.

**Projects**

A project is where the candidate is required to demonstrate their skills and knowledge through application of these work samples by completing a number of activities that relate to the competency provided.

**Practical Assessment**

A practical assessment is where the candidate is required to demonstrate their skills and knowledge through practical application. This is detailed in your assessor’s observation checklist relevant to the competency.

**Third Party Verification**

The checklist is to be completed by a suitable supervisor who has the skills and knowledge required of this unit and can verify the candidate’s application of these skills and knowledge in the workplace, in a voluntary or paid role.

**Feedback**

Candidates will be given feedback on all assessment activities on the day of the assessment. When the next training day is conducted all assessment shall be given back to the candidate. Competency based assessment does not use a marking scale rather the candidate is deemed competent or not yet competent. Candidates deemed not yet competent are given additional opportunities to demonstrate competency.

Satisfactory demonstration of all activities is required before competency is achieved for the unit. In the event that you have not been able to successfully demonstrate competence in the unit, your assessor will discuss options for re assessment with you.

**Plagiarism**

Plagiarism is a form of cheating. It is taking and using someone else’s thoughts, writings or inventions and representing them as your own. Plagiarism is a serious act and may result in a participant’s exclusion from a module or a course. When you have any doubts about including the work of other authors in your assessments, please consult with your facilitator.

The following list outlines some of the activities for which a participant can be accused of plagiarism:

* Presenting any work by another individual as one’s own unintentionally
* Handing in assessments markedly similar to or copied from another student
	+ - Presenting the work of another individual or group as their own work.
		- Handing in assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

**What about Copyright?**

You must be careful when using work from others. Copyright covers all work that is not your own including textbooks, newspapers, website information, music, magazines, movies etc.

You are allowed to do a certain amount of copying for research or study purposes. Generally, 10% or one chapter of a book is acceptable, where the participant is studying with or employed by an educational institution. All material taken from another source, word for word or paraphrased, must be acknowledge using an acceptable referencing system.