



## Policy & Procedure - Repeating Assessment Tasks or Units of Work

### Repeating Assessment Tasks

Students failing to attend a **final assessment** must contact the College as soon as possible and no later than a day after the scheduled assessment. The student must organise with the Trainer to re-sit the assessment task at a time outside the normal session hours. **Where a medical certificate cannot be provided, a fee of \$50.00 will apply to reschedule an assessment.**

Re-scheduled assessments are to take place no later than 10 working days from the date of the initial assessment.

If the student is deemed to be Not Yet Competent in any assessment task by the completion of the nominal unit hours, the student must pay for additional training at the following rates

- Re-sit any assessment task - \$50
- Retraining – where the student has missed a significant amount of the Unit of Competency. \$50 per hour up to a maximum of four hours determined by the trainer.

### Repeating Units of Work

Students assessed as Not Yet Competent in more than two assessment tasks within the one Unit of Competency, must repeat the Unit at full cost. (See below for costs.) The student must attend the College when the Unit of Competency is next available or if the Unit of Competency is a pre-requisite and must be completed before further studies can continue, then the Student will be required to attend a "Catch up Class" during the Semester break. This will ensure the least amount of disruption for the student involved.

#### Costs for repeating Units of work are:

Cert III	\$327
Cert IV	\$346
Diploma	\$346

### Catch up Class

There are two types of "Catch up Classes" operating at UIC:

- **The daily "Catch up Class"**, operates on selected days for one hour after scheduled class times. This class is normally for students who have been identified under the Learning Support Policy. Students attending these sessions are identified via the Class Trainer, the Head Teacher or Teaching Supervisor. There is no charge for students who attend as part of the Learning Support Policy.
- Students who are required to attend retraining in order to re-sit their assessment task are also able to sit in this class. Charges will be dependant on the number of hours required for training. The number of hours will be determined by the trainer during the first session. The hourly rate is \$50.
- **The semester break "Catch up Class"** will be run during the Semester break. The class will operate on selected days according to student needs. Students must be aware that the Support Trainer will help them to catch up for the specified unit only.

The student may repeat the Unit only once. This is government policy designed to discourage people using the student visa for other purposes (eg. work, holidays, avoiding military service). In repeating a Unit or number of Units at the end of a course, you are not required to be enrolled full time for that semester.