



Student Assessment, Reassessment and Repeating Units of Competency Guidelines

1.0 Student Assessment

1.1 Student's are advised of all assessment details, including the date, time and location, at least 2 weeks prior to an assessment taking place

1.2 It is the responsibility of the student to ensure that they attend class on the scheduled day to undertake the assessment

1.3 Where a student does not attend an assessment, the student may re-sit the assessment free of charge, provided the student meets Unique International College's SMP 145 Compassionate and Compelling Circumstances, subject to assessor availability

1.4 If a student does not meet Unique International College's SMP 145 Compassionate and Compelling Circumstances, the student will be required to undertake a re-assessment conducted at the end of the term in line with point 2.0 of this policy

2.0 Student Re-assessment Guidelines

2.1 Students deemed as Not Yet Competent (NYC) in a Unit of Competency are permitted to undertake 2 re-assessments

2.2 Re-assessments are conducted at the end of each academic term

2.3 Finalised re-assessment dates are published by the Head Trainer at the commencement of each term

2.4 The cost per re-assessment is:

- Theory (portfolio, projects, written tests) = \$50.00
- Practical (observations, practical demonstrations) = \$100.00

2.5 Students that do not attend a confirmed booking will be required to re-book the re-assessment and will incur additional fees as listed in point 1.4, unless compassionate or compelling circumstances exist, in line with Unique International College's SMP 145 Compassionate and Compelling Circumstances policy.

2.6 Students must book in for re-assessments a minimum of 1 week prior to the commencement of the published re-assessment dates

3.0 Student Reassessment Procedure

(i) Student books in for re-assessment at Reception. To confirm the re-assessment booking, students must pay the relevant re-assessment fee

(ii) Students will be provided with a receipt and confirmation of the date, venue and time of the re-assessment upon payment of the relevant fees

(iii) On the re-assessment day, students must provide a copy of their re-assessment receipt to the supervising trainer

(iv) Students will be provided with the results of the re-assessment within 14 working days of the re-assessment taking place

4.0 Repeating Units of Competency Guidelines

4.1 If a student is deemed Not Yet Competent after 2 re-assessments, the student will be required to repeat the entire unit of competency, subject to timetable availability

4.2 Students in their final term of their course must make contact with the Head Trainer to establish an individual learning plan (See point 5.0), to ensure completion before the expected duration of the student's CoE.

4.3 Costs for repeating individual Units of Competency are:

- Certificate III in Hairdressing = \$535
- Certificate IV in Hairdressing = \$450
- Diploma of Hairdressing = \$450



Unique International College

Education for life..

4.4 Students must book for a repeat of Unit of Competency, a minimum of 2 weeks prior to the commencement of a new term

5.0 Repeating Units of Competency Procedure

- (i) Student pays the relevant fees as listed in point 3.3 at Reception
- (ii) Student is provided with a receipt upon payment
- (iii) Student is to take the receipt to the Head Trainer for timetable programming
- (iv) Head Trainer provides the student with the timetable before the commencement of the following term

6.0 Individual Learning Plans

6.1 Students that have outstanding Not Yet Competent (NYC) units in their final term of their course must see the Head Trainer to establish an Individual Learning Plan.

6.2 Individual Learning Plans are in place to ensure students complete within the specified duration of their CoE

6.3 Where Individual Learning Plans are established, the student will be charged the cost of a reassessment as outlined in point 2.4 of SMP Student Assessment, Reassessment and Repeating Units of Competency Guidelines

7.0 Learning Support

Unique International College provides additional classes for students that require additional training and support. The Learning Support classes are provided free of charge and occur on a weekly basis, as well as during term break. Students may be required to attend these classes as a result of an intervention strategy being activated.

Related Policies

- SMP 144 Student Course Progress Policy
- SMP 145 Compassionate and Compelling Circumstances

Related Forms

- SMD 174 Intervention Strategy Record