



Version 4 – 7 September 2016

SAD14.1 Resubmission/reassessment and re-enrolment fees and procedures (VET hospitality courses)

Purpose

This document sets out the policy regarding the resubmission of assessments and the re-enrolment into units.

Application

This document applies to all vocational hospitality courses. Students must apply for resubmission or reassessment of assignments or reassessment of unit of competency outcomes in accordance with the contained procedures.

Procedures

1. Resubmission, Reassessment and Re-enrolment of Assignments

1.1 Theory assignments submitted by or on the due date:

- (1) Where an assignment is submitted by or on the due date and is assessed as Not Yet Competent, the student can resubmit the work within one week at no cost.
- (2) If the resubmitted assignment is again assessed as Not Yet Competent, the student may make a second resubmission by a deadline specified by the unit coordinator or trainer.
- (3) A fee of \$50.00 will be charged for this second resubmission. The second resubmission will not be assessed until proof of payment of the fee is presented.
- (4) If a second resubmission is not assessed or is assessed as Not Yet Competent the student will be deemed Not Yet Competent for the theory component of unit of competency.

1.2 Assignments submitted after the due date:

- (1) In the absence of an extension having been granted or the existence of compassionate or compelling circumstances, where an assignment is submitted after the due date the student may be granted a one-week extension for submission. Students will only be permitted to submit an assignment after the due date provided they have attended 50% or more of the scheduled theory classes.
- (2) If the student submits an assignment outside this period of extension, a charge of \$25.00 is incurred.
- (3) Where the trainer elects to assess the assignment and a grade of Not Yet Competent results, the trainer may, at their discretion, allow for resubmission.
- (4) A fee of \$50.00 will be charged for this first and only resubmission. The resubmission will not be assessed until proof of payment of the fee is presented.
- (5) If the resubmission is not assessed or is assessed as Not Yet Competent, the student will be deemed Not Yet Competent for the unit of competency.

1.3 Reassessment of assignments:

- (1) Where a student believes an assignment has been assessed inaccurately or unfairly the trainer and student should meet to go through the reasons for the assessment.
- (2) If the outcome of the meeting is not satisfactory to the student, a student may request reassessment of an assignment by the trainer. Reassessment may lead to marks being raised or lowered.



- (3) Any subsequent requests for reassessment will incur a fee of \$50.00.
- (4) Aggrieved students may raise an academic complaint at any time by following the Complaints and Appeals Policy and Procedures (Academic).

1.4 Fieldwork or work based training placements:

- (1) Where an additional fieldwork or work based training placement must be sourced for a student and the additional placement is required due to adverse action or omission on the part of the student, an administrative fee of \$300.00 will be charged to the student. Evidence of payment must be provided to the course coordinator prior to the additional placement being sourced.
- (2) Omissions on the part of the student include, but are not limited to:
 - a. poor attendance
 - b. failure to attend a placement or assessment without reasonable justification
 - c. misbehaviour
 - d. poor conduct or attitude
 - e. laziness or failing to work diligently
 - f. disobeying or ignoring instructions; and/or
 - g. failing to comply with school and placement policies and procedures

1.5 Resits and re-enrolments:

1.5.1 Theory

- (1) Students who have attended 50% or more of scheduled classes for the theory component of a unit, but are still deemed NYC, can attend resit classes at a cost of \$50.00.
- (2) Students who have attended less than 50% of scheduled classes for the theory component of a unit will be required to re-enrol in the theory component of the unit. The cost of the re-enrolment will be between \$100.00-\$350.00 depending on the unit.

1.5.2 Practical

- (1) Students who have attended 50% or more of scheduled classes for the practical component of a unit, but are still deemed NYC, can attend resit classes at a cost of \$100.00.
- (2) Students who have attended less than 50% of scheduled classes for the practical component of a unit will be required to re-enrol in the theory component of the unit. The cost of the re-enrolment will be between \$100.00-\$550.00 depending on the unit.

2. Reassessment of Unit of Competency Outcomes

2.1 Initial assessment:

- (1) Initial assessment will be conducted in accordance with the requirements of the relevant course and training package and in compliance with other Acknowledge Education policies and procedures.
- (2) Initial assessment will generally result in a student being deemed Competent (C) or Not Yet Competent (NYC) with regard to the relevant unit.
- (3) Unit trainers may elect to issue a grade otherwise in a manner which does not conflict with this or other Acknowledge Education policies and procedures, such as by awarding a grade in accordance with the Schedule of Grades in section 2.3 of this document.

2.2 Assessment and awarding of grades:

- (1) For courses assessed on a Competent/Not Yet Competent basis, students may request that their trainer reassess their unit of study outcomes to provide graded results.
- (2) The normal cost for reassessment of unit of competency outcomes to determine graded results is \$150.00.
- (3) Unit of study outcomes will not be reassessed until proof of payment of the administrative fee is presented to the assessor.



Grade Description	Grade	Mark
High Distinction	HD	80%–100%
Distinction	D	70%–79%
Credit	C	60%–69%
Pass	P	50%–59%
Fail	N	<50%

High Distinction (80%–100%)

The student has an excellent understanding of the subject matter. The student can discuss, criticise and exemplify the theory and apply it in practical examples. The student has correctly used and referenced a wide variety of sources and can build a correct and structured theoretical framework to support his or her arguments.

Distinction (70%–79%)

The student has a clear understanding of the subject matter. The student can discuss and exemplify the theory and apply it in practice. The student has correctly used and referenced sources outside the prescribed and recommended readings and has been able to identify a theoretical framework to support his or her arguments.

Credit (60%–69%)

The student demonstrates an understanding of the subject matter. The student has identified the theory and shows some understanding of how to apply it in practice. The student has used and referenced sources on the text list.

Pass (50%–59%)

The student takes a descriptive rather than analytical approach. The student can discuss the subject matter and has identified a theoretical framework that could be used for solving the matter. The student has only used and referenced some sources on the text list.

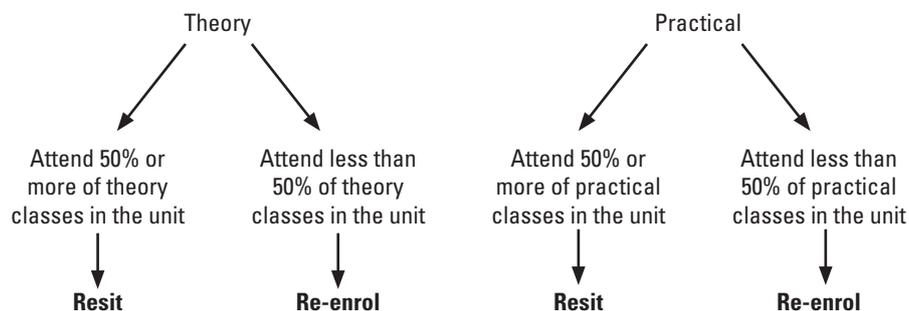
Fail (<50%)

The student fails to identify any theoretical framework related to issue. Referencing is inconsistent and not relevant to the subject matter. Alternatively, the student has failed to submit a required assessment component.

Certificate III in Commercial Cookery Resit and Re-enrolment Diagram

Resit or re-enrol?

Most units in the Certificate III of Commercial Cookery consist of a theory and practical component. In order to be competent in the unit, you must achieve satisfactory outcomes in all assessments in both theory and practical classes. This chart is designed to help you understand if you are required to re-enrol in a unit, or only required to resit the assessment in the unit.



Resit A resit requires you to attend a special class in the unit where you can resit the assessments that you have previously failed. The cost of all theory resits is \$50.00 and practical resits is \$100.00

Re-enrol A re-enrolment requires you to attend all the classes of the unit, theory and/or practical, depending on what you have failed and your attendance. The cost of the re-enrolment depends on the length of the unit. Please refer to the schedule.



Certificate III unit re-enrolment cost (current 7/09/16*)

*Please note, these fees are subject to change and are indicative only

Unit Name	Theory Fee	Practical Fee	Total Unit Cost
Work effectively with others	\$100	\$0	\$100
Participate in environmentally sustainable work practices	\$100	\$0	\$100
Coach others in job skills	\$100	\$0	\$100
Participate in safe work practices	\$100	\$0	\$100
Provide first aid	\$100	\$0	\$100
Receive and store stock	\$100	\$100	\$200
Prepare sandwiches	\$100	\$200	\$300
Maintain the quality of perishable supplies	\$100	\$150	\$250
Use food preparation equipment	\$100	\$150	\$250
Clean kitchen premises and equipment	\$100	\$150	\$250
Use hygienic practices for food safety	\$100	\$150	\$250
Participate in safe food handling practices	\$100	\$150	\$250
Plan and cost basic menus	\$250	\$0	\$250
Work effectively as a cook	\$200	\$300	\$500
Produce poultry dishes	\$200	\$300	\$500
Produce stocks, sauces and soups	\$250	\$350	\$600
Produce vegetables, fruit, eggs and farinaceous dishes	\$250	\$350	\$600
Produce seafood dishes	\$250	\$350	\$600
Produce meat dishes	\$250	\$350	\$600
Produce cakes, pastries and breads	\$250	\$350	\$600
Produce appetisers and salad	\$250	\$400	\$650
Produce and serve food for buffets	\$300	\$450	\$750
Produce dishes using basic methods of cookery	\$300	\$450	\$750
Prepare food to meet special dietary requirements	\$300	\$450	\$750
Produce desserts	\$350	\$550	\$900

Document approval

Endorsed by:	Compliance Manager
Date endorsed:	06 July 2012
Effective date:	06 July 2012
Version number:	4
Last amendment date/by:	7 September 2016, Compliance Manager
Review due date:	1 January 2018
Related documents:	Process for Receiving and Assessing Student Assignments
Responsibilities:	Vocational Course Coordinators, Trainers

Document change and review log

Date	Version	By	Notes
06/08/2012	2.0	RF	Incorporates old Resubmission Fees Information document dated 25/03/2010. Adds fee for reassessment of unit of competency outcomes.
14/09/2012	2.1	RF	Added fee for conducting additional practical assessment
03/07/2013	2.2	ML	Procedure (1) reviewed
15/12/2015	3	BS	Change to AE, change cost of practical redo, add re-enrolment cost and procedure
07/09/16	4	BS	Change to 14.1, specific to VET Hospitality. Change structure of resubmits and re-enrolments. Include diagram and fee structure