



# ONE COLLEGE

## Student Handbook

**One College** is an Australian owned online learning provider specialising in the development and provision of interactive online training and qualifications.

## Disclaimer

One College is a wholly owned subsidiary of the Australian Registered Training Organisation:

### **Tactical Training Group Pty Ltd**

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## Welcome

Welcome to your online qualification. This Student Handbook explains what you have to do to gain your qualification or complete your short course. It will provide you with general information about your online program and the assessment process plus a range of other information that is important for the way that One College (OC) and you, as a participant, will work together.

It is written in a question and answer format and is organised in 5 main sections:

1. **The Online Qualification Program:** This section gives you general information about the program.
2. **Assessment:** This section explains what assessment is, how OC conducts assessments and what you can do if you are not happy with an assessment result.
3. **One College:** In this section we give you information about OC and Tactical Training Group (TTG) as a registered training organisation (RTO) and who can enrol in its courses.
4. **Participant Services and Regulations:** Outlined here is a description of how OC supports participants and the rules that apply.
5. **Recognition of Prior Learning:** This section outlines the steps involved in applying for recognition of prior learning (RPL).

Enjoy your learning journey!



ONE COLLEGE

# Part 1 – Your Online Qualification Program

## Understanding your online program

### **Introduction**

Your online qualification program is based upon a set of competencies that form the requirements of the Qualification or the short course.

### **How is the Qualification organised?**

The Qualification you are completing consists of a number of competency units. These competency units will vary according to the qualification you are undertaking. You can access these units when you login to the Online Learning Portal.

### **What is required to qualify for the qualification?**

You need to demonstrate that you have the skills and knowledge required for the Qualification. In other words, demonstrate that you are competent.

These requirements are described in the units of competency. A Unit of Competency is a description of some part of the work you do. Each Unit lists what you need to know and what you need to be able to do.

### **Time Plan**

You will have a maximum period of time to complete the units of competency for your course. This time period varies according to qualification. You need to ensure you have allocated enough time to complete each module before the time period expires. At this time, you will be required to apply to OC to extend the period of your qualification.

### **What support materials are provided?**

Each online qualification is divided into specific modules. Each module provides you with fully interactive content and information that you will require to answer the questions throughout the content and complete the final assessments at the end of each module.

### **Are there other things which need to be learnt?**

You will also need to be aware of the legislation and rules that impact on your industry. This will be covered in the relevant online modules.

The following website will enable you to access the relevant legislation that affects your industry. Current legislation is available online at [www.austlii.edu.au](http://www.austlii.edu.au).

### **What are your obligations as a learner if you are completing online qualification?**

Our online courses offer you a fantastic opportunity for further development at a personal and professional level. However, you are solely responsible for your level of commitment to the qualification program.

Your online program covers a range of topics and to do it justice you will need to dedicate a certain amount of time each week to study. Setting aside a regular time each week to complete this qualification will enable you to stay on track with your due dates and also fit everything else into your busy world.

### **What is expected of participants completing an online qualification or a short course?**

Our approach to learning is that all parties involved have specific responsibilities in the learning process, and that includes you!

You are ultimately responsible for learning. We can't make you learn; only you can do that. We will make it as easy as possible for you to do so, but there are some things we would need from you.

We expect you to follow our guidelines for presenting your assessment tasks. We have developed guidelines to ensure assessments are marked quickly, efficiently and effectively, so we can get back to you with the results as soon as possible.

We also expect you to contact us if there is anything bothering you, or if you find it difficult to do the program. Remember: if we don't know, we can't fix it!

### **How long do participants have to complete their online qualification?**

All assessments need to be completed within the term of the qualification period. Should further time be required, we will assist with requesting an extension to the qualification period.

### **What kind of support does OC provide?**

We understand that undertaking an online qualification course is not easy for everyone. You may not have done any training or studying since you left school, or it may have been a long time ago, or you may even have had unpleasant experiences with learning. We think that by making the learning completely interactive and industry/workplace relevant, you will see the relevance immediately, which makes the learning easier.

We can also provide additional support including help with English and assistance with your assessments. You are enrolled in a OC program and we are very interested in your progress and success. Just speak to a trainer about your concerns.

### **What if there are problems with literacy, numeracy or other learning or special needs?**

It is OC policy that our programs should be equally available to everyone. If you have difficulty with basic literacy, numeracy, using the English language, or have any special needs, we would like you to contact us as soon as possible. We can then discuss with you some ways we can provide additional assistance.

You can contact a trainer for help or advice if you need any assistance in terms of your access to the training or assessment. All OC staff supports its EEO and anti-discrimination policy and practice.

### **What about privacy rights?**

OC is subject to the provisions of the Commonwealth Privacy Act 1988 which incorporates the amendments made to it by the Privacy Amendment (Private Sector) Act 2000. The information OC collects is required for its training database and/or legislative requirements and will not be used for any other purpose.

For more information about OC's Privacy Policy, please refer to the **Privacy Policy** document on the OC website.

### **Who is my main contact and where can I find out more?**

An online trainer is your main contact. You can contact a trainer at the OC Office, contact details are listed on the last page of this document.

## **Part 2 – Assessment**

### **Understanding What's Involved in Assessment**

#### **Introduction**

Assessment is an important part of the learning process. It gives you feedback on your progress – it tells you whether you have achieved the required level of competency. It lets you know your areas of accomplishment and points out if there are any parts of the learning process where you need to do some more work.

The assessment activities are designed to be very practical and relate to the activities you would undertake in a role within the qualification industry. In this way the assessment tasks also become part of the learning process, as it is when we are trying to solve a real problem that we learn.

#### **What does it mean to be competent?**

Your learning journey consists of a number of activities to be completed; these are described as 'competencies'. A Unit of Competency is a description of some part of the work you do. Each Unit lists what you need to know and what you need to be able to do, to be competent in that Unit.

If you are competent at a task, it means:

- You can carry out the task correctly
- You understand what the task is about and why you do it that way
- You know what to do if something goes wrong while you're doing it
- You know how to apply what you've learned in one situation to another situation

## How is competency proven?

In the assessment tasks we may ask you to answer set questions and complete a range of tasks and activities, which we assess.

Each qualification uses a variety of different assessments to assess competencies. These include automatically graded assessments such as multiple choice, multiple response, true or false, drag and drop matching, as well as more comprehensive assessments such as short answer responses, essays, case studies and scenario based questions. Some units will also require you to upload examples of your own work.

Let's look at an example: getting a driver's licence. Let us say that I want to get my driver's licence. I have been taught by my Dad and have had lots of practice. I walk into the RTA and when my number is called I say that I want my driver's licence, because I know I can drive. Do you think the RTA would, at this point, simply give me a licence? I should hope not! They use a number of methods that give me the opportunity to **prove** to them that I am indeed capable of driving:

- They make me take a knowledge test, to make sure I know all the rules, signs etc.
- They test my eyesight, to make sure I can see well enough to be safe on the roads.
- I then have to do an actual driving test, where an accredited assessor tells me what to do (reverse park, get onto the motorway, etc) and observes my driving performance.

What else could they do to determine if it is safe to give me my driver's licence?

- They could ask one of my parents to sign an official statement to say that they *observed* me drive in different driving conditions, such as different times of the day, sunny weather, in the rain, in peak hour traffic and during quiet times on the road, in city traffic and out in the country.
- They could ask me to *assess myself* on a list of skills first, before getting me to do the formal driving test with the assessor and have one of my parents sign each skill as well, to say they agree that I can do it.
- They could ask me to go out and take photos of road signs, for example all the road signs I can find that say something about Parking, and present these to the RTA during *an interview*, where they ask me questions about the signs I photographed.

When assessing your competency for the Qualification or the short course we use a number of these methods at different times. Just as with getting your driver's licence, you need to **prove** to us that you have the competency required; it is not enough for you to **just say** that you do (not that we don't believe you; we just need to make sure before we can give you your Qualification).

The outcome of the assessment of a unit of competency is either Competent or Not Yet Competent. If the assessor decides that you are Not Yet Competent, you will be provided with detailed feedback on what you need to do to be assessed as Competent. You will then have an opportunity to resubmit your assessment.



### **How will assessments work for this program?**

The formal competency assessments are usually written activities. There will be no surprises for you because we will give you the list of questions you need to answer and careful detailed instructions for all the tasks you need to complete.

### **How will you submit your assessments?**

You will be required to enter your assessment answers into the interactive assessment answer boxes at the end of each online module. In some cases, you may be required to upload examples of your own work or print out your assessments and mail them into the OC faculty office. If this is the case, you will need to use the **Assessment Cover Sheet** which you can find at the end of this Student Handbook or on the *Information for Students* page on our website.

### **How are assignments assessed properly and fairly?**

All our assessors have the required qualifications and experience to do your assessment justice. When our assessors conduct an assessment, they make sure that the evidence you provide is valid, reliable, authentic, sufficient and current.

We need to keep your assessments so that Australian Quality Skills Authority – (ASQA), the regulatory body, can audit us on the quality of our assessing.

You will need to make sure that you always make a copy of all your assessment materials.

### **What if there is a disagreement about some aspect of assessment?**

You can appeal against the type of assessment given, the way the assessment was conducted or the decision made by the assessor.

### **How do I lodge an assessment appeal?**

In order to lodge an assessment appeal you will need to ensure that written advice of appeal is received by OC no later than 14 days after a formal assessment has been made. You will need to use the **Assessment Appeal Form** which is attached to the end of this Student Handbook. This form can also be accessed on the *Information for Students* page on our website.

Make sure you complete this form thoroughly and include all information you think is relevant to the appeal. If there is not enough space on the Assessment Appeal Form, you can attach another page.

This appeal will need to include:

- Your name
- Qualification you are undertaking
- Module and assessment against which the appeal is being lodged
- Specific reasons why the original review should be changed
- Evidence to support the reason for the appeal

Each appeal will be reviewed and a decision reached. You will be notified in writing within 7 days of the appeal lodgement of the decision and the reasons for the decision. All details will be kept confidential.

Appeals should be sent to:

Tactical Training Group Pty Ltd, Head Office (Address listing is on the last page)

### **What if I have completed other relevant courses before: what needs to be done?**

If you have recently completed studies at University, TAFE, school or with a Registered Training Organisation (RTO), you may be eligible for Recognition of Prior Learning (RPL) or Credit Transfer.

**Credit transfer** recognises previous learning undertaken at one institution or provider as being equivalent to the learning undertaken at another institution or provider. Credit transfer may be granted for individual modules, subjects and/or units of competency, or in some cases for whole courses or qualifications which are deemed to be equivalent.

In general, the outcome of a successful application for credit transfer is advanced standing into your desired course. This means that you will be granted an exemption for a particular module, subject, and/or unit of competency for the course in which you are enrolled. In this way, you will not be required to repeat your previous learning.

Credit transfer reduces unnecessary duplication and increases your capacity to maximise your career and employment opportunities. If you think you are eligible for credit transfer please contact OC who will arrange for you to be issued with an application form.

If you have worked in a relevant role for a long time you may be eligible for **Recognition of Prior Learning**. If you are eligible for RPL you may be able to complete your program faster or in a way that is more efficient.

If you think you are eligible for RPL, please refer to Part 5 of this booklet for further information. You can also access more information in our **Recognition of Prior Learning and Credit Transfers Information Sheet** on the *Information for Students* page on our website.

OC accepts and recognises Australian Qualification Framework (AQF) qualifications and statements of attainment issued by any RTO.

## Part 3 – One College and Tactical Training Group

### Understanding Your Training Organisation

#### **What type of organisation is TTG and OC?**

TTG is an Australian owned Registered Training Organisation (RTO) and it operates under the National Vocational Education and Training Regulator Act 2011. This legislation governs TTG's obligations as a Registered Training Organisation. OC is a wholly owned subsidiary of TTG, operating under the same RTO license.

As a RTO TTG is authorised by the Australian Quality Skills Authority to conduct training, carry out assessments, and award certain nationally recognised qualifications that are on its scope of registration.

TTG/OC staff includes a team of trainers and assessors who can help you learn what you need to know, and determine when you have met the requirements of the Qualification or short course. These trainers and assessors will be the ones conducting your training and marking your assessments.

#### **What legislation do TTG and OC operate within?**

##### ▪ **Working with Children**

TTG and OC accept people under the age of 18 into its training programs. As such, we will comply with all Federal and State working with children legislation.

A list of all relevant State based legislation is available from the Federal Police Website: <http://www.aifs.gov.au/nch/pubs/sheets/rs13/rs13.html>

##### ▪ **Work Health and Safety Policy**

The Work Health and Safety Act 2011 describes TTG's and OC's duty of care to provide a safe and healthy working environment for all employees, and the employee's duty of care to take reasonable care for the health and safety of others within the work place.

##### ▪ **Harassment and Discrimination Policy**

TTG and OC are required under Australian law to ensure that it provides a workplace that is free from all forms of harassment and discrimination (including victimisation and bullying) so that staff and participants feel valued, respected and are treated fairly.

TTG and OC will ensure that all staff and contractors understand their roles and responsibilities in creating such a workplace, by a process of training, communication, mentoring and by example, and it will ensure all staff are aware of the processes and procedures for addressing any form of harassment or discrimination.

### **Who can enrol in OC courses?**

OC provides fully interactive online qualifications. If you are over the age of 16, you will be able to enrol in OC courses, provided you meet the enrolment criteria that are specific to each qualification.

We have an Access and Equity policy, which means our programs are designed to be as flexible as possible in their delivery so we can maximise access and participation by disadvantaged people.

Our trainers and assessors can provide additional support where necessary. This additional support may come in the form of:

- Additional assistance
- Modification of the assessment strategy to meet the needs of individual participants
- Support where literacy or numeracy issues exist.

If you have any concerns during the program please contact one of our trainers and discuss your issues. OC staff will endeavour to address your issues to enable you to participate and be successful in your online program, if we are unable to assist you we will refer you to a person or organisation who can.

## **Part 4 - Participant Services & Regulations**

### **Participant Support and Assistance**

The Training Manager of TTG and OC, as part of their role, has the specific responsibility to meet the needs of participants. This role is to provide the following services:

- Assisting in the resolution of any problems which could hinder participant's successful completion of the program;
- Arranging assistance with language, literacy and numeracy problems

The Training Manager will ensure that the resources of OC are made available to ensure that the participant achieves the required level of competency.

OC advises students of any changes to the qualification in which they are enrolled and no new student can be enrolled in a Training Package qualification from 12 months after the Training Package superseded date has passed.

OC recognises that not all participants learn in the same manner, and that with an amount of reasonable adjustment, participants who may not learn well with traditional learning and assessment methods can still achieve good results.

OC will make any necessary adjustment to meet the needs of a variety of participants. The ability to complete a written assessment is not to be interpreted as a barrier to competency, provided that the participant can verbally demonstrate competency and the unit of competency does not require specific literacy skills.

These adjustments may include having someone read assessment materials to participants or they may include having someone record the participant's spoken responses to assessment questions.

OC undertakes to assist participants achieve the required competency standards where it is within its ability. Where OC cannot assist a participant, a referral will be provided to an external agency that can assist.

Any further questions can be referred to one of our trainers/assessors.

Should the participant be experiencing a personal difficulty, OC will make every attempt to accommodate their needs within its limited capacity. We have a compassionate and understanding approach to the difficulties of our participants.

If the participant's needs exceed OC's capacity, we will refer them onto an appropriate external agency.

You can seek immediate support by contacting:

- **Telephone Interpreting Services** 13 14 50
- **Alcohol and Drug Information Service** 1800 177 833 (24 hour counselling and information)
- **Lifeline:** 131 114
- **Literacy and Numeracy Support National:** Australian Council of Adult Literacy phone 03 9469 2950 email [acal@pacific.net.au](mailto:acal@pacific.net.au)
- **Quitline** 24 hour smoking cessation information and counselling 13 18 48

## Plagiarism

Plagiarism is the practice of using someone else's thoughts, ideas, work or opinions and passing them off as being your own, without properly referencing the material and indicating the source of the original intellectual property. Plagiarism is a form of cheating and cheating is an action which benefits no-one. It may result in either failure of the assessment/subject, or if it is a repeated offence, exclusion from the training program.

Plagiarism can include:

- Copying someone else's assignment
- Using information which another participant has collected without acknowledging it
- Copying from a textbook without using an appropriate form of referencing
- Using the ideas or research which you have found in a textbook without referencing, even if you have written those ideas or research findings into your own words

Whenever you use the thoughts, ideas, research finding or words of someone else, you must show where those thoughts, ideas, research finding or words come from including from the internet.

You can access further information about OC's policies on Plagiarism and Cheating, as well as expected levels of academic conduct in the **Academic Conduct Policy** on the on the *Information for Students* page on our website

## Privacy Policy

OC is subject to the provisions of the Commonwealth Privacy Act 1988 which incorporates the amendments made to it by the Privacy Amendment (Private Sector) Act 2000. The information OC collects is required for its training database and/or legislative requirements and will not be used for any other purpose.

For more information about OC's Privacy Policy, please refer to the **Privacy Policy** document on the OC website.

OC is firmly committed to honouring your privacy. We use participant's information to create our database. Our enrolment process requires participants' to give us contact information (e.g. name, address, e-mail etc).

This database is private and confidential. The database (including personal details) is for our sole use. Personal data and information gathered for the creation of the database will not be passed to a third party unless it is to enable us to provide a service that you have requested or it is a legislative requirement.

### Personal Information

OC takes all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. However the accuracy of that information depends to a large extent on the information you provide. That's why we ask that you let us know if you notice any errors in your personal information.

### Access to Own Records

Participants can request access to view their own records, including a print out of computerised records held on our database. If participants would like to do so, they should contact the

Administration Manager. Participants will be required to provide Proof of Identity and may be required to put such requests in writing for security reasons. OC reserves the right to charge an administration fee of \$50 for searching and providing access to the information.

## Refund Policy

### Refunds for Online Qualifications

Please refer to the full terms and conditions of refunds and course cancellations provided in the Student Agreement and Terms and Conditions of Enrolment Document on the One College website.

If a student wishes to terminate their course before completion they must do this in writing to One College.

If the student has paid the full course fee upfront, they will be entitled to a refund of the course fee less an administration fee of \$300, provided One College receives this cancellation request within the Refund Period.

If the student has elected to pay the course by direct debit/recurring payments, One College will cancel their direct debit, not refunding any monies paid by direct debit before the course cancellation, including the course deposit, provided One College receives this cancellation request within the Refund Period.

The Refund Period is defined to be five (5) calendar days from the Agreement Date. The first date of the Refund Period commences the calendar day after the Agreement Date. The Agreement Date is the date the student accepts the Terms and Conditions of the above mentioned document during their enrolment online.

## Discipline and Termination of Studies Policy

A participant may be removed from the online program in the following circumstances:

- Breach of the Drug and Alcohol Policy
- Sexual harassment of another participant or staff member
- Plagiarism
- Misconduct that may place another participant or staff member in fear of his/her safety, e.g. violence and/or abuse, or through continued disruptive behaviour restricting a trainer or class of participants from maintaining a learning environment

A participant shall have the right of appeal against a determination for removal from the online program. Such notice must be received in writing within seven days of the determination

## Access and Equity Issues

OC does not discriminate against participants on the basis of gender, political affiliation, race, ethnic background, age, social class, sexual preference, marital status, religion, disability or mental ability. All participants are entitled to equal consideration and respect.

OC adopts at all times policies and management practices, which maintain high professional standards in the delivery of education and training services, which safeguard the educational interest and welfare of its participants.

## Complaints and Appeals

If you are not satisfied with the quality of service or training being provided by a registered training organisation (RTO), there are ways for you to make a complaint. Anyone can lodge a complaint: students, training organisation personnel, employers, parents, industry personnel, or any other member of the community to ASQA.

You can download the ASQA complaint form from their website <http://www.asqa.gov.au/complaints/making-a-complaint.html>.

## Sexual Harassment

OC is committed to ensuring that its work, teaching, learning and assessment environments are free from sexual harassment. Sexual harassment will not be tolerated under any circumstances, and disciplinary action will be taken against any participant who breaches this policy. Sexual harassment in education is illegal under the Anti-Discrimination Act NSW 1977 and the Sex Discrimination Act 1984. Some forms may constitute a criminal offence (e.g. indecent exposure, sexual assault, stalking).

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature, which makes a person feel humiliated, intimidated or offended. Sexual harassment can occur between men and women; women and other women; men and other men.

### **Behaviour Which Does Not Constitute Sexual Harassment:**

Behaviour based on mutual attraction, friendship or respect and that which is consensual, welcome and reciprocated, does not constitute sexual harassment. Behaviour may become sexual harassment if these circumstances change.

### **Complaints of Sexual Harassment:**

All complaints are to be directed immediately to the Trainer conducting the program or the Training Manager. All complaints of sexual harassment will be treated seriously, investigated promptly, impartially, confidentially and in accordance with the principles of natural justice. If



sexual harassment is found to have occurred, action will be taken to stop the behaviour immediately. Counselling may be offered to the complainant and/or the offender and, depending on the seriousness of the case, appropriate disciplinary action (which may include suspension and/or expulsion from OC) will be taken. Sexual harassment involving a crime will be reported to the police.

## Health & Safety

Your health and safety while studying is our highest priority. We aim to provide a safe and healthy environment that minimises the risk of accident. While we take every care with the safety of our venues, you also have a role to play.

### **Responsibility of participants/trainees:**

- Follow all safety rules;
- Report unsafe conditions and practices to your trainer; and
- Learn and study in a way that maintains your safety and that of fellow participants.

### **Drugs and Alcohol**

OC provides a learning/training environment which aims to ensure the health, safety, respect and productivity of all participants/trainees. The use of drugs and alcohol may impair an individual's capacity to learn safely, efficiently and with respect for other participants. The use of such substances may result in the risk of injury or a threat to your wellbeing or that of other parties. Our policy is that no participant/trainee is to attend training programs or engage in online OC forums while under the influence of alcohol or drugs. Breaching this policy can result in removal from the program.

### **Prescription Drugs and Medication**

Nothing within our Drugs and Alcohol policy prohibits the use of prescription pharmaceuticals. You should check with your Doctor that your prescription does not impair your study performance or put you or others at risk.

## Part 5: Recognition of Prior Learning

### Understanding the RPL Process

Individuals who are undertaking an online qualification program are able to apply for recognition of their prior learning (RPL). RPL can be an excellent way to achieve recognition of learning from prior experience or study.

Recognition of previous learning is also sometimes called Credit Transfer. Credit Transfer recognises previous learning undertaken at one institution or provider as being equivalent to the learning undertaken at another institution or provider. Credit transfer may be granted for individual modules, subjects and/or units of competency, or in some cases for whole courses or qualifications which are deemed to be equivalent.

This section provides information on the various steps involved in the RPL process.

RPL assessment relies on the gathering and judging of verbal and written evidence about the performance of an individual in the workplace and the level of his or her knowledge.

The RPL process is the means by which you can put forward evidence of competency for assessment and recognition. The evidence must be marked by an assessor who is qualified to make judgements about workplace competency.

### **What is RPL?**

Recognition of Prior Learning is just what it says. It is based on the awareness that people learn in many different ways throughout their lifetime – through work experience and life experiences as well as through education and training. RPL takes into account a person's skills and experiences, no matter where these were learnt, to enable people to get credit in a course of study. If successful, the individual will be provided with a RPL credit for particular Units and receive an appropriate statement of attainment or a complete qualification.

### **How Does This Work?**

A vocational qualification is made up of a set number of Units of Competency. A Unit of Competency is a description of some part of the work you do. Each Unit lists what you need to know, and what you need to be able to do, to be competent in that Unit.

If you are competent at a task, it means:

- You can carry out the task correctly
- You understand what the task is about and why you do it that way
- You know what to do if something goes wrong while you're doing it
- You know how to apply what you've learned in one situation to another situation

Every Unit of Competency in a qualification has a set of Elements and Performance Criteria that must be achieved before an individual will be deemed competent in that Unit. In broad terms the process of RPL involves matching what you already know and can do, with the Elements of the qualification. If you can show that you have already attained one or more Units you will gain an exemption from doing the Unit and obtain recognition for the skills and knowledge that you already have.

In this way, RPL enables an individual to focus on developing skills and knowledge in new areas, rather than re-learning what he or she already knows and can do.

### **Possible Benefits of RPL**

If you can show you have attained for a Unit of Competency you will gain a credit for that unit. However, if you cannot claim you know or can do everything described in the Elements and Performance Criteria the RPL process can still help by clarifying what relevant skills you do and do not possess – so that a learning program for you could be tailored accordingly.

An added benefit of completing the RPL process is that you will assemble evidence of your achievements in the form of a permanent and portable record of your professional development.

### **Need to know more?**

You can also access more information in our **Recognition of Prior Learning and Credit Transfers Information Sheet** on the *Information for Students* page on our website.

If you think this process might be for you please discuss with your trainer who will issue you with an RPL kit.

### **Sydney (Head) Office:**

Level 2, 8-10 Loftus Street  
Sydney NSW 2000

Phone: 1800 RSA RCG

Phone: 02 9460 2511

Fax: 02 8920 1033

Email: [info@onecollege.edu.au](mailto:info@onecollege.edu.au)

Website: [www.onecollege.edu.au](http://www.onecollege.edu.au)

## **Part 6: Student Forms**

The One College Assessment Cover Sheet and Assessment Appeal Form follow on the next 2 pages.



## Assessment Cover Sheet

# ONE COLLEGE

**STUDENT NUMBER** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**SURNAME** \_\_\_\_\_ **GIVEN NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE/POSTCODE** \_\_\_\_\_

**TICK this box if this address is new**

### Trainer/Assessor Comments

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### Student Declaration

I acknowledge that this assessment is all my own work.  
I acknowledge that I have referenced all materials and sources I used to complete this work.  
I acknowledge that I have kept an exact copy of this document in case it becomes lost or damaged.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Once you have completed this form, attach your assessment to the back of this Assessment Cover Sheet and mail to **Tactical Training Group Pty Ltd Level 2, 8-10 Loftus Street, NSW 2000.**

Please ensure you have kept a copy of your assessment as One College takes no responsibility for lost or damaged assessments during transit and processing times.

#### OFFICE USE ONLY

TRAINER/ASSESSOR ID #

INITIALS

GRADE

DATE



## Assessment Appeal Form

ONE COLLEGE

STUDENT NUMBER \_\_\_\_\_

TITLE \_\_\_\_\_

SURNAME \_\_\_\_\_ GIVEN NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/POSTCODE \_\_\_\_\_

TICK this box if this address is new

This assessment appeal must be lodged in writing within 10 days of the date of assessment being released. You will receive the outcome of this appeal within 21 days of the receipt of the appeal form.

### Information Relating to Unit of Competency/Assessment Being Appealed

Qualification Name	Module Name	Assessment Question #	Date Assessed

**Details of Appeal:** (please attach another sheet if required)

### Student Declaration

I declare that the information I have provided on this form and the attachments is true and complete to the best of my knowledge.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Once you have completed this form mail to **Tactical Training Group Pty Ltd Level 2, 8-10 Loftus Street, NSW 2000** or email to [appeals@onecollege.edu.au](mailto:appeals@onecollege.edu.au)

#### OFFICE USE ONLY

DATE/METHOD RECEIVED

TRAINER/ASSESSOR ID #

DECISION:

REVIEW DATE

EXPLANATION: