SAI GLOBAL

Post Course Assessment Guide

About your Assessment Tasks

About Assessment	Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that you can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry/enterprise competency standards of a Training Package.
Before your start	i. If you are unclear about any aspect of the assessment contact your facilitator or SAI Global customer service via training@saiglobal.com or 1300 727 444
	ii. Completing a whole assessment at once can be overwhelming. Break the task into steps to help you get going.
	iii. Make a list of everything you need to DO and INCLUDE.
	iv. Organise your response to follow the questions and match them up with the relevant sections in the Participant Guide and Competency Unit(s) The competency units on their own can be a bit daunting so focus on the guidance information that usually tells you which section or activity in your participant manual to use to address the question.
	v. Gather the things you need to do and include from your list before you start.
	vi. Draft the structure of your response to follow the questions you need to answer. In some cases you will be provided with a template to use. If not make sure the template you prepare has the following things on it –
	vii. Your name
	viii. Your Student ID
	ix. Page numbering
	x. Set up headings for each part of each question. It will help you keep track of what you have completed, and what is left to do. It will help us match your answer to the questions, and will also help you to confirm you have completed all requirements against the expected word-limit (i.e. you can check if you are over or under if you do it this way).
	xi. Prepare a first draft, take a break and review your work.
	xii. Check, reflect and improve – spelling, grammar, punctuation, formatting, layout, page numbering
	xiii. Use plain English. Be concise, relevant and thorough.

Before you submit (and when you submit)	i.	Missing a question or not answering all parts to a question is a common error. Ensure you have answered all questions and completed all requirements.
	ii.	Provide sufficient evidence that the work is your own.
	iii.	Make sure any pieces of evidence relating to several assessment tasks (e.g. an audit plan, checklist and report), are fully referenced so it is clear to the assessor which question(s)/task(s) they apply to.
	iv.	Remember there is no perfect answer but the assessor will be looking for enough evidence that you have the skills and knowledge required to satisfy the requirements of the unit(s) of competency.
	v.	Don't rush - remember: incomplete assessments will not be assessed and will delay marking.
	vi.	Ensure you have used your student name and ID in the name of your e-file so the documents are clearly identified as yours when assessors download a bundle of assessments.
	vii.	Ensure you have used your student name, ID and course name in the header or footer within the document.
	viii.	Ensure you have gathered ALL documents ready for submission, together into one folder.
	ix.	Size matters – if you have gone over the required size limit it may not load and if you have gone over or under the limit you may be asked to resubmit.
	x.	Please submit PDF documents. However IF you would like the assessor to track changes, upload a word document.
	xi.	Ensure you save a version of your assessment task/ evidence in case something goes wrong.

After you submit	i.	You will be contacted if there are any gaps between your submission and the competencies, or the assessment task.
	ii.	Your assessor will provide you with an email and phone contact information so you can work as a team to complete the process. Remember to "reply all" so our system can capture the conversation automatically via TIS.Assessments@saiglobal.com
	iii.	Stay calm, if you are asked to resubmit, look at what is needed and think about how to address the gap. ASK for help if you need to clarify anything. Reflect on what you need to demonstrate. Your assessor is here to support you to achieve competency so work together. Ensure your resubmission clearly shows the new work you have done to fill the gap required. Make it obvious! This step usually goes wrong if you panic, take it personally, and/or rush to re-submit without thinking it through and asking if unsure.
	iv.	Each assessment task will be marked as "satisfactory" or "unsatisfactory". Once you have fulfilled all the requirements of the relevant unit(s) of competency you will be deemed competent and receive a Statement of Attainment or Qualification.
	v.	In most cases you will receive feedback about your assessment submission.
	vi.	If you are not deemed competent and are assessed as "Not Yet Competent" you will have the opportunity to resubmit your assessment based on the feedback from the assessor.
	vii.	Ask the assessor if you have any questions about the feedback.
About SAI Global Assessment Design	i.	All SAI Global assessments are based on the application of the skills and knowledge in the workplace and relate to your current role or work that you have previously done. Assessment tasks may include the submission of workplace projects, workplace documentation and planning documents and tools etc.
	ii.	All SAI Global assessments are designed based on the principles of evidence; i.e.: • Is the assessment a **valid** assessment of your competency? • Is the assessment a **reliable** assessment of your skills and knowledge? • Is the assessment **flexible**? • Does the assessment provide a **fair** assessment of your skills and knowledge?
	iii.	All SAI Global assessments are also designed to ensure that the rules of evidence are followed; i.e.: • Is there **sufficient** evidence in terms of the quality and quantity of evidence assessed? Most assessments require evidence of three forms of evidence as the assessor needs to see sufficient evidence that you have the skills and knowledge to apply what you have learnt in the course. • Is the assessment **authentic** and can it be confirmed as your work? • Is the assessment evidence a **current** representation of your competency?

About Units of Competency	i.	Before you start your assessment become familiar with the units of competency being assessed. This will show you what the assessor is looking for in your assessment submission. These are all summarised at the back of this assessment document.
	ii.	When reading the units of competency - focus on:
		• The "Unit Descriptor" which describes the overall statement of competence for the unit.
		• The "Elements" which break down the unit into smaller skills and knowledge.
		• The "Performance Criteria" - probably the most important part of the unit of competency, the Performance Criteria reflect the applied knowledge that enables competent performance.
		• The "Critical aspects for assessment and evidence requirements" which summarise additional requirements that must be met.
	iii.	Most SAIG assessments are based on clustered units of competency – you will see at the end of the guide the relevant unit or units of competence that each assessment task is assessing.
Complexity of assessments: the AQF	i.	Most SAI Global courses are at Diploma or Advanced Diploma level in the Australian Qualifications Framework (https://www.aqf.edu.au/).
	ii.	At **Diploma** level assessments will focus on evidence of:
		• Cognitive and communication skills to identify, analyse, synthesise and act on information from a range of sources
		• Cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements
		• Specialist technical and creative skills to express ideas and perspectives
		• Communication skills to transfer knowledge and specialised skills to others and demonstrate understanding of knowledge
	iii.	At **Advanced Diploma** level assessments will focus on the evidence of:
		• Cognitive and communication skills to identify, analyse, synthesise and act on information from a range of sources
		• Cognitive and communication skills to transfer knowledge and skills to others and to demonstrate understanding of specialised knowledge with depth in some areas
		• Cognitive and communication skills to formulate responses to complex problems
		• Wide-ranging specialised technical, creative or conceptual skills to express ideas and perspectives

Assessment Requirements

To be deemed competent in the units of competency you will need to complete the assessment task. You must complete the assignment within 6 months from the conclusion of your course. All questions must be answered to ensure successful completion.

Participants wishing to receive a Statement of Attainment for the nationally recognised units of competency are required to complete the required formal assessments associated with this course. Participants who do not want to attempt the assessment and would like a Statement of Attendance only should contact our customer service team.

N.B. This assessment has been designed to measure an individualʊ against the learning outcomes and assessment criteria. Therefore each person undertaking this assessment is required to develop and submit their own work.

Submission of Assessments

All submissions have to be uploaded online using the link below:

https://training.saiglobal.com/tis/submit-assessment.aspx

Requirements for Submission

- Only complete assessments are to be submitted. Partially completed assessments cannot be uploaded, once you have submitted a document online, the online portal will not allow you to upload any more documents. Make sure all tasks are completed before submission.

- You can submit only 3 documents of 10mb each. Check your document size before submission.

- Instructions to help you with your submission are available on the web site. Make sure you read the assessment submission rules and agree to the rules of submission.

- Documents should follow the guidelines of text requirements, which are font size 12 point, font type Arial with 1.5 line spacing.

Record of Submission

Please keep a copy of all work submitted to SAI Global. Your assessment will be kept for records management purposes and will not be returned. You will receive your result of the assessment via mail. Lost submissions are not the responsibility of SAI Global.

Extensions

Late submissions will not be accepted without prior arrangements. You must notify SAI Global as soon as possible to apply for an extension. Refer to our online policy and get an 'Application for Extension of Assessment' form from our website or contact our customer service team.

One further extension of 6 months is possible. After this time it will not be possible to submit your assessment. Further charges will apply.

Any Queries

If you have any questions regarding this assessment, please contact our customer service team on 1300 727 444 and they will put an assessor in touch with you as soon as possible.

Instructions for Submission

Follow the instructions below to help you with your submission.

Before you start the submission of your post course assessment, you will need the below information to upload the documents:

Registration number: This is the 8 digit number which was emailed to you at the time of registration

First name: As provided at the time of registration

Last name: As provided at the time of registration

Your email address: As provided at the time of registration

Assessment to be uploaded: Can be up to 3 attachments with a size limit of 10 mb each.

If you need to change any of the above information, please call the Service Team on 1300 727 444(Australia) before you start the online submission

To upload documents go to http://training.saiglobal.com/tis/submit-assessment.aspx

Since you are uploading the Post Course Assessment, tick the box – Post course assessment submission
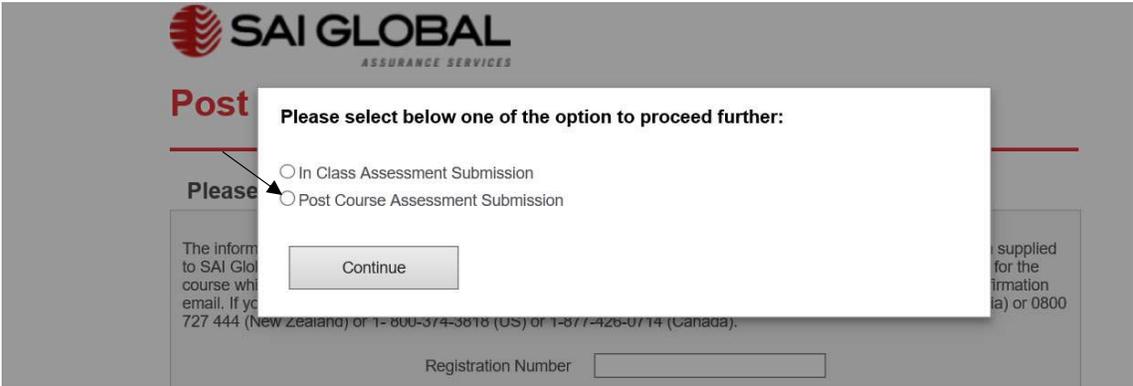
This link will take you to a web form which requests for your registration number, first name, last name and email address. Please enter details and click submit button.

The next page will validate the information you have provided against the information on our database.

Click on the confirm button if the information is correct.

The next screen will allow you to attach your documents. Please read the submission rules and tick on the box if you agree to the rules.

The final screen will acknowledge your submission and you should get an email immediately stating your assessment has been received. You can shut the window down at this stage.

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Post Course Assessment Submission

Thank you

Thank you for your Assessment Submission, you should be receiving an email shortly. If you have any questions please call the Service Team on 1300 727 444 (Australia) or 0800 727 444 (New Zealand).

You may now close this window, or submit another assessment

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