Training Protocol

Introduction

The following procedures take effect immediately from the date of release (8 March 2023). except the procedure related to "attempting assessments and re-enrolment fee", which takes effect on 17 April 2023.

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Attempting assessments and re-enrolment fee

1. Each student is eligible for three (3) free assessment attempts within 60 days since the last date of training delivery for that unit.
2. Domestic students who do not use three (3) free attempts within 60 days since the last date of training delivery for that unit, or did not achieve Competent outcome after three (3) attempts are required to re-enroll in the unit (unit re-enrolment form to be submitted to the training support officer) and pay the re-enrolment fee of $350 per unit.
3. International students who do not use three (3) free attempts within 60 days since the last date of training delivery for that unit, or did not achieve Competent outcome after three (3) attempts are required to re-enroll in the unit (unit re-enrolment form to be submitted to the training support officer) and pay the re-enrolment fee per acceptance agreement.

Assessment submission

- Students are required to provide their names and student IDs before answering all the questions in each assessment task. Answers must be written in "BLACK" font.
- When a question is marked as satisfactory, the trainer will place a tick mark next to it. If a question is marked as unsatisfactory, the trainer will leave a comment in RED next to the answer. At the end of the assessment task, the trainer will also provide a general comment and date in the comment box.
- Students must provide satisfactory answers to all questions in an assessment task to be considered "Satisfactory."
- If an assessment is marked as "Not Yet Satisfactory," students only need to work on the answers that were marked as unsatisfactory.
- To resubmit the assessment, open the file with the trainer's comments. DO NOT delete anything. Write new answers below the RED comments provided by the trainer. Do not delete the trainer's comments; instead, write the responses beneath them. Once the necessary changes are made, submit the assessment as a reattempt.
- By following this process, the trainer will be able to compare the original answers with the new ones for the questions that require improvement.
- If the reattempt is satisfactory, the trainer will add new comments below the original ones from the previous attempt.

Remember, if these steps are not followed correctly, the re-submission will not be marked, and it will be returned to the student. This will also count as one of three free re-attempts.

Tutorial and assessment support

GBCA provides tutorial and assessment support during **scheduled hours:**

1. During scheduled class hours: students are encouraged to raise questions about learning and assessments during scheduled class hours.
2. During scheduled support sessions: for certain courses, extra sessions will be provided both on-site and via Zoom to provide additional tutorial and assessment support.
3. Students who have less than 50% attendance rate or do not achieve competency outcome after the 1st attempt are strongly encouraged to attend face-to-face schedules classes and on-site support sessions.

Outside of scheduled class and support sessions, all questions related to learning and assessment can be raised any time and must be in the class forum section in Moodle. E-mai and WeChat or any other social media platforms will not be used as the means of communication about issues related to learning and assessment.

Class forum
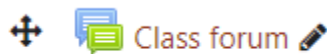
Placement procedures

All students who wish to undertake vocational placement are required to complete the Work Placement Registration For, you can find this online form on Moodle. It may take up to 4 weeks for the request to be processed.

Course fast-tracking procedures

Students who wish to complete a course much earlier than if you complete a regular study load in a standard academic year are required to complete the Course Fast-tracking Registration Form.

- Fast-track application form must be completed at the admission stage.
- Evidence of current or prior knowledge and/or experience must be attached with the registration form in order for the request to be processed.
- Approved fast-track students will be enrolled in a separate course in the Learning Management System.
- Approved fast-track students must book an appointment to meet the trainer at least once before submitting assessment for each unit.