

This Regulation is made pursuant to Statute 5.3 – *Assessment and Academic Progress*.

In this Regulation:

“**DeakinPrime**” is an organisational unit within Deakin University and is registered with the National VET Regulator as a Registered Training Organisation (RTO);

“**Participant**” means a person enrolled with DeakinPrime in a VET Course or a VET Unit of Competency;

“**Result**” means the final outcome in a VET Unit of Competency awarded to a Participant based on the summation of assessment for that Unit of Competency;

“**VET**” means Vocational Education and Training;

“**VET Unit of Competency**” means the VET Unit in which participants enrol, usually as part of a VET Course or program;

“**VET Award**” means a University Award granted to Participants who complete all the requirements of a VET Course;

“**VET Course**” means a set of Vocational Education and Training Units of Competency, compiled and delivered by or on behalf of DeakinPrime;

“**VET Qualification Framework**” means all of the standards and conditions imposed by the National VET Regulator for RTO registration under the National Vocational Education and Training Regulator Act 2011(Cth).

1. This Regulation applies to Participants enrolled with DeakinPrime in VET Courses leading to VET Awards of the University.
2. Assessment and evaluation of performance in VET Courses shall be conducted in accordance with the VET Qualification Framework and applicable standards, and the University’s statutes, regulations, policies and procedures.
3. Subject to this Regulation and in accordance with the VET Qualification Framework, DeakinPrime:
  - (a) will determine the assessment tasks in each VET Unit of Competency;
  - (b) is responsible for the assessment of all Participants enrolled in VET Units of Competency and associated VET Courses; and
  - (c) will appoint an assessor for each VET Unit of Competency.
4. The assessor will:
  - (a) be responsible for the assessment in a VET Unit of Competency as prescribed by DeakinPrime;
  - (b) allocate each Participant a Result in accordance with the requirements of the VET Qualification Framework and the procedures of DeakinPrime.
5. Subject to compliance with the VET Qualification Framework, DeakinPrime may vary the means of study and assessment for any individual Participant in exceptional circumstances, and on the recommendation of the assessor.

- 5.1 DeakinPrime must:
- (a) provide the Participant with:
    - (i) written notice of the variation of the means of study and assessment within ten working days of receiving the recommendation of the assessor; and
    - (ii) the reasons for the variation of the means of study and assessment.
  - (b) record the variation of the means of study and assessment and the reasons for it on the Participant's file.
6. DeakinPrime will issue, record and report VET Certificates and statements of attainment that meet the VET Qualification Framework requirements.
7. A Participant may apply to DeakinPrime:
- (a) to have the administrative accuracy of a Result in a VET Unit of Competency checked, including the assessment in any part of a VET Unit of Competency;
  - (b) for a review of a Result in a VET Unit of Competency, indicating the grounds for such a review, in accordance with the VET Qualification Framework.
8. In respect of an application received by DeakinPrime pursuant to section 7(b), DeakinPrime will:
- (a) arrange for the Result to be independently assessed;
  - (b) if appropriate in the circumstances, appoint an independent panel to make recommendations to the assessor;
  - (c) advise the applicant in writing of the action taken by it within ten (10) days of receiving the application;
  - (d) afford the applicant the opportunity to meet with the assessor or panel; and
  - (e) provide the applicant with a statement of outcome, including reasons for decision.

Approved by Council on 8 August 2013 and came into effect on 12 September 2013.