

Submission of Assessments

Presentation of any written assessments is important. Remember, you are trying to convince your assessor of your competency.

All assessments should:

- Be typed or hand written (legibly!)
- Have a completed Submission Form (provided in unit)
- Have a contents list (if appropriate)
- Have headings (if appropriate)
- Give clear references (if external information sources are used)
- On separate sheets of paper as there is no allocated space available in the Learning Guide workbook.

If using a computer to complete assessments you will be able to save a copy for own files and this will also allow you to email assessments.

Assessments should be provided stapled or clipped – not in a presentation folder unless specifically directed.

Please keep a copy of your assessments as all assessments are retained for audit purposes as a part of our quality assurance commitment or in case they are lost in transit.

Appropriate feedback on your work will be provided back to you.

Forms of Assessment

The form of assessments will vary according to the critical aspects of each unit.

Examples include:.

- Written assessments
- Projects
- Scenario's
- Role Plays
- Demonstration
- Observation

Written Assessments

A written assessment should:

- Have your name on each part of the project
- Use a numbering system for referencing to attachments (and clearly label attachments)
- Focus on the set tasks
- Show that you have researched the topic thoroughly
- Cover the topic in a logical, structured manner

- Be written in simple, clear language
- Be well presented with correct grammar, punctuation and referencing (Harvard)

Delivery of lesson plans, sessions etc.

- When an assessment asks for Delivery of lesson plans, sessions etc. this must be recorded and sent to your Trainer for assessment.
- All recordings should be submitted on DVD and saved in the following compatible file formats
- mov, mp4, mpg, wmv.
- Recording must be clear (visual and audio), and demonstrate Candidate's performance and Candidate's interactions with participant's.
Note: If this criteria is not met, you may be asked to resubmit your delivery.
- AATS will not accept recordings on USB devices. This is to protect the integrity of AATS electronic systems from viruses.
- For your information the Evaluation form used for assessment will be in the relevant units

Plagiarism

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own. Plagiarism is a serious act and may result in a participants' exclusion from a Unit or a course. When you have any doubts about including the work of other authors in your assessments, please consult with your Trainer. The following list outlines some of the activities for which a participant can be accused of plagiarism:

- Presenting any work by another individual as one's own unintentionally
- Handing in assessments markedly similar to or copied from another student.
- Presenting the work of another individual or group as their own work.
- Submitting assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet. (Refer to Harvard Referencing in the Resource Section page 88

Copyright

You must be careful when copying the work of others. The owner of the material may take legal action against you if the owner's copyright has been infringed. You are allowed to do a certain amount of copying for research or study purposes. Generally, 10% or one chapter of a book is acceptable, where the participant is studying with, or employed by, an educational institution.

For more information www.copyright.org.au