

Due Date Policy

Introduction

Adherence to due dates for submission of any assignment/assessment is an essential time management attribute for all trainers and students. All students have an obligation to submit assignments on the due date. It is a form of enforcing student discipline which will guide students to the path of success. Due dates are to be enforced for the following reasons:

- Fairness and equity to the student body - Late assignments delay feedback to the remainder of the student body
- One consistent uniform timeframe
- Determent of plagiarism and cheating
- Representation of workplace deadlines
- Providing a consistent approach for all training staff and students
- To embody AQF 'authentic & reliable' principles
- To avoid bottlenecks for assessments and marking
- To demonstrate to existing students that Hales is a legitimate and reputable training provider
- To demonstrate to VRQA that Hales conforms to an academic discipline which guides students to a path of success.

Submission of Assignments

All assignments must be handed to the Trainer or Assessor on the assigned due date. Hales does not encourage students to be absent from class on the hand-in due date. A completed Assignment Cover Sheet is to be attached to the front of all assignments. These can be downloaded from the website or accessed at the respective reception areas of Hales facilities.

Failure to submit on the due date will result in students receiving an NYC for the assignment. A re-submission of an alternative assignment will be accepted via the re-assessment policy.

Collection & return of assignments

1. Assignments must be personally received by trainers and assessors in practical or theoretical class;
2. Students are not permitted to take Question & Answer tests out of class.
3. Students are entitled to feedback on their work, and within a reasonable time after each assessment
4. Marking guides are used for VET assessments in determining competency
5. Trainers are required to assemble all assignments for submission to Admin staff
6. Late assignments are not accepted and students receive an NYC
7. Sign-off sheets are to be completed for all assignments