

## Instructions for Candidates

The key features of this program include:

### Materials and Resources

This unit is supported by learning provided in the Materials and Resources section. There will be a reasonable expectation that students also conduct (and reference) their own external research.

### Assessment Tasks

This section in your Learning and Assessment Tool lists the activities you are required to undertake to prove competence in the associated unit/s. It is important to note that if you are having any difficulties in meeting the requirements of the activities, please contact your assessor who may be able to make adjustments to the assessment tasks to suit your particular needs. Wherever possible, PLEASE PROVIDE CURRENT WORKPLACE EXAMPLES. You will be provided feedback on your assessment tasks and opportunities to re-submit your evidence throughout your enrolment term. Please also refer to the Appeals section of the Student Handbook.

### Third Party Reports

This section (where included) in your Learning and Assessment Tool requires someone in the workplace to verify that you meet the knowledge and performance requirements of the unit and that you apply these consistently in the workplace. It is also important to note that this section is to be completed honestly and that a CTS staff member may contact the third party to confirm their responses. It is strongly desired that detail about specific tasks are given to confirm competence.

### Timeframe

It is expected that a student would take approximately 4-6 weeks to complete and submit all work for an entire unit in this qualification.

It is up to the student to schedule each task completion within that period to allow for regular submissions. CTS acknowledge that all students have varying life and work commitments, however to improve the likelihood of successful completion within your enrolment term, it is strongly desired that your study and submission frequency is given as much dedication as other obligations. Extensions to enrolment terms are not automatically granted and costs may apply to re-enrol in unfinished units.

### Authenticity of Work

All work must be your own. CTS reserve the right to investigate students and others about the authenticity of the work and the origin of the evidence.

## Reasonable Adjustment

CTS may modify the assessment process so that individual participants are not disadvantaged. If you feel that our assessment tasks or processes prohibit you from participating effectively, please speak to your assessor immediately so they can work with you to adjust the process. Please note, that CTS are unable to make adjustments that affect the integrity of the unit outcomes, but can work with you to address context and accessibility to the assessment requirements.

## Student Handbook

For further information on student rights and responsibilities, please refer to the student handbook. This is available on our website, provided to you on enrolment, and available on request from our CTS offices. Information that may be of interest includes:

- Fees and Charges
- RPL (Recognition or Prior Learning)
- Language, Literacy and Numeracy Support
- Reassessment Procedure
- Issuance of Qualifications

[https://ctsconsult.com.au/images/PDFs/Student\\_Handbook.pdf](https://ctsconsult.com.au/images/PDFs/Student_Handbook.pdf)

## CTS Referencing Policy

CTS require all assessment tasks to use a standard referencing format. Intellectual integrity requires that the work of others is consistently attributed where it is quoted or used as a source of ideas and paraphrasing. Assuming another person's work as your own is plagiarism and will not be condoned by CTS assessors. Students must ensure that they do not use another's words or ideas in a way that suggests are their own.

Unintentional or deliberate plagiarism is unacceptable and will lead to rejection of your submission.

When you write an assessment, to ensure your work is assessed fairly, you are expected to acknowledge the source of all material which you take from other people's work.

Adopted from Lester (1987, p. 78) CTS require the following rules of conduct are used when using the work of others:

- Acknowledge borrowed material within the text by introducing the name of the source from whom you are paraphrasing or quoting. E.g. According to.....
- Use open and closed quotation marks for quoted material.
- Make sure the paraphrased material is rewritten in your own style and language. Simply rearranging sentence patterns is unacceptable.
- Provide specific in-text documentation for each borrowed item.
- Provide a list of books, articles and other sources (bibliography) used for every source cited in your submission. A bibliography has been provided with your assessment task.

A good example of referencing can be found at the [Monash University website](#).