

What is required of you in your assessments?

The assessment process can consist of the following tasks, dependant on the unit/chapter requirements:

- **Multiple choice and/or,**
- **Short answer questionnaires and/or,**
- **Portfolios**
- **Case Studies**
- **In some cases video and/or workplace based evidence may also be required.**

Most assessment tasks require a 100% pass mark; however you are provided three attempts on each task. We recommend you contact your trainer/assessor if you have any questions or need further explanation of any of the assessment tasks or requirements. Your assessment tasks are ready for assessing by your trainer once you press the "complete" button. After your task has been marked, you will receive an email from your assessor stipulating your result as well as a link to your assessment and feedback. We recommend that you open this link. Even if you have passed your assessment, feedback may suggest critical points that may assist you on completing further assessment tasks.

Please refer to Section 10 of the AOT Student Handbook for the appeal against assessment of competency policy.

All assessments are conducted online, and you will receive feedback from your assessor, generally within 48 hours (except when there is a Public Holiday). Holistic or major assessments may take up to seven days.

Practice and Fictional Workplace Environments

All our courses encourage you to apply new found skills and knowledge in a workplace environment that closely matches the learning outcomes of your course. It is an important component of learning when you can transfer these new skills into a normal or "practice" work environment.

We have designed this course around a fictional workplace environment, a Registered Training Organisation, Optimal Learning Solutions (OLS). This is to enable those students who are not currently working in the Training Industry to have a simulated workplace environment as a basis for their content and assessment. If you have worked previously or are currently working in the Training industry you can also use this experience as a basis for your assessments.



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You will find more detail about OLS under the side heading 'Simulated Workplace' on the Main menu and in each chapter.

If at any time you have questions relating to assessment requirements or your own or the fictional work environment, please contact a facilitator on our Student Support Centre on **1-300-726634**, Monday to Friday, 9am to 5pm (Queensland, Australian Eastern Standard Time A.E.S.T.) or email us at trainer@aot.edu.au.