

### Unit Result Report

<b>Trainee Name</b>		<b>Trainee ID No.</b>	
<b>Trainer/Assessor Name</b>			
<b>Unit Code</b>			
<b>Unit Name</b>			
<b>Course Name</b>			
<b>Submission Type</b>	<input type="checkbox"/> First Submission	<input type="checkbox"/> Re-Submission	

**Trainee Declaration: "I hereby certify that:**

- This assessment is my own work based on my personal study/research, in my own words.
- I have cited all sources and material used to assist my research for this assessment.
- I have not copied or plagiarized any part of this assessment from another student.
- I or any other student has not submitted this assessment previously.
- I have kept a copy for my own records.
- I am aware of the availability of reassessment consistent with the Institute's Reassessment Policy.
- I understand my right to appeal the assessment or reassessment outcome, as per the Institute's Complaints and Appeals Policy.

**Trainee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Summary of Evidence Gathering Techniques Used for this Unit**

Key: (A) Questions (B) Assignment (C) Project (D) Case Study (E) Activity

(F) Third Party Report/WBT Logbook (G) Portfolio (H) Observation (I) Test (J) Written Assessment

Evidence 1	Evidence 2	Evidence 3	Evidence 4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> S <input type="checkbox"/> NS			

**S = Satisfactory**

**NS = Not Satisfactory**

**Unit Result: Competent**

**Not Yet Competent**

I declare that I have conducted a fair, valid, reliable and flexible assessment with this trainee. The trainee has been given feedback and informed of the Assessment Outcome and the reason for the decision. I have also explained the reassessment options and appeals rights available to the trainee.

**Trainer/Assessor Report:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reassessment Required:**  No /  Yes – If Yes, has the student been notified?  Yes /  No

**Assessor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### Instructions to the assessor

1. Trainer must explain how the evidence is collected.
2. Advise your students of the project description and when it is due for submission.
3. The activities can be re- worded or re- phrased if the student does not understand what is being asked.
4. The blank space after each question can be used to record key information about the student's answers to the activities.
5. The feedback section should be completed to give the student meaningful and constructive feedback.
6. The activities & questions are designed to probe the underpinning knowledge of the student.
7. Advise the student the due date for the assessment.
8. When the reports are handed in - check the answers to ensure they are correct.
9. Where the students report does not meet competency, discuss the issue with the student.
10. In the event that a question is not answered correctly, discuss the response with the candidate to determine if the student did not know the answer, or did not understand the question.
11. If the student gives a correct oral explanation to the question, the trainer needs to include the answer in writing, and an explanation on the assessment that the answer has been determined orally. The trainer needs to sign the written oral explanation.
12. In order to achieve competency, all questions that are mapped in the associated mapping document **MUST** be answered correctly.
13. If any reassessment is required, refer to the Reassessment Policy.
14. If any Trainee is not happy with the assessment or reassessment outcome, explain to them their right to appeal the decision and refer them to the Institute's Complaints and Appeals Policy.

### Instructions to the student

1. Before you commence the assessment take time to read it through carefully.
2. If there is any part of the assessment that is unclear, or you are having difficulty understanding please inform your instructor.
3. All of the assessments need to be answered correctly to gain competency in this unit.
4. Do not hesitate to ask for help if you do not fully understand what is required of you.
5. All work needs to be typed in a computer. If any work needs to be handwritten, it must be with a pen and not with a pencil.
6. All work is to have an assessment cover sheet attached.
7. Note that you have a right to have this submission reassessed, consistent with the Institute's Reassessment Policy, including the right to appeal any reassessment consistent with the Institute's Complaints and Appeals Policy. These policies are available on the Notice Board or Rhodes College website [www.rhodescollege.vic.edu.au](http://www.rhodescollege.vic.edu.au) or alternatively send an email to [info@rhodescollege.vic.edu.au](mailto:info@rhodescollege.vic.edu.au) to request a copy.

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