



VET Student Handbook 2021

Contents

Purpose of the VET Student Handbook.....	2
Contact Procedures - Academic enquiries.....	2
Assessment Guidelines – Submission.....	2
Academic Integrity - Plagiarism	3
Late submission and Extensions.....	3
Resubmission.....	4
Appeals	4
Attendance	4

Purpose of the VET Student Handbook

The VET Student Handbook is intended to provide support to students of Eastern College Australia who are studying vocational education and training (VET) courses because the assessment regime and educational outcomes for these courses are different from those of higher education.

The contents of this handbook will be progressively developed, according to the needs of the College and the VET students. Questions and suggestions regarding this handbook can be referred to VETStudentHandbook@eastern.edu.au

Contact Procedures - Academic enquiries

Questions concerning the teaching and assessments of each unit should be directed to the trainer/teacher. The trainer/teacher is available for student consultation by email or phone. Appointments can be made for face-to-face consultations or for longer phone calls via Reception Ph: 97909200, (reception@eastern.edu.au).

Assessment Guidelines – Submission

1. All assessment submission requirements will be specified in the Unit Guide of each unit and explained by the trainer to the students.
2. Generally, written assessments are to be submitted by 11:59 pm on the due date, unless stated otherwise on the Unit Guide. They are to be submitted through the Moodle online webpage for the unit.
3. Always keep a copy of your work.
4. If an assessment cannot be submitted on time, refer to the Late submissions and Extensions section below.
5. Students agree that all work submitted is their own work unless acknowledged otherwise and has not been submitted elsewhere.

6. It is the student's responsibility to ensure that their work uploaded is the correct file and has been submitted against the correct assessment task.

Academic Integrity - Plagiarism

Please see the Study Techniques Unit in Moodle (Topic 10) for information and resources that *will* help you avoid plagiarism. Refer to <https://policy.eastern.edu.au/pid/119-academic-integrity> for consequences of academic integrity breaches.

Late submission and Extensions

1. Due dates for assessments are clearly specified on unit guides.
2. Unless students have been granted formal extensions, any submission over 5 days late will not be marked.
3. The Request for Assignment Extension form (<https://www.eastern.edu.au/students/forms/apply-for-extension>) must be properly completed.
4. An extension may be granted under the following circumstances:
5. Illness (of student or immediate family member for whom student provided care) of three or more days.
6. Death of close family member.
7. Unavoidable disruption that did not make its impact known until after commencement of the unit (see definition below)
8. The following requirements must be met:
9. Evidence **MUST** be provided, such as a medical certificate or copy of a death notice. The event must be less than six (6) weeks prior to the due date.
10. The request must be received at least 48 hours prior to the due date.
11. Extensions will normally be granted for the period of time that was directly lost through the incident, to the nearest week. Typically extensions will not be granted for more than two weeks but may be granted to a maximum of four weeks. Assessments submitted after the extended due date will not be marked.

12. If the student feels that their circumstances will impact their ability to study for a period longer than four weeks they should meet with their Course Advisor to discuss options for continuing in the unit.

Resubmission

1. VET students are permitted to resubmit assessment tasks during the course of a competency-based unit, under the guidance of their trainer/teacher.
2. If the student cannot achieve satisfactory performance in the assessment task after a reasonable number of resubmissions (to be determined by the trainer/teacher), the outcome of the assessment task would be deemed “not satisfactory” which will, in turn, affect the overall competency of the unit.

Appeals

Each student is entitled to appeal against the outcome of an assessment task or the assessment outcome of the unit of competency, using ECA’s Complaints and Grievance policy:
<https://policy.eastern.edu.au/pid/105-complaints-and-grievance-policy>.

Attendance

Students are expected to attend and engage in prescribed sessions in face to face, online and blended formats and to fulfil any practical and field education requirements of their courses. Each unit guide will describe its own specific attendance and engagement requirements and penalties that will apply for non compliance.

Any enquiries and comments, please direct to Esther Teo, Director of VET using email:
eteo@eastern.edu.au