



TRAINING &  
EDUCATION

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
CRICOS – Assessment and Re-sit Procedure	June 2020/V2	PEO and/or CEO and/or nominee	Ensure compliance with National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Education Services for Overseas Students Act 2000 (ESOS Act)

### Assessment and Re-sit Procedure

Practical and theory assessments are undertaken for each unit you are enrolled in. Failure to attend, participate and complete your assessments to the required standard will result in an **unsatisfactory** result.

You will be given two free attempts to complete each theory assessment. In the first instance where your assessment is resulted **unsatisfactory**, you will be invited to be re-assessed in accordance with AHTS policies and procedures. If following your second reassessment, you are still deemed by your assessor as **unsatisfactory**, a re-assessment fee may apply to any further re-assessment required, or you may be required to re-sit the unit at a later date if additional training is required. You may dispute the outcome and have a right of appeal by completing a Complaints and Appeals Form.

If you **fail to submit your assessments before due dates**, you may be charged a re-assessment fee as penalty to have your overdue assessments marked by the assessor.

If you **fail to achieve competency for a unit within 6 months from its assessment due date**, you may fail this unit and be required to re-sit this unit in the next scheduled class. You need to be fully responsible for any consequences resulting from late submission. Your CoE may need to be extended due to units not completed within original CoE timeframe.

If you choose to **re-sit**, you will be charged a **re-sit fee** in accordance to the price schedule on the re-sit application form.

To process your re-sit application, you will need to complete a re-sit application form attached in this letter which is also available at Reception desk, and pay the relevant **re-sit fee**.

**Note:**

A re-sit class is only scheduled once your application and payment has been processed by AHTS.

Kind regards

A handwritten signature in black ink, appearing to read 'Erika Posch', is written over a light blue horizontal line.

Erika Posch  
**Training Manager**

### **Student Agreement**

I, \_\_\_\_\_ have read and understood the conditions set out above.  
Print your name

Signed \_\_\_\_\_ Date: \_\_\_\_\_

### **Attachments**

Re-sit application forms for the below qualifications:

[SIT30816 Certificate III in Commercial Cookery](#)

[SIT40516 Certificate IV in Commercial Cookery](#)

[SIT30616 Certificate III in Hospitality](#)

[SIT40416 Certificate IV in Hospitality](#)

[SIT50416 Diploma of Hospitality Management](#)

[SIT60316 Advanced Diploma of Hospitality Management](#)

[BSB40215 Certificate IV in Business](#)

[BSB50215 Diploma of Business](#)

[BSB60215 Advanced Diploma of Business](#)