



HLT31120 – Certificate III in Non-Emergency Patient Transport



International Paramedic College Australia

"Student Assessment Guide"





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The Assessment Process – Introduction

Welcome to the assessment section of your course.

You will have been provided with access to International Paramedic College's (IPC) course learning materials and it is expected that you have read and understood the content prior to starting the assessments.

You will have been advised of any particular learning materials or resources required prior to your assessment

We use a range of assessment methods to gather evidence of your knowledge and applied skills for the unit. These are as follows:

Unit	HLT31120 – Certificate III in Non-Emergency Patient Transport
Assessment Activities of the knowledge evidence	Multiple-choice questions Short answer questions
Assessment Activities of the performance evidence	Practical activities – your assessor observes you demonstrating the required skills

What is Competency Based Assessment?

Competency based assessment is the process of gathering evidence to confirm that participants can perform the required skills and knowledge for the unit or course they are enrolled in. To complete a unit of competency participants are required to successfully demonstrate their skills and knowledge on all the activities within this assessment. Rather than using a marking scale, competency-based assessment determines competency i.e. competent or not yet competent.

You are required to successfully demonstrate competence in all the activities in this assessment. This means that if you are unable to answer a question, your answer is deemed not satisfactory. For any of the assessment activities you are unable to satisfactorily demonstrate, your assessor will work with you to identify opportunities for further training if required and arrange re-assessment when you are ready or at the end of the session.

If you are unable to demonstrate your ability in any area of the assessment, you will be re-assessed. Re-assessment may include demonstrating a skill, answering questions, providing further information. All participants are given two (2) opportunities to be reassessed without further payment required. On the occasions where participants are unable to demonstrate competency after two (2) re-assessment attempts, they will be required to re-enroll in the unit/s.



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Questions & Answers

Depending on the question style, where appropriate, students are required to answer questions in their own words to demonstrate understanding. Questions can also be completed orally. You can answer the questions verbally with an assessor or other support person such as a supervisor or mentor. When undertaking oral assessment, you are required to answer the question in your own words and your assessor or other support person is required to document your answers.

Plagiarism

Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own. Plagiarism is a serious act and may result in a participant's exclusion from a module unit or a course. When you have any doubts about including the work of other authors in your assessments, please consult with your trainer.

The following list outlines some of the actions for which a participant can be accused of plagiarism:

-  Presenting any work by another individual as one's own unintentionally
-  Handing in assessments markedly similar to or copied from another student
-  Presenting the work of another individual or group as their own work.
-  Handing in assessments without the adequate acknowledgement or referencing of sources used, including assessments taken totally or in part from the internet.

Individual workplaces

We are aware that the answers, information and projects completed will differ from one student to another depending on their workplace and/or experience. We encourage you, wherever possible, to apply the requirements of your assessments to your workplace. We are not assessing your ability against anyone else and we do not compare your work to that of other students to determine if you are competent or not. We only assess your evidence to demonstrate the skills and knowledge to meet the requirements of the unit.

Where appropriate, your assessor will work with you and your supervisor, if employed, at the beginning of the unit to identify appropriate activities and/or projects that you can use when completing the assessment activities. If your workplace does not have the required documents, resources and/or equipment to undertake the training and assessment activities in a unit, we will provide access to generic examples of these for you.

You will find that if you are required to provide work samples, the activity asks you to use your workplaces template, forms, checklists, and policies. If your workplace does not have these, we will provide examples that you can work with.

Work Samples

Where they are required, work samples are documents which have been created in the workplace or in the same style and manner which is appropriate to the workplace. With all work samples it is essential that you maintain confidentiality of all parties including the employer, clients, and any other person.

If you are submitting real workplace documents, it is essential that you gain permission from all relevant personnel (this must be written) and submit the approval with the documents.

Evidence can take many forms and be gathered from a number of sources.

Indirect evidence or using other parties to collect supplemental evidence if required must be done in accordance with the required standards. This fact sheet provides information about clause 1.8 of the *Standards for RTOs*



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2015. For further information on assessment and clause 1.8 requirements please refer to the [Users' Guide to the Standards for Registered Training Organisations 2015](#).

Notes regarding assessment

- Candidates that want a copy of the assessment submitted must photocopy it before submission.
- When additional space is required to complete an activity, the candidates is required to clearly indicate which assessment section and/or question is being addressed.
- Please note we will keep your assessment on file or in our SMS and in accordance with our document retention policy, it will not be returned to you.

Please make sure that you fill in your name, sign, date and attach the cover page to your assessment. Indicate which activities have been attached to the cover page.

Alternative assessment and adjustments to assessment activities

If you are unable to complete a particular activity or have a suggestion of a relevant workplace activity that would meet the requirements of a unit, we encourage you to discuss this with your Assessor or the IPC team.

Foundation Skills

Foundation Skills are embedded in the assessment tasks, this means that the language, literacy, numeracy, and employment skills you are required to demonstrate during your participation are assessed at the same time as the other required skills and knowledge for the unit.

Competency Completion

You must successfully complete all assessment activities to be deemed competent.

Results

1. Individual assessment tasks will be marked as:

Satisfactory (S) Not yet Satisfactory (NYS)

2. On the completion of all assessment tasks a final result will be given as:

Competent (C) Not yet competent (NYC)

You will be given the results to knowledge-based assessment activities automatically online or at the beginning of your face to face/practical session and you will be given the opportunity to re-sit any tasks you did not satisfactorily complete at the end of the session.

Your assessor will give you feedback as you complete the practical assessment activities and, again, if you are not given a satisfactory outcome on the first attempt you will have the opportunity to re-sit these tasks at the end of the session or contact the administration team to make alternative arrangements.

Reasonable Adjustment - Learning difficulties

Enrolment in this training requires participants to provide details on any learning or physical difficulties which may impact on their training outcomes. This may include any language, literacy or numeracy issues.

Discuss any special needs with your assessor who may be able to make any required, reasonable adjustment to the assessments to meet these needs. Please note the requirements under physical activity below.



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Reasonable adjustment may include access to paper-based assessments due to technical or access issues to online assessment systems.

Physical Requirements



If you suffer an allergy to latex products, please advise us.

Practical activities involve training scenarios conducted at floor level and contact with other students/instructors. Please wear suitable clothing

CPR is a rigorous physical activity requiring you to compress the chest of a manikin downwards about a third of the chest depth continuously at 100 to 120 times a minute for a continuous period of 2 minutes. This requires a level of endurance, strength and fitness appropriate to this task. If you have current physical injuries, medical problems or limitations, please discuss this with your trainer. It is important that you don't injure yourself or exacerbate an existing condition in training.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is the acknowledgement of competencies obtained through formal training, work experience and life experience. If you feel you are entitled to recognition, please discuss with your assessor who will explain the process in detail. Please note:














-  you cannot be granted RPL for part of the unit, it must be for the entire unit
-  RPL does not apply if you are refreshing your First Aid training as recommended by Industry Standards– once every year for CPR and once every three years for First Aid.

Assessment Appeals

If you are unhappy with the result of an assessment, talk to your assessor first to see if can resolve the issue. However, if you are still not happy, we have an Assessment Appeals Process, this can be accessed in our Student Handbook via a link in the footer of our website.

Further Information

Further information relevant to our assessment processes can be found in the Student Handbook or you can contact the office or your trainer for a hard copy. Topics include:

-  Recognition of Prior Learning (RPL)
-  Credit Transfer (CT)
-  Student Support
-  Student Rights and Responsibility
-  Reasonable adjustment
-  Complaints and Assessment Appeals Procedure and Forms
-  Issuing Certificates and Statements of Attainment
-  Assessment Outcomes
-  Reasonable Adjustment
-  Submission of Assessments
-  Authenticity of work
-  Foundation Skills
-  Covid 19 Adaptive measures



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The Unit

Complete details of the unit or course can be found at online at The Australian Government Department of Skills and Employment website here at <https://training.gov.au/Training/Details/HLT31120>

Unique Student Identifier Number (USI)

From 1 January 2015 anyone undertaking nationally recognised training delivered by a Registered Training Organisation will need to have a Unique Student Identifier (USI). If you have not yet applied for a USI you will need to do so prior to attending training with us. To apply or to check if you already have a USI number is a very quick and painless online process at the Australian Government website www.usi.gov.au. Follow the prompts as a student. [Click here](#) to apply on-line or check your USI number

If you require help in obtaining one, please contact the office. If you are unable or choose not to provide an USI, or have an exemption granted under the Student Identifiers Act 2014, then your training outcome will not be recorded on your USI account and will not be available in future years as part of the authenticated USI transcript service.

The USI transcript service is provided by the Australian Government, not by International Paramedic College. They request we provide student information to them annually in January. We do not add that information to their register, they do it. Please read the information they provide on their site titled "When will my training appear".

<https://www.usi.gov.au/documents/your-usi-transcript>

If you have any further queries, do not hesitate to contact us.

Assessment Activities General Information

Questions included in assessment activities are devised to test your knowledge of the topics are all covered in the learning materials you were provided access to previously.

Answer questions in the answer sheet provided or online.

With the multiple-choice type questions, read every question and all answer options carefully before deciding as some questions have an 'all of the above' option to choose from. This option may or may not be correct.

To complete the knowledge-based assessments satisfactorily you must answer all questions correctly.

Submission of answers:

Complete the online assessment activities and upload a short video outlining the skills and knowledge asked for. They will be automatically marked, and any feedback provided to you by the system or at the practical session from your assessor.

If you do not get a question(s) correct, you will have the opportunity to discuss the topic in class with your trainer and re-answer the question(s) at the end of class. Your trainer will give you another answer sheet if it is required or you may submit your corrections online via our SMS

If you have any learning or physical needs that make reading or writing the answers to the questions difficult, please contact our office prior to class and we will discuss any reasonable adjustments we can make to facilitate you completing this task.

The time taken to complete this assessment will depend on your previous experience and qualification in relation to the unit or subject matter.



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