

# TRAINING AND ASSESSMENT STRATEGY

<b>Name of RTO</b>	Binnacle Training College Pty Ltd
<b>RTO Number</b>	31319

<b>Binnacle Program</b>	2025 Certificate III in Fitness + Certificate II Sport Coaching (7 Terms)			
<b>Training Product</b>	SIS30321 Certificate III in Fitness + SIS20321 Certificate II in Sport Coaching (Dual Qualification)			
<b>Training Package</b>	<b>Code</b>	<b>SIS</b>	<b>Title</b>	Sport, Fitness and Recreation
	<p><b>PACKAGING RULES:</b></p> <p><b>SIS30321 CERTIFICATE III IN FITNESS</b>  <u>15 units must be completed</u>, as follows:</p> <ul style="list-style-type: none"> <li>• 11 core units</li> <li>• 4 elective units, consisting of: <ul style="list-style-type: none"> <li>▪ 2 units from the listed elective units</li> <li>▪ 2 units from the listed elective units, elsewhere in the SIS Training Package, or from any other current training package or accredited course.</li> </ul> </li> </ul> <p><b>SIS20321 CERTIFICATE II IN SPORT COACHING</b>  <u>7 units must be completed</u>, as follows:</p> <ul style="list-style-type: none"> <li>• 3 core units</li> <li>• 4 elective units, consisting of: <ul style="list-style-type: none"> <li>▪ 1 unit from Group A</li> <li>▪ at least 1 unit from the electives listed in Group A or Group B</li> <li>▪ up to 2 elective units can be selected from elsewhere in the SIS Training Package, or from any other current Training Package or accredited course.</li> </ul> </li> </ul>			
<b>Training Package Location</b>	<b>Training Package Release #</b>	6.1	<b>Release Date</b>	24/03/2025
	<p><b>Go to details of certificate packaging rules on TGA:</b>  <a href="https://training.gov.au/Training/Details/SIS30321">https://training.gov.au/Training/Details/SIS30321</a>  <a href="http://training.gov.au/Training/Details/SIS20321">http://training.gov.au/Training/Details/SIS20321</a></p> <p><b>Download Training Package from TGA:</b>  <a href="http://training.gov.au/Training/Details/SIS">http://training.gov.au/Training/Details/SIS</a></p> <p><b>Download Companion Volume implementation guide:</b>  <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b</a></p>			
	1	<p><b>Code:</b> SIS30321    <b>Title:</b> Certificate III in Fitness</p> <p><b>Qualification Release #:</b> 2</p> <p><b>Release Date:</b> 24/03/2025</p>		
2	<p><b>Code:</b> SIS20321    <b>Title:</b> Certificate II in Sport Coaching</p> <p><b>Qualification Release #:</b> 2</p> <p><b>Release Date:</b> 24/03/2025</p>			

UNIT CODE	UNIT TITLE	SIS20321 Certificate II in Sport Coaching	SIS30321 Certificate III in Fitness	Scheduled for Finalisation	Qualified Trainer and Assessor	Evidence Gathering Techniques	Training & Assessment Arrangements (Fee for Service)
SISXIND011	Maintain sport, fitness and recreation industry knowledge	Elective - Imported	Elective - Imported	Term 2	Teacher (T-P)	A, C, D	Sole trainer and assessor (Teacher facilitated face-to-face delivery) – under the support of the Binnacle Program Management (PM) Team.
SIRXWHS001	Work safely	Core		Term 2	Teacher (T-P)	A, B, C	
BSBPEF301	Organise personal work priorities	Elective - Imported	Core	Term 2	Teacher (T-P)	A, C, D	
HLTWHS001	Participate in workplace health and safety		Core	Term 3	Teacher (T-P)	A, C, D	
SISXEMR003	Respond to emergency situations	Elective - Listed (B)	Elective - Listed	Term 3	Teacher (T-P)	A, B, C	
SISSPAR009	Participate in conditioning for sport		Elective - Imported	Term 3	Teacher (T-P)	A, C, D	
BSBSUS211	Participate in sustainable work practices		Elective - Listed	Term 4	Teacher (T-P)	A, C, D	
SISSSCO001	Conduct sport coaching sessions with foundation level participants	Elective – Listed (A)		Term 4	Teacher (T-P)	A, D	
SISSSCO002	Work in a community coaching role	Core		Term 4	Teacher (T-P)	A, C, D	
HLTAID011	Provide First Aid	Core	Core	Term 4	Teacher (T-P)	A, B, D	
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise		Core	Term 5	Teacher (T-P)	A, C, D	
SISFFIT052	Provide healthy eating information		Core	Term 5	Teacher (T-P)	A, B, C, D	
BSBOPS304	Deliver and monitor a service to customers		Core	Term 7	Teacher (T-P)	A, B, C, D	
SISFFIT032	Complete pre-exercise screening and service orientation		Core	Term 7	Teacher (T-P)	A, C, D	
SISFFIT033	Complete client fitness assessments		Core	Term 7	Teacher (T-P)	A, C, D	
SISFFIT035	Plan group exercise sessions		Core	Term 7	Teacher (T-P)	A, C, D	
SISFFIT036	Instruct group exercise session		Core	Term 7	Teacher (T-P)	A, C, D	
SISFFIT040	Develop and instruct gym-based exercise programs for individual clients		Core	Term 7	Teacher (T-P)	A, B, C, D	
<b>HLTAID011</b>	<b>EVIDENCE GATHERING TECHNIQUES</b>						<b>EVIDENCE KEY</b>
Either delivered via the Binnacle Program with the Teacher as Trainer/Assessor (additional physical and human resource requirements of school); or delivered by an external provider as arranged by individual schools. HLTAID011 delivered as 'Fee-for-service' only i.e. not under Binnacle Training's SAS Agreement.	The following matrix identifies the type of evidence that may be collected to enable judgements to be made about a student's success in units of competency. Evidence gathering techniques may be adjusted to best suit the unit of competency requirements. Students may submit evidence to gain RPL for competencies.						<b>A</b> Quiz and short answer
							<b>B</b> Case studies and scenarios
							<b>C</b> Project tasks
							<b>D</b> Major programs and practicals

**Binnacle-School  
Third-Party  
Arrangement**

This Binnacle Training Program is delivered via a third-party arrangement with individual partner schools.

Binnacle Training (Lead RTO) – Responsibilities:

- ☑ Provision of all requisite training and assessment resources, plus online learning – via Learning Management System (Binnacle Lounge).
- ☑ Ongoing program support, including dedicated Program Manager and Administration Officer.
- ☑ Outcomes of training and assessment.

School (Third-Party) Responsibilities:

- ☑ Human Resources (Program Deliverer and at least one nominated back-up deliverer)
- ☑ Physical Resources (equipment and facilities)
- ☑ Facilitation of training and assessment services, on behalf of Binnacle Training as the RTO.

School and cohort-specific information, required by Binnacle Training (as per the Standards for RTOs 2015 - Clauses 1.1 to 1.4 and 2.2 – Implementing, monitoring and evaluating training and assessment strategies and practices), is collected via the Binnacle Training Third-Party Agreement (Fillable) as completed by the Third-Party (School) and approved by Binnacle Training.

**Target Group**

This program is offered to senior high school students (commencing in Year 10 or Year 11) wanting to:

- seek skills and an entry-level qualification for the Sport, Fitness & Recreation (SFR) industry; and
- use the qualification as an articulation into:
  - a higher certification (e.g. Certificate IV in Fitness); or
  - University (e.g. Bachelor of Sport & Exercise Science).

Fitness Industry Expectations - Employees 18+ Years

Employers in the fitness industry generally expect their employees to be at least 18 years of age to hold a position that assumes duty of care for participants. As a 2-year program, Binnacle Training ensures that learners will be approaching - or will have turned - 18 years of age by the expected course (SIS30321) completion date.

**QLD SCHOOLS**

Upon successful completion, students are certified with a maximum 8 Queensland Certificate of Education (QCE) credits as follows:

SIS20321 Certificate II in Sport Coaching (7 units)	SIS30321 Certificate III in Fitness (12/15 units; 3 overlapping units reported as Credit Transfer)	Expected Total QCE credits (assuming 90% or greater new learning)	Comments
4	4*	8	* Maximum 4 Credits obtained from Certificate III (due to maximum 8 QCE Credits rule from the same training package)

**Entry  
Requirements**

There are no formal training package entry requirements for this qualification, however a Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment to ensure students have the capacity to effectively engage with the content.

Students require [AQF level 3](#) written and spoken English and numeracy skills to be able to meet the Foundation Skill requirements within the units of the Certificate III qualification.

The Certificate III in Fitness qualification is delivered as a 'Fee for Service' offering only as per the Binnacle-School invoicing arrangement.

Students must have access to all physical resources (either individually or through resources supplied by the school) as outlined in the section 'Physical Resource Requirements' below.

## Learning and Assessment Arrangements

### **DURATION**

The program content has been packaged into 7 terms [based on delivery across **one line on the timetable (minimum 3 lessons per week, i.e. 210 minutes per week) over 2 years**]. All evidence requirements pertaining to the entry qualification SIS20321 Certificate II in Sport Coaching are scheduled across Terms 1-4. Terms 5-7 evidence requirements are aligned only to SIS30321 Certificate III in Fitness.

A blended-delivery model will be used whereby students will have access to:

- Trainer-led classroom delivery of content.
- Online modules that house learning content (within the Binnacle Lounge).
- Assessment activities to be completed online within the Binnacle Lounge.
- Assessment activities and projects to be completed in the classroom and/or student-led environment.
- Participation in an Industry Discovery – at a Fitness-related workplace (recommended, however, not compulsory).

This program uses single unit and clustered assessment.

Assessment and training will be conducted at the school. Assessment methodologies will vary according to specific requirements of the Units of Competency. A range of methods will be used, including:

- Knowledge quizzes, short answer questions and other project/case study reports.
- Skills demonstrations, reports, documents, observations.
- Simulated assessment environment (Fitness-related industry) – located at the school - for demonstration of skills (practical observations).

Under supervision, students will instruct a range of fitness programs as well as completing practical experience (may be outside of their timetabled subject) to deliver a range of fitness activities and exercise programs to members of the school community (students and staff). Students will also work in the gym facility at the school with authentic clients, which will involve delivering exercise programs to a range of clients, including adult males (18+ years), adult females (18+ years) and older adult clients (55+ years).

### **'VOLUME OF LEARNING' AND 'AMOUNT OF TRAINING'**

**Volume of Learning (VoL)\* per the Australian Qualifications Framework volume of learning indicators:**

Certificate II = 0.5 – 1 year (600 – 1200 hours)

Certificate III = 1 – 2 years (1200 – 2400 hours)

*\* VoL describes how long a learner who does not hold any of the competencies identified in the relevant units of competency or modules would take to develop all of the required skills and knowledge. Further, the VoL includes all teaching, learning and assessment activities that are required to be undertaken by the typical student to achieve the learning outcomes. These activities may include some or all of the following: guided learning (such as classes, lectures, tutorials, online study or self-paced study guides), individual study, research, learning activities in the workplace and assessment activities. (AQF, Volume of Learning).*

Amount of Training (AoT) for this program consists of classroom learning, self-study and practical work-related experience.

**Classroom learning = 266 hours (1 study line over 2 years - 3.5 hours x 76 weeks).**

There is also an element of self-study (formative activities scheduled for students to undertake outside of class time). These activities are used by students to enhance their understanding of the content and are undertaken prior to assessment for that particular module or topic of study. Across this 2-year program, Binnacle has devoted an additional 70 minutes per week (the equivalent of one additional lesson per week) for these formative activities.

<b>Learning and Assessment Arrangements</b>	<p><b>Self-Study (Formative Activities) Hours = 89 hours</b> (i.e. 1.17 hours x 76 weeks)</p> <p>An additional 40 hours of practical work-related experience is undertaken by students across the program. While some of these hours may be achieved during devoted class lessons, due to the nature of client fitness training some practical experience will be undertaken outside of these class hours.</p> <p><b>Practical Work-related Experience = 40 hours</b></p> <p><b>TOTAL AMOUNT OF TRAINING (AoT) = 395 hours (266 + 89 + 40)</b></p> <p>Binnacle rationalises the VoL hours gap (i.e. VoL 1800 hours LESS AoT 395 hours = 1405 hours) by:</p> <ul style="list-style-type: none"> <li>• Students entering the subject with a large base of foundational skills and knowledge from prior and concurrent learning (e.g. Years 9-10 HPE and other sporting/fitness involvement, including as an athlete/player).</li> <li>• There is a large amount of overlap (clustering) of units across the terms.</li> <li>• There is an element of self-study that students may undertake to deepen their own understanding of the content.</li> </ul>
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<b>Learning and Assessment Arrangements</b>	<p><b><u>ORGANISATION</u></b></p> <p>The program will be delivered using class-based learning as well as a real fitness environment (including a gym) located at the school which involves delivering a range of fitness programs to adolescent, adult and older adult clients.</p> <p>A range of teaching and learning strategies will be used to deliver the competencies including:</p> <ul style="list-style-type: none"> <li>• Practical tasks</li> <li>• Client interactions</li> <li>• Group work</li> <li>• Programs within the school (generally a minimum of two different fitness programs per term)</li> <li>• Practical experience within the school fitness centre (i.e. group exercise, outdoor fitness, one-on-one gym programs)</li> </ul> <p>Evidence contributing towards each competency will be collected throughout the program. This evidence will be used to make judgements of competency that are aligned with, and reflect, the requirements of each unit of competency.</p>
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<b>Learning and Assessment Arrangements</b>	<p><b><u>LANGUAGE, LITERACY AND NUMERACY ASSISTANCE</u></b></p> <p>Support is available to all students and can be organised - through the deliverer - on a case-by-case and as needed basis throughout the program.</p> <p>‘Reasonable adjustment’ is offered for most assessment items. This is indicated in the assessment table at the top of each assessment and is allocated based on the unit of competency requirements.</p>
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<b>Learning and Assessment Arrangements</b>	<p><b><u>OPPORTUNITY FOR RPL AND CREDIT TRANSFER</u></b></p> <p><b>Recognition of Prior Learning (RPL)</b> is an assessment process that evaluates an individual’s informal learning to determine the extent to which that individual has achieved the required competency outcomes.</p> <p><b>Credit Transfer</b> is applying credit for a unit of competency that has previously been completed (successfully) by a student. Credit Transfer is offered both at enrolment and throughout the training program. A verified copy of the student’s Qualification and/or Statement of Attainment listing the units of competency that have previously been completed is required as evidence for Credit Transfer.</p> <p>Both RPL and Credit Transfer are available to students. Due to students being of high school age, usually with limited prior qualifications or work history, students typically undergo a train-to-assess pathway. An RPL assessment pathway will require verifiable evidence of a student’s prior learning (e.g. Statement of Attainment for previously completed superseded units).</p>
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<b>Learning and Assessment</b>	<b>COURSE STRUCTURE</b>
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<b>Arrangements</b>	<b>TERM 1</b>	<p><u>Topics:</u></p> <ul style="list-style-type: none"> <li>• Introduction to the Sport, Fitness and Recreation (SFR) Industry</li> <li>• Introduction to Coaching Programs, Laws and Legislation</li> </ul> <p><u>Programs:</u></p> <ul style="list-style-type: none"> <li>• Assist with Delivering Coaching Sessions (Supervisor Delivery)</li> <li>• Plan and Deliver Coaching Sessions (Student Delivery)</li> </ul>
	<b>TERM 2</b>	<p><u>Topics:</u></p> <ul style="list-style-type: none"> <li>• Introduction to Community Programs</li> <li>• Introduction to Conditioning Programs</li> </ul> <p><u>Programs:</u></p> <ul style="list-style-type: none"> <li>• Community SFR Program (Student Delivery)</li> <li>• Participate in Conditioning Sessions (Supervisor Delivery)</li> </ul>
	<b>TERM 3</b>	<p><u>Topics:</u></p> <ul style="list-style-type: none"> <li>• Working in the SFR Industry - Coaching Foundation Level Participants</li> <li>• Introduction to Anatomy and Physiology - The Cardiovascular System</li> </ul> <p><u>Programs:</u></p> <ul style="list-style-type: none"> <li>• Plan and Deliver Group Conditioning Sessions</li> <li>• Plan and Deliver a One-on-one Cardio Program</li> </ul>
	<b>TERM 4</b>	<p><u>Topics:</u></p> <ul style="list-style-type: none"> <li>• Sport-Specific Coaching Sessions</li> <li>• First Aid Course: HLTAID011 Provide First Aid</li> </ul> <p><u>Programs:</u></p> <ul style="list-style-type: none"> <li>• Sport-Specific Coaching Program</li> </ul> <p><i>The Certificate II in Sport Coaching (SIS20321) entry qualification is scheduled to be finalised at the end of Term 4. Students are provided the option to complete the Certificate II in Sport Coaching only (exit point).</i></p>

<b>Learning and Assessment Arrangements</b>	<b>TERM 5</b>	<p><u>Topics:</u></p> <ul style="list-style-type: none"> <li>• Anatomy and Physiology - Body Systems and Exercise</li> <li>• Health and Nutrition Consultations</li> </ul> <p><u>Programs:</u></p> <ul style="list-style-type: none"> <li>• One-on-One Gym Program (Adolescent Client)</li> <li>• Plan and Conduct Sessions (Scenario Clients)</li> </ul>
	<b>TERM 6</b>	<p><u>Topics:</u></p> <ul style="list-style-type: none"> <li>• Screening and Health Assessments</li> <li>• Specific Population Clients (including Older Clients)</li> </ul> <p><u>Programs:</u></p> <ul style="list-style-type: none"> <li>• Fitness Orientation Program: Client Orientation</li> <li>• Group Training Program: Plan and Instruct a Group Session</li> </ul>
	<b>TERM 7</b>	<p><u>Topics:</u></p> <ul style="list-style-type: none"> <li>• N/A (Practical Term)</li> </ul> <p><u>Programs:</u></p> <ul style="list-style-type: none"> <li>• Group Exercise and Gym-based One-on-One and Group Sessions: <ul style="list-style-type: none"> <li>- Female and Male Adults aged 18+; and</li> <li>- Older adults aged 55+</li> </ul> </li> </ul>

<b>Learning Resources</b>	<p>Students are provided with a full Course Content kit that is specific to each term of study which includes:</p> <ul style="list-style-type: none"> <li>• Unit Plan</li> <li>• Lectures</li> <li>• Online Activities</li> <li>• Exercise Bank</li> <li>• Videos</li> </ul>
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	<ul style="list-style-type: none"> <li>• Work templates and other work-related documents (e.g. policy manuals)</li> </ul>
<b>Practical Experience</b>	<p>Students will undertake a minimum of 40 hours of practical fitness training experience (i.e. training clients – group exercise and gym instruction) across the program.</p>
<b>Consultation with Industry</b>	<p>Key industry partners consulted in the development and ongoing refinement of this strategy are listed below. Binnacle meets with each of the listed industry partners for regular advice, ongoing program support and guidance. These industry engagement activities focus on Training and Assessment Strategy, resources, and current industry skills of trainers and assessors.</p> <p><b>Industry Partners</b></p> <ul style="list-style-type: none"> <li>• Redcliffe Dolphins Rugby League Club</li> <li>• Renegade Conditioning</li> <li>• Fit College</li> <li>• Andrew Rickertt - Job Skills Queensland</li> <li>• National Institute of First Aid Trainers (NIFAT)</li> </ul> <p>Consultation/engagement approaches include:</p> <ul style="list-style-type: none"> <li>• Regular meetings (e.g. weekly consultation meetings)</li> <li>• Teleconferences</li> <li>• Program development/validation meetings</li> <li>• Program development projects</li> </ul>
<b>Assessment Validation Process</b>	<p><b>The processes used to validate assessment in this course are:</b></p> <p><b>1. Validation by Industry:</b></p> <ul style="list-style-type: none"> <li>• An internal review conducted annually with an industry representative to check that the standards expected of students are consistent with current industry practice.</li> <li>• The internal review will examine the learning and assessment strategy and identify areas for improvement.</li> <li>• The internal review will also evaluate all assessment instruments to ensure that they are appropriate for the units of competency and reflect the unit requirements (i.e. elements, performance criteria, performance evidence, knowledge evidence and assessment conditions).</li> <li>• Validation for each unit of competency includes: <ul style="list-style-type: none"> <li>Pre-assessment validation (to confirm assessment process and instruments meet the requirements of the Principles of Assessment); <b>completed every 24 months (minimum);</b></li> <li>and</li> <li>Post-assessment validation (to confirm assessment evidence provided by the students and the judgement of that evidence meets the requirements of the Rules of Evidence).</li> </ul> <b>Completed every 3 years (minimum).</b> </li> </ul> <p><b>2. Assessment Instrument Review:</b></p> <ul style="list-style-type: none"> <li>• A Binnacle Program Development Specialist and an industry expert will review all assessment instruments to ensure that they are appropriate for the units of competency and reflect the unit requirements (i.e. elements, performance criteria, performance evidence, knowledge evidence and assessment conditions) with improvements noted and acted upon.</li> </ul> <b>Completed annually.</b>
<b>School Physical Resource Requirements</b>	<p><u>Refer to:</u> School Physical Resource Requirements</p> <p>Available at <a href="#">Binnacle Support Centre</a> (Select: Resource Requirements)</p>

<p><b>Teacher Human Resource Requirements</b></p>	<p><u>Refer to:</u> Human Physical Resource Requirements</p> <p>Available at <a href="#">Binnacle Support Centre</a> (Select: Resource Requirements)</p> <p>Nominated trainer/s are listed against each unit of competency required to be completed in order for the student to achieve the qualification. Binnacle Training's Schools and Teacher Information Register records all trainer and assessor details.</p>
<p><b>Pathways</b></p>	<p>The Certificate III in Fitness will be used predominantly by students seeking to enter the SFR industry and/or as an alternative entry into University.</p> <p><b>QLD SCHOOLS:</b> Graduates may be able to use their Certificate III in Fitness to improve their chances of gaining tertiary entrance. Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit <a href="https://www.qcaa.qld.edu.au/parents-carers/senior-secondary">https://www.qcaa.qld.edu.au/parents-carers/senior-secondary</a></p> <p>Students may also choose to continue their study by completing the Certificate IV in Fitness through another Registered Training Organisation.</p>
<p><b>Foundation Skills</b></p>	<p>Foundation Skills are the combination of communication skills and generic, non-technical skills and capabilities considered essential to meet the complexities of life in a modern society. 'Communication' skills included in Foundation Skills are English language, literacy and numeracy (LLN).</p> <p>All units of competency within new streamlined Training Packages have Foundation Skills either embedded in the unit performance requirements or listed explicitly.</p> <p>Each unit of competency selected to comprise this program has Foundation Skills that are relevant to the context of the learning outcomes and are applicable to work and life situations.</p>
<p><b>Student Feedback</b></p>	<p>Student feedback is collected and analysed. Feedback from students in relation to assessment processes, methods and instruments will be collated, analysed and improvements made in the light of student suggestions. Formal surveys/questionnaires as well as informal processes at the end of each unit of work will be used to gather data. Throughout the course, data is collected in relation to Quality Indicators. Binnacle Training also has a published Complaints and Appeals Policy which provides students and others with avenues to make a complaint or to appeal a decision (including assessment decisions) directly with Binnacle Administration.</p> <p><b>Date for data analysis: December (annually)</b></p>
<p><b>AVETMISS Reporting</b></p>	<p>Students are enrolled in the relevant units of competency and the results are forwarded at the end of each term (as a minimum) to the Queensland Department of Employment, Small Business and Training (DESBT) indicating if competency has been attained or is continuing. Binnacle Program Management and Administration staff verify that accurate and up-to-date information is recorded.</p> <p><b>QLD SCHOOLS:</b> Permission is provided to DESBT for student results to be forwarded to the Queensland Curriculum &amp; Assessment Authority (QCAA).</p>
<p><b>Student Records</b></p>	<p>Student results show the unit code, title and date achieved. The final assessment outcome for each unit of competency will be retained for a period of 30 years. Once all units are recorded as competent, a qualification or a statement of attainment will be issued.</p> <p>All completed assessment items - demonstrating sufficient evidence of how assessment decisions were made - for individual students will be retained for whichever is the longer period:</p> <ul style="list-style-type: none"> <li>• until the appeal period ends; or</li> <li>• for a period of six months from the date on which the judgement of competence for the student was made; or</li> <li>• the duration of the student's enrolment.</li> </ul>



A master copy of all versions of the assessment tools will be retained for seven years.