




## POLICY STATEMENT

<b>Policy Name</b>	Replacement of Assessment Workbooks – Student Error		
<b>Policy Number</b>		<b>Version</b>	22.1
<b>Policy Date</b>	7 January 2021	<b>Review Period</b>	Not specified
<b>Exemptions</b>	Any request for exemption to this policy is to be forwarded to the Manager of Training or the Executive Director for consideration. The Manager of Training or the Executive Director may issue an exception to this policy on a case-by-case basis.		
<b>Applicable to</b>	Trainers		
<b>Policy Statement</b>	<p>This policy is in respect to Trainers and the replacement of Assessment workbooks due to Student Error.</p> <p>This policy should be taken into consideration with the; Pricing Structure and Workbook Returns Policy V19.1</p> <p>RLSSQ desires to assist Trainers in ensuring compliance with ASQA and RLSSQ RTO standards and guidelines when a student has made a significant error on an Assessment Workbook.</p> <p>RLSSQ will provide a replacement assessment workbook to the Trainer, for the student to complete at no cost to the Trainer on account that:</p> <ul style="list-style-type: none"><li>• Trainers complete the Replacement Workbook Request Form prior to submitting the workbooks</li><li>• That the Original workbook – with student error/s is submitted and attached to the replacement workbook</li><li>• The Approved Request Form is attached to both workbooks (original and replacement)</li></ul>		
<b>Details</b>	<p>Any Trainer requesting a replacement book due to student errors must:</p> <ul style="list-style-type: none"><li>• Complete the Replacement Workbook Request Form prior to submitting the workbook with student errors</li><li>• Email the completed Form to <a href="mailto:admin@rlssq.com.au">admin@rlssq.com.au</a></li><li>• Upon Approval and receipt of the replacement workbook/s and signed Request Form; have the student re-submit the workbook and assess competence</li><li>• Return <b>BOTH</b> original (with student errors) and replacement workbook with the approved Request Form.</li></ul> <p>Failure to comply with the above, will cause the Trainer to be charged for the additional workbook/s</p>		
<b>Approval</b>	This document was approved by the following persons:		Paul Barry Executive Director Date: 7 January 2022