



Our Expectations of You

As an accredited Registered Training Organisation, Em-Four Pty Ltd is committed to maintaining the standards established by the various Commonwealth and State Government Education Departments and licensing bodies. As such it is expected that all students, in their studies and research, will abide by accepted protocols that are designed to ensure the integrity of its qualifications and the reputation of the company.

In particular, students are required to:

- acknowledge their use of another's work in assessments and other written work;
- not allow others to use their work without acknowledgment;
- honestly report the findings of their study and research; and
- conduct all practical tasks as required for assessment.

Students who require advice on these matters should consult one of the directors of the company or their course coordinator. Students who breach these protocols are subject to penalties that may include suspension or exclusion from our courses.

Cooperation in study, research, preparation and sourcing of materials is encouraged. However **all work actually submitted for assessment must be the original product of the student**, prepared for this competency unit. This is particularly so where students are asked to provide personal analyses or reflections on practice based on material delivered in the course.

We want to see your own work, not that of someone else.

The practice of allowing other students to “check your work to get on the right track” is not encouraged. In fact, the person that provides material to another to submit as their own makes the lender equally complicit in the misconduct and liable to similar penalty.

Work that does not acknowledge its source reflects poor attention to detail at best and deliberate plagiarism at worst.

Either way, failure to submit original work will be viewed as academic misconduct and will be returned for re-submission.

The matter also will be referred to your employer if they are paying your course fees.

Submission of Assignment Tasks

All assignment tasks must be accompanied by an “Assessment Cover Sheet” signed by you as the submitting student. It is assumed that all work that is submitted complies with the conditions described in this guide.

Your assignment will not be assessed until that document is received. You will be deemed as “Not Yet Competent” until this requirement is met.

If submitting electronically, the inclusion of your name in lieu of signature will be deemed to satisfy the declaration requirement as to the originality of your work.

Submission of Competency Unit Study Guide Exercises

Exercises provided in the Competency Unit Study Guides are part of the assessment regime for each unit. They must be completed and submitted for assessment with the written assignment. They are to be accompanied by a “Study Guide Cover Sheet” signed by you as the submitting student. It is assumed that all work that is submitted complies with the conditions described in this guide.



Your Study Guide Exercises will not be assessed until that document is received. You will be deemed as “Not Yet Competent” until this requirement is met.

It is suggested that you copy relevant pages showing completed exercises for each study guide and submit those copies for assessment by normal mail or scan them and submit electronically, subject to them being less than 1 mb in size. If submitting electronically, the inclusion of your name in lieu of signature will be deemed to satisfy the declaration requirement as to the originality of your work.

It is essential that you retain hard copies of your completed study guides

Joint Submission of Assessment Tasks

Where permission is granted by the coordinator of the competency unit for the joint submission of assessment tasks, you must provide an additional document that clearly shows the work that was carried out by each contributor, as well as describing where and when this work was carried out. Each contributor needs to sign this document to attest to its authenticity.

It must be emphasised that the decision to permit the submission of joint assessment tasks by two or more students is at the discretion of the competency unit coordinator and must be agreed upon in advance.

Joint assessments submitted without prior approval will not be assessed and all students involved will be deemed as “Not Yet Competent” until they each have submitted an assessment task in accordance with the instructions provided in the competency unit study guide.

Assignment Submission

- Schedules for submission are developed in consultation with you and Em-Four Pty Ltd. These are designed to take into account the demands on your valuable time and to coordinate with other courses being conducted by Em-Four Pty Ltd.
- It is your responsibility to ensure delivery of the assessment task on or before the due date.
- Printed assignments should be mailed to PO Box 3635, Rouse Hill, NSW, 2155 unless otherwise directed.
- Assignments mailed through post will not normally be acknowledged unless you include a return stamped self-addressed envelope.
- **Retain a printed copy of your assignment as well as an electronic version.**
- **You must include a signed copy of an assessment cover sheet for each assignment.**
- The assignment will not be assessed until that document is received. If submitting electronically, the inclusion of your name in lieu of signature will be deemed to satisfy the declaration requirement as to the originality of your work.

Extensions to Due Dates for Assignment Submission

- We acknowledge that all sorts of things crop up to derail your best laid plans. Where something occurs that will prevent you from submitting by the due date, we ask that you notify us in writing or by e-mail.
- We ask that you indicate when you will be able to submit the assessment.
- An extension to the submission of one assignment does not mean that all due dates have been similarly extended.



A final comment

The nature of your work means that you will be under some pressure to learn what is required to do your job **and** to complete your studies with Em-Four Pty Ltd.

All of the company directors and its contractors have been in exactly the same position as you are. You will probably find that your managers and supervisors have all been in this position as well. We all have been under the same pressure to meet deadlines, work full-time, raise families and meet the other challenges that life throws at us.

If you are having problems meeting the academic requirements of the course in which you are enrolled, we ask you to contact us by e-mail or telephone. We are more than happy to provide advice and assistance to help you satisfy those requirements.

This is a much better alternative than asking one of your colleagues for assistance. Frequently, this has led people to take illegitimate short cuts including copying the work of other students and submitting it as their own. Where this is detected, your work will be deemed as “Not Yet Competent” and the matter will be brought to the attention of your employer to act upon as they deem fit.

In light of the work being accompanied by a signed declaration of authenticity, it casts serious doubt over the integrity of the person who submitted it. This is something that must place the continued employment of the person in a regulatory or compliance capacity in serious jeopardy.

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