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Assessment Process & Assistance

Assessment consolidates what has been learnt, completes the training process, and provides participants with a nationally recognised Statement of Attainment. Organisations benefit through improved productivity through the completion of a range of work based tasks including written questions and answers, application workbooks, workplace evidence, workplace assignments and projects, and third-party comments. There are *no exams* in AIM SA VET programs.

Over 80% of AIM SA programs are nationally accredited which means assessment is available on all of these offerings (note: assessment costs are incorporated into the enrolment fee). Any assessed units achieved can be counted towards a full qualification in the future.

If you have any queries, please don't hesitate to speak to our experienced Learning & Development Team on (08) 8241 8000 or email training@aimsa.com.au

You can also download information about AIM SA's Skills & Assessment Strategy below:

General Information www.aimsa.com.au	Information For Participants www.aimsa.com.au	Information for Employers www.aimsa.com.au
Overview Alignment with the State Strategic Plan Why Are Qualifications Important? What Is Assessment? Assessment Fee Now Included In Enrolment Fees The Assessment Process Is Not Difficult!	Overview What Is Assessment? The Assessment Process Is Not Difficult What Are the Other Benefits to a Participant? Will I Receive Help Along The Way? Who Can I Speak to if I have Further Questions	Overview Why Should Employers Want Employees to Undertake Qualifications? What Is Assessment? Will Assessment Maximise Our Investment? What Are the Other Benefits to an Employer? Who Can I Speak to if I have Further Questions?

Employability Skills

Employability skills are embedded in training and assessment. Information on the employability skills relevant to your qualification can be obtained by visiting: <http://employabilityskills.training.com.au> and keying in the National Qualification Code.

Course and Qualification Entry Requirements

To gain full benefit from AIM SA's short courses and VET Certificate, Diploma and Advanced Diploma training programs, it is recommended that you have successfully completed Year 10 and have basic adult learning, literacy and numeracy skills.

No barriers to entry exist based on age, gender, physical ability or social background. As assessment is based on workplace projects, you will benefit from access to a workplace or community-based organisation to demonstrate competency.

Whilst there are no mandatory requirements for entry to short courses and most VET qualifications, AIM SA is required to assist you to determine the appropriate level of qualification for your skills, attributes, experience and potential. You will also find essential information about qualification levels, according to your current experience, via the AQF Guidelines http://www.aqf.edu.au/pdf/han13_36.pdf or the AIM SA Qualifications Handbook (available for download on the AIM SA website www.aimsa.com.au).

Please don't hesitate to contact AIM SA on (08) 8241 8000 if you require assistance with learning, literacy and numeracy skills.

Access & Equity

The South Australian Equal Opportunity Act makes it unlawful for anyone to be treated unfairly or discriminated against on the grounds of sex, sexuality, race, physical or intellectual impairment or age.

AIM SA staff are responsible for ensuring that they understand and implement Access and Equity Policy and behave in a courteous, sensitive and non-discriminatory manner when dealing with other staff, consultants, clients or participants.

Participants are responsible for behaving in a courteous, sensitive and non-discriminatory manner when dealing with other participants, consultants, clients or staff.

AIM SA endeavours to meet everyone's diverse learning needs. To assist us please inform the Director Education and Training on (08) 8241 8000 of any special considerations and/or requirements you may have (eg. disabilities and or special learning), or if any Access and Equity issues arise during your participation in training.

AIM SA Duty of Care

AIM SA has policies and management practices which maintain high professional standards in the delivery of training and assessment services, and which safeguard the interests and welfare of participants and/or clients.

AIM SA maintains a learning environment that is conducive to the success of participants. AIM SA ensures that teaching staff are not only suitably qualified but are also sensitive to the cultural and learning needs of participants, and it provides training for staff as required.

AIM SA ensures that assessments are conducted in a manner that meets the endorsed components of the relevant Training Package(s) and/or accredited courses.

Grievances & Complaints

AIM SA ensures that participants and clients have access to a fair and equitable process for dealing with grievances and complaints, and provides an avenue for participants to appeal against decisions that affect the participants' progress.

Every effort is made by AIM SA to resolve participants/clients grievances without the need to lodge a formal appeal or grievance.

Further information about AIM SA's Grievances & Complaints policy can be found in the Qualifications Handbook or by contacting AIM SA.

Need more information?

More detailed information can be found by downloading the AIM SA Qualifications Handbook (available for download on the AIM SA website www.aimsa.com.au), or you can contact AIM SA on (08) 8241 8000 for any further assistance.