

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 CRICOS Provider 01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10825NAT, CRICOS course code 086202A

Assessment (including RPL) Appeals Policy

Appeal against an assignment assessment:

A student has the right to appeal any assessment decision of Not Yet Satisfactory, including RPL evidence.

To appeal an assessment decision, the following steps occur:

1. The student discusses the matter with the relevant trainer or with the course coordinator.
2. If the student is still dissatisfied, the student notifies the Seminar using the *Assessment Appeal Form* available at the office within 21 days of receiving the result.
3. The parties negotiate a re-assessment. Re-assessment will involve the original trainer and 1 moderator or 2 moderators only. (Note: Moderators must be Cert IV Trainers and Assessors)
4. The Trainer in consultation with the course coordinator provides a written statement of the outcome of the reassessment within 14 days.
5. If the student is still dissatisfied, he/she may seek arbitration by a third party or panel acceptable to the parties to the appeal.
6. If the appeal is still unresolved, the student will be advised of external organizations that may be able to assist. *See the Seminar's Communication Policy including Complaints Handling and Appeals.*

Appeal against Recognition of Prior Learning (RPL)

If an applicant disagrees with the assessment outcome, they can appeal the decision in writing to the Directors of the Melbourne Rudolf Steiner Seminar Ltd, stating the reasons for the appeal. See the Seminar's *RPL Policy* and the Seminar's *Communications Policy* which includes the *Complaints and Appeals* process.

A student can appeal a decision of not yet satisfactory to the Seminar Coordinator, on evidence submitted for recognition of prior learning, with-in 21 days from the result of the result being posted or advised to the student.

The Directors may arrange for the application to be reviewed by an additional assessor. The Directors of Melbourne Rudolf Steiner Seminar Ltd reserve the right of final decision and inform the applicant of the outcome in writing.