

NOTIFICATION OF LEARNER ACHIEVEMENT POLICY

INTRODUCTION

This Policy has been developed to ensure Fire Rescue and First Response Ltd have systems in place to report regularly to learners on their progress, and that Fire Rescue and First Response Ltd has systems to transfer learner achievement credits for unit standards to the NZQA Record of Learning accurately, on a regular basis, as soon as practicable and in relation to scope of accreditation.

POLICY

Reporting results to Learners

Single Unit Standards – for students that are only taking a single Unit Standard, they will be given feedback throughout the session on their progress, this will likely be in the form of encouragement and affirmation that they are performing correctly the task that is set for them.

At the completion of the day, all students will be informed if they have been found Competent or Not Yet Competent, those that have been found Not Yet Competent will be able to meet with the Instructor to discuss this finding, and will be further informed of the Appeals process.

On successful completion of online learning courses, students will be awarded a certificate of participation/completion automatically generated from the system – this is not a formal certificate of achievement for that particular Unit Standard.

Structured Training Programmes, Limited Credit Packages and New Zealand Certificates.

Students undertaking the above qualifications will be given progress reports over the duration of their studies with Fire Rescue and First Response Ltd; this will be in the form of a Report. Students will also be able to access their Record of Learning (ROL) to see that the relevant Unit Standards have been registered on their ROL.

TRANSFER OF LEARNER CREDITS FOR UNIT STANDARDS TO NZQA RECORD OF LEARNING (ROL)

As per NZQA requirements all reporting will be within 30 days from completion of the assessment process. All unit standards will be registered as per the requirements of NZQA. Only Unit Standards that Fire Rescue and First Response Ltd are accredited for will be registered on the Students ROL.