

To: FPO Training Course participants

It is expected that formal assessments are participant's own work, and the work is not shared with other participants unless group work is specified. Assessments involving group work must be written up individually.

- 1) The due date for each assessment will be **4 weeks** from the date the assessment is handed out by the course presenter, unless otherwise indicated.
- 2) Assessments are to be submitted directly to the relevant module presenter, unless otherwise indicated.
- 3) An extension to the due date may be obtained under extenuating circumstances by application to the Course Coordinator, and provided the application is made before the due date. The Course Coordinator will discuss any application for an extension with the relevant Course presenter(s).
- 4) The Course Coordinator will ensure all assessments are returned to participants with appropriate comments from specialists within **8 weeks** of the relevant due date.
- 5) Participants may re-submit their assignments one more time if they are assessed to not meet the required standard.
- 6) Participants will be deemed to not have 'satisfactorily completed' a module where assessments have not been returned or returned late without applying for an extension.

To: FPO Training Course presenters

Prompt processing of assessments for the FPO Training Course is necessary to ensure your timely feedback.

To ensure that we can keep track of assessments submitted, you are required to maintain a spreadsheet recording for each assessment the following information:

- participant
- date received
- satisfactory completion
- date forwarded to Course Coordinator.

The Course Coordinator will provide a spreadsheet to presenters listing all the course participants; will be responsible for communication with the course participants and return of assessments.

Chris Grove
Communication and Training Manager, FPA
(FPO Training Course Coordinator)