

Assignment Submission Policy

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1.	Purpose	This policy is to assist all students in the preparation and submission of theory work. FDS will take all reasonable steps to ensure the authenticity of student written submissions. This applies to all forms of theoretical work completed including but not limited to; assignments, projects, reports.
2.	Scope	The scope of this policy applies to all FDS stakeholders, in particular to FDS students, training and assessing and administration team.
3.	Definition(s)	<p>For the purposes of this policy, unless otherwise stated the following definitions shall apply;</p> <p>CEO Chief Executive Officer</p> <p>FDS Flowers Design School</p> <p>Stakeholders All persons with a vested interest in FDS including but not limited to;</p> <ul style="list-style-type: none"> Students Team Members Professional Associations Employers Government & Regulatory Agencies Contractors / Service providers
4.	Policy Guidelines	<p>Submission of Student Work:</p> <p>Student work must be authentic. The student name should be clearly marked throughout the work and each page clearly numbered. All theory work must be accompanied with a completed approved FDS cover sheet. This cover sheet must be signed and dated by the student. FDS acknowledges the copyright of student work remains with the student. Sample copies of submitted work can be retained by FDS for ongoing review purposes. Original student work will be returned with assessor written feedback.</p> <p>Plagiarism, cheating, copying or reproduction of others work will result in penalties which may vary from a re-submission to a cancelation of student enrolment. FDS strongly advise all students to make a copy of all their work to ensure a validation processes can occur where necessary. Students should also access the FDS guidelines on referencing. FDS prefer the Harvard Referencing System.</p> <p>Students are required to submit an approved FDS cover sheet with all theoretical work. This is inclusive of the subject, trainer and type of written work. Any student work submitted without a cover sheet will be returned unmarked. It is the responsibility of the student to complete the cover sheet and attach to their work securely with all fields completed and signed.</p> <p>All due work is to be submitted before or on the due date. Late submissions will only be accepted where prior permission for an extension has been granted.</p>

Submissions can be made by any of the following methods:

- Hand delivered
- Australia Post
- Courier service
- Email

Hand Delivered

Students may nominate a third party person to hand deliver their work on their behalf. FDS does not take responsibility for any lost work. Students or their nominated third party person must not leave any work unattended. If hand delivering, it must be given to a FDS team member. Student work should not, under any circumstances be left in the school or external to the school premises unannounced.

Posting

If the student elects to use Australia Post to submit their work then the student is responsible for all costs associated with posting. This includes tracking, registering or additional postal costs. FDS cannot take responsibility for any undelivered items and encourage students to utilise the Register postal service.

Courier

FDS does not take any responsibility for the loss of student work when sent via an external courier service. All costs associated with the courier service are at the expense of the student. Students' may wish to request a signature of delivery service.

Electronic / Email

FDS will accept student work electronically in any of the following formats:

Disc

USB drive

Email – email submissions should be directed to the module trainer and must be in either pdf or Microsoft Word 2003 – 2007 versions only. Email accounts should be scanned for viruses frequently before sending electronic mail to any FDS email address. Any attachments that are corrupt or that cannot be opened via the FDS server will be destroyed. The student will be notified of this and a resubmission will be requested. FDS cannot take responsibility for lost emails and encourage students to ensure that the email account they use is as per their enrolment details to avoid junk folder allocation of email.

Validation of Student Work

Flowers Design School trainers and assessors have the scope to validate the authenticity of a student work using a number of methods, these are;

- Seeking verbal clarification of content with the student
- Requesting underpinning knowledge where deemed necessary
- Assessing the calibre of the submission in context of previous work to establish authenticity
- Checking for an authentic / legible signature on the coversheet.

Feedback to Students

The FDS assessor will provide written feedback to the student on all theory work submitted. Feedback is recorded on the supplied cover sheet and is returned to the student with the assessed submission. A copy of the feedback is retained by FDS and is placed in the student file. Students have full access to their file retained at FDS. Students may wish to seek clarification on any feedback received and can be done so by contacting the relevant trainer / assessor. Clarification can be sought verbally or in writing. FDS team members will respond to all student requests of feedback clarification.

Retention of Student Submissions

As part of the FDS Validation and Moderation Process, samples of student work will be copied and retained at FDS for ongoing review. Student personal details can be removed if so requested by the student. The sample work is then

		presented at the FDS trainer meetings for peer review on the assessment tools, outcomes and overall strategies. This forms part of the Validation and Moderation process at FDS.
5.	References	<ul style="list-style-type: none"> a) Student Handbook b) Harvard Referencing Guidelines c) FDS Organisational Folder / Policy/ On Hold Policy d) FDS Organisational Folder / Policy / Outcome Not Achieved e) FDS Organisation Folder / Policy / Validation and Moderation Process f) FDS Organisational Folder / Policy / Assessment Tools
6.	Approval	This policy is approved by The Chief Executive Officer of FDS
8.	Approval Dates	<p>The policy was approved on: 30/11/2010</p> <p>The policy takes effect from: 30/11/2010</p> <p>The policy will be reviewed by:01/01/2011</p>
9.	Policy Owner	<p>Matters arising from this policy should be directed to;</p> <p>The Chief Executive Officer of Flowers Design School Ms H Jayne Endall Suite 39C City West Centre Plaistowe Lane, West Perth 6005 jayne@floristry.com.au Tel: +61 8 9321 022</p>