

## How to Guide

# Consolidation & Assessment (C&A)

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## Purpose

This instruction explains the Consolidation and Assessment process for the Course in Military Advocacy (CiMA). It includes ATDP Portal instructions relevant to this process.

## What is Consolidation & Assessment (C&A)?

Consolidation and Assessment (C&A) is the final stage of the training for a Unit of Competency (UoC) under the CiMA.

C&A involves:

- Time commitment between 2 and 5 days (dependant on the UoC);
- Trainer facilitated consolidation of your knowledge relevant to the UoC you are undertaking.
- Assessment in the form of:
  - An open book quiz;
  - Interview with an assessor including presentation of your Portfolio of Evidence.

## When am I eligible to undertake C&A?

A trainee is considered “ready” for assessment when:

1. All assigned DVATrain e-learning for your Unit of Competency has been completed; and
2. All milestones have been completed in the Workplace Experience Logbook (WEL) by trainee and mentor; and
3. The WEL is then rated as satisfactory by the Regional Mentor and National Training Manager (NTM).

At this point the trainee is identified as “C&A Ready”.

*Note:* If the WEL is not satisfactory then the mentor and/or trainee will be contacted by the Regional Mentor or NTM to discuss what is required in order to progress.

## How do I receive a Program Date?

You will receive an email invitation to attend a C&A Program once your eligibility has been established.

## How are Program Dates managed?

ATDP uses a 'demand management' approach to the scheduling of C&A programs. Programs are scheduled in conjunction with the NTM, once it's predicted that there will be sufficient numbers of trainees who will be ready to undertake C&A.

Some factors which are considered in scheduling programs include:

- Unit of Competency
- Date and times available
- Availability of appropriate trainers and assessors
- Location of trainee
- Number of participants (ideally between 6 – 8 participants per program).

Future Program Dates can be found at the bottom of the [ATDP Website](#) in the section: *ATDP assessment programs or workshops by invitation*.

Positions on programs are limited. ATDP uses wait lists and prioritises placement based on date order.

## How are C&A Programs conducted?

Programs are predominantly conducted online via Zoom. In person programs can be considered if there are a minimum of 6 participants in the same location.

Programs are run over consecutive days:

UoC	Length of C&A
Wellbeing Level 1	2 Days
Wellbeing Level 2	3 Days
Compensation Level 1 and 2	3 Days
Compensation Level 3	4 Days
Compensation Level 4	5 Days

Trainees are expected to attend all days of the same program.

### Alternative Arrangements

If you have commitments that prevent you from being able to undertake the C&A Program in the standard format, please contact your Program Support Officer to discuss alternative options.

The NTM can approve alternative arrangements on a case by case basis.

## What do I need to have ready for the C&A Program?

As part of the assessment process you will be required to present evidence of the case file documents that verify the milestone entries in your WEL. Evidence is required to be available in electronic format.

You should confirm with your mentor that you have the required evidence before accepting an invitation to attend a C&A Program.

A Portfolio of Evidence (POE) Checklist is contained in the WEL, or will be provided to you when you are invited to attend a C&A Program.

## What can I expect during the C&A Program?

**Consolidation:** Through a series of presentations and activities, you will revise, review and consolidate the knowledge and skills gained during your workplace experience. This also provides an opportunity for you to ask questions to confirm your understanding of theory.

**Assessment:** Through activities and simulations, you will be able to demonstrate your knowledge and skills as required by the UoC relevant to the C&A Program being undertaken. There will also be an opportunity for you to present your POE to demonstrate the skills and knowledge acquired while completing your WEL.

**Candidate Assessment Book (CAB):** Following the C&A program, you will be required to complete and submit a Candidate Assessment Book. This forms an important part of the assessment of the knowledge required by the UoC relevant to the C&A Program being undertaken.

## How to – Consolidation & Assessment

Below are the practical steps for the Consolidation and Assessment Process. The person responsible for actioning each step is identified in the brackets:

### Step One (Trainee)

You will need to complete:

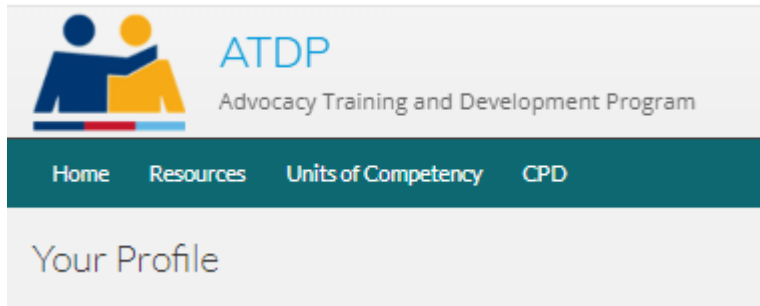
- DVATrain e-learning (in DVATrain);
- WEL (in ATDP Portal).

Note:

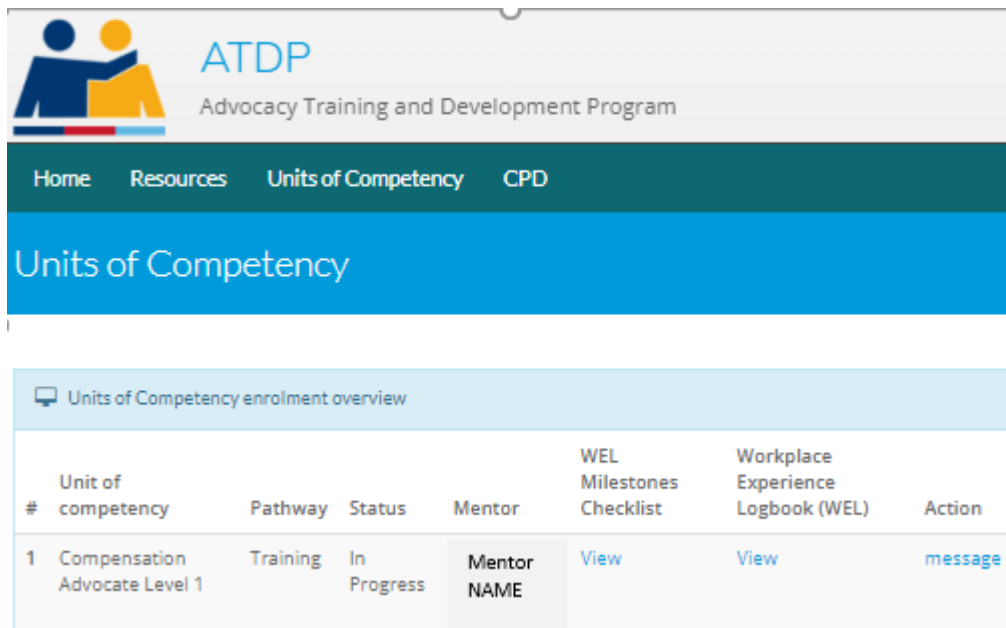
- Ensure that you have made appropriate entries for each milestone in the WEL.
- Commence gathering your POE.

More information about the POE can be found within the ATDP Portal.

- (i) Login to the ATDP Portal (see: [How To Guide - Login to the ATDP Portal.pdf](#))
- (ii) Click on Units of Competency



- (iii) Click on [View](#) under WEL Milestones checklist column



- (iv) You will be able to view the information regarding the POE required during the assessment process.

**Important:**

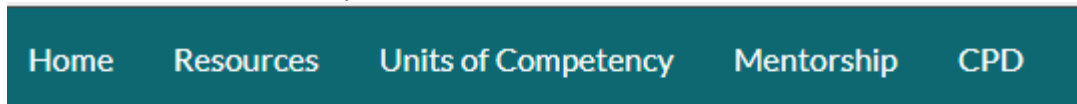
- WEL entries should be reviewed and commented on by your mentor at each entry.
- To facilitate this we recommend that you inform your mentor each time you complete a WEL milestone so that they can support your training.
- This will assist you to gain the right knowledge and experience as you proceed.
- When you have completed your final WEL entry, inform your mentor so that they can endorse and progress you to the next stage.

## Step Two (Mentor)

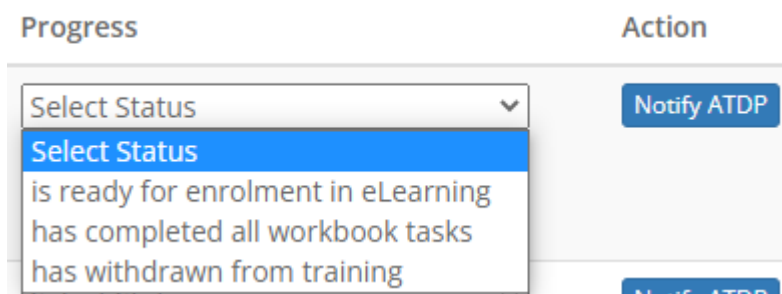
Your mentor reviews your WEL entry at the completion of each milestone and provides their observations/comments.

### Recommendations:

- Mentor WEL entries should occur soon after the trainee has completed each entry.
  - Mentors should support the trainee to collate the POE documentation to ensure easy availability during the Assessment process.
- i. Mentor logs into the ATDP Portal
  - ii. Mentor clicks on 'Mentorship' tab



- iii. Find the trainee in question and click on the box under the heading 'Progress' – default option is 'Select Status'.



- iv. Choose 'Has Completed All Workbook Tasks'
- v. Select the 'Button' – *Notify ATDP*

This will then trigger an email to the relevant Program Support Officer (PSO) as a 'Mentor Notification' and confirms that you have completed all your WEL milestones.

The PSO will then email the relevant Regional Mentor.

## Step Three (Regional Mentor)

Regional Mentor receives an email to review your WEL and to confirm that DVATrain e-learning has been completed to a satisfactory standard. The Regional Mentor then logs into the ATDP Portal to review. There are two possible outcomes:

1. Approved – the Regional Mentor emails the PSO to advise that you are ready for C&A;
2. Declined – the Regional Mentor provides feedback to your mentor, PSO and NTM. You will be supported to meet standards.

**Note:** Regional Mentors are encouraged to respond within 7 days. In the event this is not possible then the WEL will be escalated to the NTM as per Step Four.

The PSO is able to provide administration support to the Regional mentor if required.

The PSO then emails the NTM to advise that you have been recommended for C&A

## Step Four (National Training Manager)

The NTM logs into the ATDP Portal and reviews your WEL and e-learning. There are two possible options:

1. Approved – the NTM marks you as C&A Ready.
2. Declined – NTM will work with you and your mentor to assist you to meet standards so that you can proceed with your training.

On approval, the PSO will receive an email from the NTM to progress to the next step.

## Step Five (Trainee)

The PSO sends an email to you, your mentor and your ESO Authorised Person advising that you have been identified as C&A Ready. This means that you will be invited to the next available program.

This email includes information regarding:

- POE requirements; and
- may also include an invitation to attend the C&A program;

**You need to:**

- a) Reply to the email to confirm attendance at the C&A Program (or request an alternative date);
- b) Collate the POE in preparation for the C&A Program.

**Important:** If you do not respond to the email then you will **not** be allocated to a program. Reminder emails will be sent (with a cc to your mentor, ESO Authorised Person and Regional Manager).

## Step Six (ATDP)

The PSO will email you with confirmation of your program date with a cc to your mentor and ESO Authorised Person (and Regional Manager - if applicable).

This email may include Step 7 if the program date is within two weeks of the date of the email.

## Step Seven (ATDP)

You will receive an email with Joining Instructions (JI) two weeks prior to program date.

## Step Eight – C&A Program and CAB (Trainee)

You attend the C&A Program.

You are encouraged to complete and submit the Candidate Assessment Book (CAB) during the C&A Program. If you don't submit the CAB during the course then:

1. At end of course – you will be advised by NTM to complete and return in 2 weeks;
2. If not submitted – you will receive a reminder email from the NTM at 3 weeks;
3. If not submitted – you will receive a reminder email from the NTM at 2 months.
4. If not submitted at 3 months – you will be required to provide a formal submission with justification for an extension.

Returned CABs need to be validated by PSO as being complete and correctly signed. The CABs are then uploaded into OMS for review by an assessor.

You need to email your CAB to [ATDP.Quiz@dva.gov.au](mailto:ATDP.Quiz@dva.gov.au). You will receive an email confirming that the CAB has been received.

## Step Nine (Assessor – ATDP – NTM)

Your Assessor will receive an email from the PSO that a CAB has been uploaded for their assessment. They will then mark your CAB. On completion they will email the results and relevant documents to the PSO.

The PSO uploads information into the ATDP Portal and notifies the NTM.

The NTM reviews the assessment and confirms the result. There are two options:

Competent	Not Yet Competent
You will be awarded a Statement of Attainment for the Unit of Competency that you have completed.	If it is identified that you have gaps in your knowledge or in the evidence that you produce, you will be assessed as not-yet-competent.  In this situation, the assessor will provide you with a pathway to assist you to meet the required standards for the Unit of Competency.

Once you are rated as competent the PSO will update the ATDP Portal with confirmation of the completion of the UoC.

## Step Ten (Registered Training Organisation)

The RTO will post you a letter and Statement of Attainment the month following the successful completion of the UoC. They will also register your UoC in your Unique Student Identification (USI) Register under your VET Transcript.

Your mentor, ESO Authorised Person and Regional Manager will also be informed.

## Appeals Procedure

If you are dissatisfied with your assessment result there is an appeals pathway. Information about the Appeals Procedure can be found in the [MTS Learner Handbook](#).

## How to Guides

You can find more How to Guides on the ATDP website.

[ATDP - How To Guides \(web.atdp.org.au/psomsg\)](http://web.atdp.org.au/psomsg)

## Additional Support and Contact Details

If you require additional support, please contact your Program Support Officer (PSO):

Name	Region	Email	Mobile
William	Region 1 (QLD/NT)	<a href="mailto:ATDP.PSO1@dva.gov.au">ATDP.PSO1@dva.gov.au</a>	0472 704 592
Samone	Region 2 (NSW/ACT/WA)	<a href="mailto:ATDP.PSO2@dva.gov.au">ATDP.PSO2@dva.gov.au</a>	0472 674 665
Phil	Region 3 (VIC/SA/TAS)	<a href="mailto:ATDP.PSO3@dva.gov.au">ATDP.PSO3@dva.gov.au</a>	0472 704 948

Alternatively, you can email [ATDPEnquiries@dva.gov.au](mailto:ATDPEnquiries@dva.gov.au).