|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student Name |  | | Student Number | |  |
| Unit Code/s & Name/s | ICTICT532 Apply IP, ethics, and privacy in ICT environments | | | | |
| Cluster Name  *If applicable* | N/A | | | | |
| Assessment Type | Assignment  Project  Case Study  Portfolio  Third Party Report (Workplace)  Third Party Report (Peer)  Other | | | | |
| Assessment Name | Create a Grievance Policy | | Assessment Task No. | | 2 of 2 |
| Assessment Due Date |  | | Date Submitted | | / / |
| **Assessor Feedback:** | | | | | |
| **Attempt 1** | Satisfactory | Unsatisfactory | | Date | / / |
| Assessor Name |  | | Assessor Signature | |  |
| **Student provided with feedback and reassessment arrangements**  *(check box when completed)* | | | Date scheduled for reassessment | | / / |
| **Attempt 2** | Satisfactory | Unsatisfactory | | Date | / / |
| Assessor Name |  | | Assessor Signature | |  |
| Note to Assessor: Please record below any reasonable adjustment that has occurred during this assessment e.g. written assessment given orally. | | | | | |
|  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria / Benchmarks  ***The evidence submitted demonstrates that the student has satisfactorily:*** | Attempt 1 | | Attempt 2 | |
| **Date**  \_\_/\_\_/\_\_ | | **Date**  \_\_/\_\_/\_\_ | |
| Y | N | Y | N |
| **PART 1** |  |  |  |  |
| 1. Sought and reviewed current policy in regard to the grievance procedure and identified concerns raised by the staff, completed in a group discussion or teacher observation |  |  |  |  |
| 1. Established grievance procedure document from staff review and industry peers |  |  |  |  |
| 1. From staff feedback and industry peer discussion, established and documented the grievance categories, completed in a group discussion or teacher observation |  |  |  |  |
| 1. From staff feedback and industry peer discussion, established and documented the grievance procedural steps, completed in a group discussion or teacher observation |  |  |  |  |