

General Information

You are required to complete and submit your assessment tasks by the due date however circumstances may arise which prevent you from completing your assessment tasks on time. In the event this occurs, and if you have a valid reason for not meeting the assessment due date, you may request an extension of time. The granting of your request for an extension is not automatic; applications are to be approved by your first and second level manager and then assessed by the relevant Training Manager. The duration of an extension will be granted based on the circumstances provided and will be determined by the relevant Training Manager.

Example Valid Reasons

Examples of valid reasons which may be considered include:

1. Serious illness or injury – e.g. requiring hospital admission, broken hand
 - Serious illness does not include minor symptoms such as cold or hay fever.
2. Loss or bereavement – e.g. death of a family member
3. Hardship / trauma – e.g. victim of crime, relationship breakdown, severe disruption to domestic arrangements

What you need to do

Step 1

Read the General Information and Complete Sections 1, 2 and 4 of this form.

Step 2

If you are an MTM employee or an employee of an external organisation that has sponsored your attendance, you must notify and seek first and second level manager approval for your request for an extension. Both managers must complete Section 3 of this form.

Step 3

Once all sections have been completed, submit the form to metroacademy@metrotrains.com.au or the designated email address provided at the commencement of your training program, for processing and approval.

Your request for an extension will be reviewed for eligibility. You will be notified of the outcome via email within five (5) business days of your request being received.

Notes

- First level manager is your direct line manager. Second level manager is your Divisional Manager (equivalent).
- Metro Academy may verify the details provided on this form with the nominated managers.
- **Conflicting work commitments (e.g. too busy) is not a valid reason for requesting a time extension.**

Assessment Tasks

Examples of assessment tasks may include but are not limited to:

- In-field Logbooks
- Assignments
- Case Studies
- Workplace Observation Checklists

Section 1 – Applicant Details

Name:		Phone:	
Address:			
City:		Postcode:	
Email:			
Unique Student Identifier (USI) No.			
Rail Industry Worker (RIW) No.			

Section 2 – Extension Details

Course Code	
Course Title	
Assessment Title	
Assessment Due Date	
Proposed Due Date <i>(if extension is granted)</i>	
Reason for Extension <i>(add additional pages if required)</i>	
Plan to complete assessment <i>(add additional pages if required)</i>	

Supporting documents
attached Yes No

Section 3 – Manager Approval

Manager (1 st level) Name			
Position			
Manager Signature			
Date of Approval		Phone	

Manager (2 nd level) Name			
Position			
Manager Signature			
Date of Approval		Phone	

Section 4 – Declaration & Signature

Declaration	
I declare that all claims made in this document and any evidence presented (attached) are true and correct.	
Signature	Date



REQUEST FOR ASSESSMENT TASK EXTENSION



L4-LED-FOR-020

Version: 4

Effective from: 9th June 2020

Metro Academy Office Use Only

Date Request Received		Received By	
Request Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Granted	
New Due Date		Applicant Notified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training Manager Name <i>(or authorised representative)</i>			
Training Manager Signature <i>(or authorised representative)</i>			
Provided to RTO for Processing in SMS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Processed By	

A scanned copy of the completed form is to be added to learner's file when complete.