



Related Document

Metro Academy Operations Manual - A4931

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.

Examples of valid reasons which may be considered include:

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

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

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

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.

NOTE: 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.

REQUEST FOR ASSESSMENT TASK EXTENSION FORM



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Section 1 – Applicant Details

Name		Date of birth	
Address			
Suburb		Postcode	
Email			
Phone		Mobile	
Unique Student Identifier (USI)			
Rail Industry Worker (RIW) No. (if applicable)			

Section 2 – Course Details

Course Code		
Course Title		
Assessment Title		
Assessment Due Date		
Proposed Due Date (if extension is granted)		
Reason for extension (attach additional pages if required)		
Plan to complete assessment (attach additional pages if required)		
Supporting documents attached (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 and Signature

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

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 <small>(or authorised representative)</small>			
Training Manager Signature <small>(or authorised representative)</small>			
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.