

Migration Agents Capstone Assessment

November 2018 Intake Guide

Welcome

Dear Candidate

Welcome to the Migration Agents Capstone Assessment at the College of Law.

Please take time to read this document as it will assist you in applying to enrol and undertake the Migration Agents Capstone Assessment (Capstone Assessment). This document provides you with answers to most frequently asked questions about enrolment, structure and completion of the Capstone Assessment. You will find information about key policies and procedures applicable to you, in the College's Program Manual, which you can find on our website.

Once enrolled and closer to the written assessment component, you will have access to the Learning Portal. The Learning Portal contains necessary information that will be of assistance in completing each of the assessment components. You are welcome and encouraged to use any materials from your previous studies that you think are useful.

Welcome to the College of Law and the best of luck with undertaking Migration Agents Capstone Assessment this Intake!

Dr John McGill
Executive Director, Practitioner Education

Where to go for help

All questions regarding your enrolment, withdrawal, structure of the assessment, assessment dates, results and completion should be directed to our Client Services team.

You can contact the Client Services on:

Phone: 1300 506 402 or (+612) 9965 7111
Email: cpd@collaw.edu.au

For all IT related matters you should contact the IT Support team:

Phone: 1300 856 112 or (+612) 9965 7071
Email: itsupport@collaw.edu.au

Key dates – November 2018 intake

The key dates associated with the Migration Agents Capstone Assessment are listed, below. The date for the written assessment component is also set out below. The date and time is the same for all candidates and this date cannot be changed. If you are not available on this date, please enrol in another intake as we will not be able to change this date.

TASK	DUE DATE
Last day to apply to enrol	Friday, 14 September 2018
Last day to withdraw without penalty or transfer without penalty	Friday, 12 October 2018
Candidates can access Learning Portal	Monday, 22 October 2018
Start date	Monday, 29 October 2018
Last date to withdraw or transfer (\$400 fee applies) – no refund will be available if the application to withdraw is received after this date	Monday, 29 October 2018 by 5pm Sydney time
Candidates should complete the following: <ul style="list-style-type: none"> • Review Program Manual; • View orientation; • Familiarise themselves with the Learning Portal; • Test their system for the oral assessment that will be conducted via WebEx conferencing tool; • Book the slot for the oral assessment; • Complete compliance quiz available on the Learning Portal. 	Wednesday, 31 October 2018
Online written examination	Friday, 2 November 2018 from 1pm to 4.30pm (Sydney time)
Oral assessment	Oral assessments will be conducted between 5 November 2018 and 30 November 2018. Candidates must book one 1.5 hour time slot to take their oral assessment during this period.
Results released and completion letter posted out to the candidates	Friday, 21 December 2018

About the Migration Agents Capstone Assessment

The Migration Agents Capstone Assessment (Capstone Assessment) is an independent competency-based assessment that tests candidate's ability to meet the Occupational Competency Standards (OCS) for registered migration agents. Candidates are required to pass this assessment in order to register as a migration agent with the Office of the Migration Agents Registration Authority (OMARA) and provide immigration assistance in Australia. The College of Law Limited is the sole provider of the Australian Migration Agents Capstone Assessment as specified by legislative instrument IMMI 18/003. All OCS will be tested as part of this Capstone Assessment. You can find the OCS as well as underpinning knowledge for all standards here: https://www.mara.gov.au/media/484225/Competency_Standards_for_Agents_September_2016.pdf

To undertake the Capstone Assessment you must:

- complete the application to enrol form, online;
- book a timeslot for the oral assessment component;
- have access to a computer with word processing software and a webcam (please refer to the System requirements document [HERE](#) – you will need to scroll down to Migration Agents Capstone Assessment section); and
- have a stable internet connection.

There will be a number of time slots for the oral assessment available during a specific period of time for you to choose from. However, in order to ensure that you book the slot that best fits your schedule and availability, we strongly recommend that you book the oral assessment component slot as soon as you receive access to the Learning Portal (the date is outlined under the **Key Dates** part of this document).

Enrolment

How can I apply?

In order to apply to enrol in the Capstone Assessment, please complete the online enrolment form for the relevant intake on our website. You will need to upload a number of documents as part of your application, so please ensure that you have them available to upload at the time of completion of the application.

What are the eligibility criteria?

In order to enrol in the Capstone Assessment, you will need to submit the following documents:

- a certified copy of your original qualification (Graduate Diploma in (Australian) Migration Law and Practice; Master of Australian Migration Law and Practice or Graduate Certificate in Australian Migration Law and Practice); or
- if you have not yet graduated, please submit a certified copy of your academic transcript **and** completion letter that demonstrates successful completion of Graduate Diploma in (Australian) Migration Law and Practice; Master of Australian Migration Law and Practice;
- a passport-sized colour photo; and
- a certified colour copy of the bio data page of your passport or Australian photo identification document.

If you hold a Graduate Certificate in Australian Migration Law and Practice, we strongly suggest that you review the Office of the Migration Agents Registration Authority's recommendation regarding undertaking this Capstone Assessment.

What is the fee?

The enrolment fee for the Capstone Assessment is \$2750.00 (inclusive of GST). This fee can be paid by either by credit card or EFT once your application is approved and processed.

What happens after my application is submitted?

Once submitted, our Client Services team will review your application and supporting documents. You will receive an email from the Client Services team when your application is assessed and approved, with the enrolment fee payment form. In the event that some information and/or documentation is missing, one of our Client Services team staff members will get in touch with you to discuss your application.

Can I withdraw or transfer?

Candidates should choose their intake carefully and keep a note of the last day to withdraw from the intake without penalty. The following withdrawal provisions will apply to all enrolments:

- Where an application to withdraw is received by the College before the last day to withdraw without penalty, no penalty will apply. Candidates will be provided with the full refund of the enrolment fee.
- In the event that the application to withdraw is received by 5pm on the start date of the intake (please refer to the **Key dates** section of this document), a withdrawal fee of \$400.00 will apply. Candidates will receive the refund of their enrolment fee less the withdrawal fee.

Please refer to the Key Dates section of this document that specifies the due dates for withdrawal.

In relation to the transfer, please note:

- Where an application to transfer is received by the College before the last day to transfer without penalty, no penalty will apply.
- In the event that the application to transfer is received by 5pm on the start date of the intake (please refer to the **Key dates** section of this document), a fee of \$400.00 will apply. No transfers will be possible after this date.

In the event of circumstances outside of your control, you may apply for special consideration as outlined in the Program Manual.

Assessment structure

Assessment components

The Migration Agents Capstone Assessment is conducted entirely online. In order to participate in the Capstone Assessment, you are required to have:

- access to a computer with word processing software and a webcam; and
- a stable internet connection.

Please note that **no assessments** are physically held on the campus premises of the College.

The Capstone Assessment has two separate components - a written component and an oral component.

Candidates have 3.5 hours to complete **the written component**, on a date specified by the College. The written component consists of the following parts:

- Part A – multiple choice questions;
- Part B – short answer questions; and
- Part C – practical writing tasks.

The College will allocate **one time and date only** for the written assessment component for each intake – there will be no alternative dates provided. Candidates must ensure they are available on the date and time of the written assessment and have access to a computer with word processing software and a webcam and have a stable internet connection that meets System Requirements outlined [HERE](#) (please scroll down to Migration Agents Capstone Assessment section).

Candidates have 1.5 hours to log into the conferencing technology software at their allocated time and complete **the oral assessment component**, which includes:

- preparation for an interview scenario;
- participating in an interview with an assessor; and
- summarising the interview in a file note.

Please note that the oral assessment component will be recorded for moderation purposes.

What if there is a technical issue during my written assessment component?

The written assessment is conducted online through the Learning Portal. The set date and time for the written assessment is available under the **Key Dates** section of this document. In the unlikely event that the College becomes aware that there is a system outage, which prevents access to the Learning Portal on the day of, or during the written assessment component, the College will contact you via email and text message. The email communication will outline the steps on how to complete and submit the written assessment component outside of the Learning Portal. **Please ensure that your contact details are up to date at all times.** You can update your contact details by either calling 1300 506 402 or emailing cpd@collaw.edu.au.

What if there is a technical issue during my oral assessment component?

The oral assessment component is conducted online through the WebEx conferencing tool. Your date and time for the oral assessment will depend on your booked slot. In the event that there is a technical issue with WebEx that prevents your participation in the online oral assessment, you will be contacted by either a Client Services team representative or the assessor, who will then outline how you will be able to complete this assessment. You will be offered a number of options on how your identity can be verified including the use of Skype, FaceTime or What's App software. You will also need to have access to your email as the briefing note will instead be emailed to you rather than uploaded onto WebEx. In the event that there are issues with participation in your oral assessment where other options for identity verification are not available, you will be offered to re-schedule your oral assessment as soon as possible.

What resources do I need?

The College will provide some required reference material to all enrolled candidates. LegendCom will not be used during the exam. You are, however, encouraged to use any materials from your previous studies as you see fit.

What do I need to do once I am enrolled?

Access to the Learning Portal

You will need to access the Learning Portal for both your oral and written assessment. Please refer to the **Key Dates** section above to see when you will receive access.

To access the Learning Portal:

- go to the Learning Portal website <https://collaw.instructure.com/>
- enter your Student Number and Password to login

Once your application to enrol is processed, you will receive a **Confirmation of Enrolment letter** via email. Your Student Number and Password are contained in this letter. Your password is case sensitive and must be entered exactly as it appears in your letter.

Booking your oral assessment slot

Oral assessments will be conducted over a four week period with a number of slots available. You must book your slot for the oral assessment before you undertake the written assessment on the scheduled date. We strongly recommend you book your oral assessment slot as soon as you are given access to the Learning Portal to ensure that you book the date and time that best meets your availability and schedule.

Eligibility to undertake the capstone quiz

On the Learning Portal on the home page, you will find the link for eligibility to undertake the capstone quiz. Please ensure that you complete this quiz before you undertake your online written assessment component. This quiz will outline all the necessary steps that you must complete in order to ensure that you are ready to undertake both your written and oral assessments.

Orientation video

On the Learning Portal you will also find instructions on how to view the orientation video. This video will provide you with an overview on how the Capstone Assessment will be conducted. Please ensure that you watch the orientation video before your online written assessment.

Who to contact if I have any questions?

If you have any questions in relation to the Migration Agents Capstone Assessment, please contact our Client Services team via 1300 506 402 or cpd@collaw.edu.au for assistance.

Completion of the assessment

What do I need to do in order to pass this assessment?

In order to successfully pass the Migration Agent Capstone Assessment, you must achieve the following:

- 65% or more for Part C of the written assessment; and
- 65% or more in written assessment component, overall; and
- 65% or more in the oral assessment component, overall.

Should a candidate fail to achieve at least 65% in each component mentioned above, the candidate will receive a “Not competent” grade for the Capstone Assessment and will be required to re-sit the entire Migration Agents Capstone Assessment in order to register as a migration agent.

How do I get notified of the result?

Your result will be published on the Learning Portal once your assessment has been marked. Once the results are released, the College will also post out your completion letter to your nominated postal address. Please ensure that your contact details are up to date at all times to ensure that you receive your completion letter without delay. You can update your contact details by either calling 1300 506 402 or emailing cpd@collaw.edu.au.

What are my options if I failed the assessment?

All assessments that receive a Fail grade are reviewed. Furthermore, before the assessment results are released, they go through internal and external moderation processes to ensure fairness and consistency of marking. If you failed the Migration Agents Capstone Assessment, you will need to enrol and complete the whole assessment again regardless of whether you only failed one of the components. The re-sit fee is \$2200.00 (inclusive of GST).

You will receive feedback from the College to help you prepare for the re-sit of the Capstone Assessment.

Are there any appeal options?

If you believe that there was a clerical error in calculating your grade or you believe that you have grounds for appeal, please refer to the Migration Agents Capstone Assessment Program Manual that outlines appeal policy and procedure.