

# **Migration Agents Capstone Assessment**

## **November 2019 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](mailto: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](mailto:itsupport@collaw.edu.au)

## Key dates – November 2019 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.

<b>TASK</b>	<b>DUE DATE</b>
Last day to apply to enrol in and make payment for the written assessment component	Friday, 4 October 2019 by 4pm AEDT
Last day to withdraw from the written assessment component without penalty or transfer without penalty	Friday, 11 October 2019 by 4pm AEDT
Candidates can access Learning Portal	Monday, 21 October 2019
Start date	Monday, 28 October 2019
Last day to withdraw or transfer from the written assessment component (\$400 fee applies) – no refund will be available if the application to withdraw is received after this date	Monday, 28 October 2019 by 4pm AEDT
Candidates should complete the following: <ul style="list-style-type: none"> <li>• Review Program Manual;</li> <li>• View orientation;</li> <li>• Familiarise themselves with the Learning Portal;</li> <li>• Complete compliance quiz available on the Learning Portal.</li> </ul>	Wednesday, 30 October 2019
Online written examination	Friday, 1 November 2019 from 1pm to 4.30pm (Sydney time)
Marks for the written assessment component released	Tuesday, 26 November 2019
Last day to pay for the oral assessment component (only those candidates who successfully passed the written assessment component during this intake)  Candidates can access the Learning Portal (oral component)	Monday, 2 December 2019 by 4pm AEDT

<p>Candidates should complete the following:</p> <ul style="list-style-type: none"> <li>• Test their system for the oral assessment that will be conducted via WebEx conferencing tool;</li> <li>• Book the slot for the oral assessment;</li> <li>• Complete compliance quiz available on the Learning Portal.</li> </ul>	<p>Wednesday, 4 December 2019</p>
<p>Last day to withdraw from the oral assessment component without penalty</p>	<p>Friday, 6 December 2019 by 4pm AEDT</p>
<p>Last day to withdraw from the oral assessment component (withdrawal fee of \$400 fee will apply) – no refund will be provided after this date</p>	<p>Monday, 9 December 2019 by 4pm AEDT</p>
<p>Oral assessments</p>	<p>Oral assessments will be conducted between 16 December 2019 and 23 December 2019</p>
<p>Results released and completion letter posted out to the successful candidates</p>	<p>Wednesday, 15 January 2020</p>

## 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](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 to enrol in the written assessment component;
- successfully complete the written assessment component of the Capstone assessment;
- enrol in the oral assessment component **within the same** intake;
- 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 once you are enrolled in the oral assessment component, you book 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 to enrol in the written assessment component first. 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. Only after successful completion of the written assessment component will you be eligible to be enrolled in the oral assessment component.

### What are the eligibility criteria?

In order to enrol in the Capstone Assessment, you will need to submit evidence of successful completion of the prescribed 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):

- a certified copy of your graduation testamur; or
- a certified copy of your official academic transcript which confirms completion of the qualification; or
- in the event that your academic transcript does not confirm completion of the prescribed award, a certified copy of your academic transcript **and** a certified copy of your completion letter.

In addition to the evidence of successful completion of the prescribed award, you will need to also submit the following:

- a passport-sized colour photo; and
- a certified copy of the bio data page of your passport or Australian photo identification document in full colour.

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 fees for the Capstone Assessment are:

- Written assessment component - \$1650.00 (inclusive of GST); and
- Oral assessment component – \$1100.00 (inclusive of GST).

These fees can be paid by either credit card or EFT once your application is approved and processed.

### What happens after my application to enrol 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 each component without penalty. Please refer to the **Key dates** section of this document which contains:

- Last day to withdraw from the written assessment component without penalty – candidates will be provided with the full refund of the written assessment component enrolment fee;
- Last day to transfer to the written assessment in another intake without penalty – no penalty for the transfer will apply;
- Last day to withdraw from the written assessment or transfer to another intake with penalty – candidates will receive a refund of their written assessment enrolment fee less \$400.00 withdrawal fee if the application to withdraw is received by 4pm AEDT on this date;
- Last day to withdraw from the oral assessment component without penalty – candidates will be provided with a refund of the oral assessment component enrolment fee;
- Last day to withdraw from the oral assessment component with penalty – candidates will receive a refund of their oral assessment component enrolment fee less \$400.00 withdrawal fee if the application to withdraw received by 4pm AEDT on this date.

In the event of circumstances outside of your control, you may apply for special consideration as outlined in the Migration Agents Capstone Assessment 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.

### Written assessment 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 have a stable internet connection that meets System Requirements outlined [HERE](#) (please scroll down to Migration Agents Capstone Assessment section).

Candidates must pass the written assessment component in order to be eligible to enrol in the oral assessment component within the same intake.

### Oral assessment component

Once written assessment component results are released, candidates who successfully complete the written assessment component will be directed to pay for the oral assessment component to finalise their enrolment within the same intake. Please note that should you fail to enrol in the oral assessment component within the same intake, you will be required to pass the written assessment component again before enrolling in the oral assessment component in a subsequent intake.

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. 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 [maca@collaw.edu.au](mailto:maca@collaw.edu.au).

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

Candidates are strongly encouraged to test their equipment with our IT Support team before the oral assessment is conducted. 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 then also need to have access to your email as the briefing note will 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, the oral assessment cannot proceed.

#### **What resources do I need?**

There will be no set resources provided to candidates. 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 short period of time with a number of slots available. Once you have successfully completed the written assessment component, you will be directed to pay for the oral assessment component to finalise enrolment. We strongly recommend you book your oral assessment slot as soon as you are given access to the oral assessment component on 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 and your oral assessment component. The quiz will outline all the necessary steps that you must complete in order to ensure that you are ready to undertake both the written and oral assessment components.

### 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 component and before you sit your oral assessment component.

### 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 [maca@collaw.edu.au](mailto:maca@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 in the same intake:

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

Candidates must successfully pass the written assessment component before they are eligible to enrol in the oral assessment component within the same intake.

### What if I fail the written assessment component?

If a candidate fails the written assessment component, they will be required to undertake the written assessment component again in another intake. Only after successful completion of the written assessment component, is a candidate eligible to enrol in the oral assessment component to be completed in the **same** intake.

### What if I pass the written assessment component but fail the oral assessment component?

If a candidate successfully completes the written assessment component, however, fails the oral assessment component, they will be required to successfully complete the written assessment component again before they will be eligible to enrol in the oral assessment component in a subsequent intake of their choosing.

### How will I be notified of the result?

You will be advised via email when your result has been published on the Learning Portal once your assessment component has been marked. Once the results for the oral assessment component are released, the College will also post out your completion letter to your nominated postal address if you achieve the pass requirements. 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 [maca@collaw.edu.au](mailto:maca@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.

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

**Are there any appeal options?**

Please refer to the Migration Agents Capstone Assessment Manual that outlines disputes policy and procedure.