Assignment Tips and Instructions

In order to successfully complete the assignment assessment component of this ANZIIF module, you must be assessed as competent in all assignment questions. This does not mean that you have to provide the perfect theoretical answer, but rather, that you have demonstrated you have the **skills required to carry out a similar task in an actual work situation**.

While an assignment may seem daunting, the tips below may make it a little easier.

Plan

- Plan carefully; allocating a few hours of study time each night is a recipe for success
- Analyse the case study. Read your assignment at least twice from cover to cover
- Pull each question apart, noting the key words in each question such as "Explain," "List," "Discuss," "What are the implications?"

If, at this stage, you do not understand part of the assignment, firstly refer back to your module.

If you are still unclear, go to the *Online Discussion Forum* and post a query for your Moderator. Be specific. Be mindful that if you get in early, you are more guaranteed of getting a response and having a proper discussion rather than posting a last minute, vague query.

Draft

- Keep in mind the key words are a clue to how long or detailed your response should be. "Explain" will require a longer response while "List" should contain concise points.
- Draft, edit then make a final draft.

Write

The idea is that you first gather as much as you can around the topic, then you fine-tune your submission.
- Write in a logical sequence.
- Use real-life examples to demonstrate your knowledge and your understanding of concepts covered in the module
- Re-read and spell and grammar check your work.

ASSIGNMENT ACCESS

If you have yet to access your assignment, please log in to www.anziif.com *> Assessment Centre > Assignment Access > Current*

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ASSIGNMENT SUBMISSION

Your assignment is due at **11:59pm (Melbourne, Australia time).** *Please be aware that between October to April, Melbourne will observe Daylight Savings time.*

Submission is automatic so there is no 'submit' button. You can complete your assignment by:

1. typing your answers directly into the text boxes for each question *or*;
2. typing your answers into a Word document, and uploading it to each question

Please remember to save your answers as you go. It is also recommended that you keep a copy in a Word document for your own reference.

For your study period's key assessment dates and result release dates, please refer to your Enrolment Confirmation or download the relevant Academic Calendar.

We wish you all the very best for submission. If you have an administrative query, please contact the Customer Service team.