

**Wyndham Community and Education Centre Inc
Policy and Procedure**

Policy name	Record and Evidence of Participation Policy and Procedure
Responsible person	Training Services Managers (Education Manager & VCAL-VET Manager)
Staff involved	Compliance & Reporting Team (C&R team), Training Services Coordinators (VET & LLN), Teachers / Trainers & Assessors
Review dates	2016
Related documents	<p><u>Legislation:</u> Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Public Records Act 1973 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Disability Regulations 2007, Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic), Public Records Act 1973 (Vic), Evidence Act 2008 (Vic)</p> <p><u>Policies and Procedures:</u> Access and Equity Policy & Procedure, Complaints and Appeals Policy & Procedure, Establishing & Applying Decisions for Satisfactory Completion and Delay of Satisfactory Completion Procedure, Student Well-being and Duty of Care Policy & Procedure, Delivery and Assessment (Foundation Skills) Policy & Procedure, Delivery and Assessment (VET) Policy & Procedure, VCAL Attendance Policy & Procedure, VCAL Assessment Policy & Procedure, Victorian Training Guarantee Program Reporting Policy & Procedure, Record Management and Record Keeping Policy & Procedure.</p> <p><u>Other:</u> General Information for Participants, 2014-16 VET Funding Contract including Schedule 1 – Victorian Training Guarantee Program Specifications, Request to view own file Form, Training and Assessment Strategies, Training Plans, VCAL Student Handbook/ Student package, Wyndham CEC endorsed rolls, Assessment tasks, AQTF Standards 2.6 and 3.4.</p>

Policy

This policy applies to all students enrolled in accredited training programs at Wyndham Community and Education Centre Inc. (Wyndham CEC).

All participants undertaking training are expected to meet attendance and participation requirements of the course they are enrolled in.

Evidence of participation must be authenticated by documented evidence of engagement by the student in the learning and/or assessment activity.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 12/06/15 and supersedes all previous versions.

Wyndham Community and Education Centre Inc Policy and Procedure

Results of evidence of participation are recorded on aXcelerate (Wyndham CEC's Student Management System).

All documentation is stored in accordance with the Record Management and Record Keeping Policy and Procedure.

All training delivery through the Victorian Training Guarantee Program (VTG), to an eligible individual must be supported by evidence of participation for each unit of competency or module (UoC) as set out in the 2014-16 VET Funding Contract (and Schedule 1).

All training delivery to an individual enrolled as fee-for-service must be supported by evidence of participation for each UoC.

Expectations about attendance and participation will be given to students enrolling in full qualifications/courses at their pre-training/enrolment interview.

Students enrolling in short courses will be informed regarding expectations about attendance and participation at the point of enrolment.

Evidence of participation will meet minimum specifications as follows:

- One point of evidence of participation per Unit of competency (UoC) will be provided if the period between the commencement and completion date for the UoC is one month or less;
- Two points of evidence of participation per UoC will be provided if the period between the commencement and completion date for the UoC is greater than one month, including one point within the last month of training delivery/ or assessment.
- Evidence of participation will provide a reasonable demonstration of ongoing engagement by an individual in learning and/or assessment activity across the UoC.

Procedure

Evidence of Participation – Attendance Rolls

VET and LLN

- All students undertaking a VET or LLN qualification are informed of attendance and participation requirements at their enrolment interview.
- Students who don't meet attendance or participation requirements will be required to discuss options with their teacher/trainer or a relevant coordinator.
- Students may be withdrawn if attendance requirements are not met.
- All attendance rolls are generated from VETtrak and uploaded onto SharePoint for teacher/trainers to update on a weekly basis.
- Rolls are monitored by Training Managers, Coordinators and the Compliance and Reporting (C&R) team.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 12/06/15 and supersedes all previous versions.

Version: 2015 v1

Document number: 383

Page 2 of 5

G:\2015\2015 Compliance_P&P_AQTF\Policies\Access equity\Record and Evidence of participation.docx

Wyndham Community and Education Centre Inc Policy and Procedure

- At the end of the month (or designated period of time), the completed rolls for that period are printed, signed and dated by the teacher/trainer and submitted to the C&R team.
- These rolls are retained by the C&R team.

Rolls will include:

- name of teacher / trainer & assessor
- section for teacher / trainer & assessor to sign and date
- student name
- legend of symbols used
- UoC code
- session dates and times
- VETtrak unique course identifier

SEE

- All participants undertaking the Skills for Education and Employment Program (SEE) are informed of attendance and participation requirements at their pre-training interview and again at Induction Day.
- Students who don't meet the 80% weekly attendance or participation requirements will be sent warning letters and / or withdrawn if participation doesn't improve as a result.
- Wyndham CEC issues hard copies of attendance rolls to teachers on a weekly basis. The completed rolls are submitted to SEE Administration Staff to be uploaded onto VET Online.
- All teachers are responsible for the marking and recording of student's attendance on a session by session basis.
- They are also responsible for monitoring each student's progress and reporting any concerns to the LLN Coordinator.
- SEE rolls include a coded reason for non attendance.

VCAL

- All students undertaking the Victorian Certificate of Applied Learning (VCAL) are informed of attendance and participation requirements at their Pre-training Assessment interview.
- Students who don't meet attendance or participation requirements will be sent a series of three warning letters and / or withdrawn if participation doesn't improve as a result.
- Uninformed non attendance is followed up by the VCAL Admin staff on a daily basis.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 12/06/15 and supersedes all previous versions.

Wyndham Community and Education Centre Inc Policy and Procedure

- These are entered into the VCAL student attendance roll.
- All teachers and trainers are responsible for the marking and recording of student attendance on the VCAL roll per session.
- They are also responsible for monitoring student progress and reporting any concerns to the VCAL-VET Manager.
- VCAL rolls include a coded reason for non attendance. For students undertaking Community VCAL, rolls are sent weekly to the home school.
- Teachers and trainers enter the attendance on a hard copy of the roll. This is then transferred to an electronic roll which is analysed weekly.
- Students who are not achieving the required attendance or participation are counselled by the VCAL-VET Manager and advised of the impact of poor attendance on results.
- Parents/guardians of students who are under-18 are involved in these discussions.
- Parents/guardians and students are also informed of their attendance requirements at the VCAL Orientation Day and within their VCAL Handbook.

Evidence of Participation – student engagement and assessment

At Wyndham CEC, evidence of participation includes (see **minimum specifications on page 2**):

- Evidence of work submitted relating to engagement by the student in the UoC.
- This evidence must contain the student's signature in addition to the student's name, unit of competency and date.
- Where this information cannot be recorded on the work itself, separate evidence must accompany the work to allow it to be linked to the student, the UoC and date completed.
- Teacher-trainer/assessor notes based on personal interviews, telephone, e-mail, or other communication modes on the engagement of a student in learning and/or assessment activity of the UoC.
- Primary documentation that provides evidence of assessment includes a UoC Summary Record Sheet that indicates an actual result consistent with assessment.
- All results will be supported by teacher / trainer & assessor endorsed documentation including, but not limited to, the assessment task, workbooks, practical placement, homework books, or similar record which confirms delivery to the individual student.
- The UoC Summary Record Sheet includes a section for the teacher / trainer & assessor signature, printed name, position and date.
- For all RPL outcomes, only the primary assessment tool used for any skills recognition assessments will be accepted.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 12/06/15 and supersedes all previous versions.

Version: 2015 v1

Document number: 383

Page 4 of 5

G:\2015\2015 Compliance_P&P_AQTF\Policies\Access equity\Record and Evidence of participation.docx

Wyndham Community and Education Centre Inc Policy and Procedure

- A signed statutory declaration from the relevant staff affirming an individual's participation (where primary documentation is not available – see p.11 schedule 1 of the 2014-16 VET Funding Contract).

Evidence of Participation – student engagement and assessment in SEE

- Two pieces of evidence are required for each of the Australian Core Skills Framework (ACSF) Indicators selected for individual students.
- Teachers are required to submit the assessment evidence for two ACSF indicators every 200 hours.
- Each assessment must be accompanied by an ACSF Task Cover Sheet.
- All documentation is submitted to the LLN Coordinator for review and results are entered onto VET Online.
- A new Training Plan is generated and given to both the teacher and the student.
- All assessments are filed in a secure filing cabinet.

Access to records

All students are informed at the enrolment interview and / or induction of their right to access their records (see the Record Management and Record Keeping Policy & Procedure).