

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

Policy name	<b>Record and Evidence of Participation Policy and Procedure</b>
Responsible person	RTO Manager
Staff involved	Education Manager, VCAL & Youth Manager, Compliance & Reporting Team (C&R Team), Training Services Coordinators (VET & LLN & AMEP), Teachers / Trainers & Assessors
Review dates	2021
Related documents	<p><b><u>Legislation:</u></b>            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 2018, Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic), Public Records Act 1973 (Vic), Evidence Act 2008 (Vic), Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015</p> <p><b><u>Policies and Procedures:</u></b>            Access and Equity Policy &amp; Procedure, Complaints and Appeals Policy &amp; Procedure, Establishing &amp; Applying Decisions for Satisfactory Completion and Delay of Satisfactory Completion Procedure, Student Well-being and Duty of Care Policy &amp; Procedure, Delivery and Assessment (Foundation Skills) Policy &amp; Procedure, Delivery and Assessment (VET) Policy &amp; Procedure, VCAL Attendance Policy &amp; Procedure, VCAL Assessment Policy &amp; Procedure, Skills First Program Reporting Policy &amp; Procedure, Record Management and Record Keeping Policy &amp; Procedure, Child Safety Policy and Procedure</p> <p><b><u>Other:</u></b>            General Information for Students, current VET Funding Contract (Skills First Program), AMEP Service Provider Instructions, SEE Service Provider Instructions, 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., electronic Attendance Rolls</p>

**Policy**

This policy applies to all students enrolled in nationally 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.

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This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 03/07/20 and supersedes all previous versions.

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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 funded through the Skills First program to an eligible individual must be supported by evidence of participation for each unit of competency or module (UoC) as set out in 2018-19 (2020) Standard VET Funding Contract - Skills First Program and supplementary documents.

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.

Note: Students enrolling in pre-accredited (ACFE funded) short courses will be informed regarding expectations about attendance and participation at the point of enrolment. Wyndham CEC requires one piece of work as evidence of participation and will also use attendance rolls.

**Skills First - Evidence of participation will meet minimum specifications as follows** (for further detail refer to Schedule 1, Clause 11 of the Skills First Funding Contract):

- 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 first month and one point within the last month of learning and/or assessment. Two different forms of Evidence of Participation must be used.
- Evidence of participation will provide a reasonable demonstration of ongoing engagement by an individual in learning and/or assessment activity across the UoC.

### **Procedures**

#### **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 and may receive warning notices.
- Students may be withdrawn if attendance requirements are not met.

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- All attendance rolls are generated by the C&R Team using a spreadsheet template with information from aXcelerate and Training Plans and are 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.
- 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

### ***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 their induction.
- 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. Jobactives and / or Centrelink may be informed of non-attendance.
- 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 at the end of each week.
- 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. Relevant medical certificates are also handed up with the rolls.

### ***AMEP***

- All participants undertaking the AMEP are informed of attendance and participation requirements at their pre-training interview and the Individual Pathway Guide interview.

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- After every 200 hours students meet with the Pathway Counsellor to review their Individual Pathway Guide and are reminded of attendance requirements.
- 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. Childcare must be informed of non-attendance. Jobactives and / or Centrelink may be informed of non-attendance.
- AMEP attendance rolls are generated by the AMEP administration staff and uploaded to SharePoint. Teachers record attendance on this spreadsheet. The AMEP administrators report attendance on ARMS at the end of week and follow up absences with students. The rolls are printed and filed.
- All teachers are responsible for the marking and recording of student's attendance on a session by session basis, as well as handing in any medical certificates.
- Teachers are also responsible for monitoring each student's progress and reporting any concerns to the AMEP Coordinator.

### ***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.
- Unexplained non-attendance is followed up by VCAL Admin staff on a daily basis. Non-attendances are entered onto 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 & Youth Manager.
- 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.
- VCAL rolls include a coded reason for non-attendance. For students undertaking Community VCAL, electronic Attendance Rolls are sent weekly to the home school.
- Students who are not achieving the required attendance or participation are counselled by the VCAL & Youth 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 enrolment interview, Orientation Day and within the VCAL Handbook.

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### **Evidence of Participation – student engagement and assessment**

At Wyndham CEC, evidence of participation in all nationally accredited programs 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 name or identification number, a unit of competency identifier and a date which includes day/month/year. It is a Wyndham CEC requirement that, wherever possible, the work is also signed by the student.
- 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.
- The UoC Summary Record Sheet must have an endorsement that confirms the accuracy of the information and therefore 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.
- When extreme circumstances mean that primary evidence of participation is not available, a signed statutory declaration may be provided by either the relevant training personnel or the student (as per conditions in Clause 11.5 (e) of the Standard VET (Skills First) Funding Contract).

### **Evidence of Participation – student engagement and assessment in SEE**

- For students enrolled in Basic, or Advanced classes - two pieces of evidence are required for two of the Australian Core Skills Framework (ACSF) Indicators selected for individual students.
- For students enrolled in Initial classes - two pieces of evidence are required for one of the ACSF indicators selected for individual students. Teachers are required to submit the assessment evidence for one/ 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 for SEE is generated and given to both the teacher and the student. A copy is kept in the student's file.
- All assessments are filed in a secure filing cabinet.

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### **Evidence of Participation – student engagement and assessment in AMEP**

- Two pieces of evidence are required for one of the Australian Core Skills Framework (ACSF) Indicators selected for individual students.
- AMEP students are required to complete two pieces of evidence for one ACSF indicator every 200 hrs.
- Each assessment must be accompanied by an ACSF Task Cover Sheet.
- All documentation is submitted to the AMEP Coordinator for review and results are entered into ARMS.
- A new IPG is generated and given to both the teacher and the student and placed in the student's file.
- 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*).