

Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	Record and Evidence of Participation Policy and Procedure
Responsible person	RTO Manager
Staff involved	Director of Education, Education Manager, Senior Secondary Education Manager, Compliance & Reporting Team (C&R Team), Training Services Coordinators (VET & LLN & AMEP), Teachers / Trainers & Assessors
Review dates	2024

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 program they are enrolled in.

Evidence of Participation (EoP) must be authenticated by documented evidence of engagement by the student in the learning and/or assessment activity for each Unit of Competency (UoC).

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

Expectations about attendance and participation will be given to students enrolling in programs 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 student work per course as evidence of participation and will also maintain attendance rolls.

Minimum specifications for Evidence of Participation

At Wyndham CEC, evidence of participation in all nationally accredited programs:

- generally uses attendance rolls as the first point of evidence
- demonstrates engagement by the student in a specific Unit of Competency (UoC)
- must contain the student's name or client identifier, a unit of competency identifier and a date which is in the format day/month/year.

It is no longer a Wyndham CEC requirement that the work is signed by the student.

Skills First – additional requirements

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

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(UoC) as set out in the current VET Funding Contract (Skills First Program) and supplementary documents (for further detail refer to Schedule 1, Clause 9 of Contract):

- Evidence of participation will provide a reasonable demonstration of ongoing engagement by an individual in learning and/or assessment activity across the UoC.
- One item of evidence of participation per unit of competency (UoC) will be provided if the period between the Activity Start Date and Activity End Date (inclusive) for the UoC is 30 days or fewer;
- Two items of evidence of participation per UoC will be provided if the period between the Activity Start Date and Activity End Date for the UoC is more than 30 days; one item must be dated no later than 30 days after the reported Activity End Date and one item must be evidence of assessment. Two different forms of Evidence of Participation must be used;
- Where a student is withdrawn from a subject (regardless of the period between the Activity Start Date and Activity End Date) then one item of Evidence of Participation will be provided.
- Where attendance rolls are used as the first piece of EoP, the RTO may need to provide additional evidence demonstrating that there was engagement in the learning and/or assessment activities of the unit / subject specified on the roll for that session, for example a session plan.

Procedures

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.
- 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.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 6/10/2023 and supersedes all previous versions.

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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. Workforce Australia and/or Services Australia may be informed of non-attendance.
- Attendance rolls are made available for teachers on SharePoint.
- All teachers are responsible for the marking and recording of student's attendance session by session and reporting on a weekly basis.
- SEE administration staff upload attendance onto Workforce Australia Online for Providers (WAOP) each week.
- Teaching staff 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 submitted by the teacher to the SEE administration staff weekly.

AMEP

- All participants undertaking the AMEP are informed of attendance and participation requirements at their pre-training interview and the Individual Pathway Guide interview.
- 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. LfE must be informed of non-attendance. Workforce Australia agencies may be informed of non-attendance.
- LfE must be informed if students who have had childcare paid for do not attend class.
- 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.

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- 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.

Senior Secondary Program

- All students undertaking the Victorian Certificate of Applied Learning (VCAL) are informed of attendance and participation requirements at their Pre-training Assessment interview and at enrolment. See *SSP Student Selection, Enrolment, Induction, Delivery Policy & Procedure*.
- 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. See *SSP Attendance Policy and Procedure*.
- Unexplained non-attendance is followed up by SSP Admin staff on a daily basis. This information is logged into the SSP Follow-up Form - Non Attendance. Non-attendances are entered onto the SSP student attendance roll.
- All teachers and trainers are responsible for the marking and recording of student attendance on the SSP student roll per session. Teachers and trainers are also responsible for monitoring student progress and reporting any concerns to the Senior Secondary Education Manager for follow up.
- The SSP student attendance roll contains the following information:
 - dates to reflect the session,
 - session start and end time,
 - venue SSP is delivered,
 - classroom SSP is delivered,
 - subject delivered,
 - units delivered,
 - name of timetabled teacher,
 - name of Casual Relief Teacher (CRT), if relevant,
 - individual student's names
 - individual student enrolment dates,
 - name of individual CVCAL school,
 - table explaining the codes used to reflect the completion of attendance roll,
 - exits, no starts, transferred and completed course student names and dates,
 - teacher/trainer signatures with dates.
- Each session teachers and trainers enter the attendance information electronically onto the student attendance roll. The SSP attendance roll information is then transferred into an overall SSP program electronic roll which is analysed weekly taking into account information gathered in the SSP Follow-up Form- Non Attendance. Attendance and follow up information is stored on SharePoint, Wyndham CEC's content management system.

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- SSP rolls include a coded reason for non-attendance. For students undertaking Community SSP, electronic Attendance Rolls are sent weekly to the SSP contact person at the home school.
- Students who are not achieving the required attendance or participation are counselled by the Senior Secondary Education 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 SPP enrolment interview, in the SPP Student Report, through daily absence follow up using texts, emails and phone calls, regular conversations with the SSP & Youth Manager, SPP Coordinator, teachers and trainers, Orientation Day, within the SSP Handbook and within the SSP Student Contract.

Student Engagement and Assessment

VET and LLN

At Wyndham CEC, evidence of participation in all nationally accredited programs includes:

- 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 is in the format day/month/year. It is no longer a requirement that the work is 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 Final Unit Result (FUR) that indicates an actual result consistent with the outcome of an assessment.
- The Final Unit Result (FUR) 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.
- Practical work placement: Wyndham CEC will not generally use this as evidence of participation, however it may be applied in exceptional circumstances. To be used, sufficient information must be provided to show how the Practical Placement evidences learning and/or engagement in the relevant subject and must meet all other requirements of the relevant item of Evidence of Participation. Practical Placement agreements alone are not accepted as Evidence of Participation.

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- 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 9.7 (g), Schedule 1 of the current VET Funding Contract (Skills First Program)).

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 Workforce Australia Online for Providers (WAOP).
- 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.

AMEP

- Assessments are used as the evidence of participation.
- Assessments must be completed by students by the end date of the relevant unit of competency
- Assessments must be accompanied by the appropriate coversheet and submitted to the AMEP Coordinator within two weeks for checking.
- AMEP administration staff record the results of assessments on aXcelerate and are then reported to the Learning for Employment contractor.
- At the completion of 200 hours, students meet with the Pathways Counsellor; a new (Individual Pathways Guide) IPG may be generated and is given to both the teacher and the student and placed in the student's file.
- All assessments are filed in a secure filing cabinet.

Senior Secondary Program

- The Victorian Certificate of Applied Learning (VCAL) is a senior secondary certificate of education recognised within the Australian Qualifications Framework (AQF).
- For students enrolled in the SSP Senior, Intermediate or Foundation, evidence required will be in accordance with the relevant curriculum or training package as per the VCAA VCE & VCAL Administrative Handbook outlining the rules,

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regulations and policies governing the delivery of the VCE VM/VPC and Community VAL. See *SSP Assessment Policy & Procedure*.

- Upon enrolment into SSP a Training Plan is generated and given to both the teacher and the student. A copy is kept in the student's file and on SharePoint, Wyndham CEC's Content Management System. See the *Training Plan Procedure*
- Each unit assessed will be accompanied with a Final Unit Result (FUR).
- All assessment documentation is submitted to the Senior Secondary Education Manager for review and processing. For Skills First enrolments results are entered onto the Victorian Administrative Assessment System (VASS) and aXcelerate, Wyndham CEC's Student Management System; see the *Processing checking Evidence for SF Subsidised Training Procedure*.
- Results for CVCAL students are entered into aXcelerate and sent to the home-school to be entered onto the home-school's VASS. See the *Providing Results to Schools (CVCAL) Procedure*.
- All assessments are filed in a locked filing cabinet in a locked room.

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*).

Related documents

Legislation:

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

Policies and Procedures:

Access and Equity Policy & Procedure, Complaints and Appeals Policy & Procedure, Establishing & Applying Decisions for Satisfactory Completion and Delay of Satisfactory Completion Procedure, SSP Student Well-being and Duty of Care Policy & Procedure, Delivery and Assessment (Foundation Skills) Policy & Procedure, Delivery and Assessment (VET) Policy & Procedure, Senior Secondary Programs Attendance Policy & Procedure, Senior Secondary Programs Assessment Policy & Procedure, Skills First Program Reporting Policy & Procedure, Record Management and Record Keeping Policy & Procedure, Child Safety Policy and Procedure, Senior Secondary Programs Attendance Policy & Procedure, Senior Secondary Programs Student Selection, Enrolment, Induction, Delivery Policy & Procedure, Procedure, Processing checking Evidence for SF Subsidised Training Procedure.

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Other:

General Information for Students, current VET Funding Contract (Skills First Program), AMEP Service Provider Instructions, SEE Service Provider Instructions, VCAA VCAL Quick Guide for VASS Administrators, *Request to view own file* Form, Training and Assessment Strategies, Training Plans, Senior Secondary Program Student Package, Wyndham CEC endorsed rolls, Assessment tasks, AQTF Standards 2.6 and 3.4., electronic Attendance Rolls, Department of Education (DE) VCE Vocational Major Contract or Victorian Pathways Certificate (VPC) Contract, Training Plan, Senior Secondary Programs Follow Up Form- Non Attendance, Senior Secondary Programs Warning Letters, Senior Secondary Programs Student Report, Senior Secondary Programs Student Contract, VCAA VCE and VCAL Administrative Handbook, VCAA Advice for Teachers for specific VCAL unit assessments, Australian Qualifications Framework (AQF), Final Unit Result (FUR) form, aXcelerate, Victorian Administrative Software System (VASS), Wyndham CEC's content management system (SharePoint), Pre-Training Assessment (PTA), Enrolment form