

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

Policy name	Record and Evidence of Participation Policy and Procedure
Responsible person	Education Manager / VCAL & Youth Manager
Staff involved	Compliance & Reporting Team (C&R Team), Training Services Coordinators (VET & LLN & AMEP), Teachers / Trainers & Assessors
Review dates	2018
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), Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015</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, Child Safety Policy and Procedure</p> <p><u>Other:</u> General Information for Participants, Standard VET Funding Contract (Skills First Program), AMEP Service Provider Instructions 2017-2020, 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.

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

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 20/10/17 and supersedes all previous versions.

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

All training delivery through the Skills First to an eligible individual must be supported by evidence of participation for each unit of competency or module (UoC) as set out in 2017 Standard VET Funding Contract Skills First Program

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.

Skills First - 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. 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.
- All attendance rolls are generated from aXcelerate 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.
- 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.

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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 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. Job Actives 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.
- 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.

AMEP

- All participants undertaking the AMEP are informed of attendance and participation requirements at their pre-training interview and again during IPG.
- 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. Job Actives and / or Centrelink may be informed of non-attendance.
- AMEP attendance rolls are generated by the ARMS admin staff, who hand over to teaching staff each Monday. At the end of week attendance records are returned to ARMS admin staff for data consolidation. There is a monthly data consolidation which is sent to Djerriwarrh Community & Education Services, as the contractor of the consortium, which may include comments as to whether absences have been approved or not.
- All teachers are responsible for the marking and recording of student's attendance on a session by session basis.
- Teachers are also responsible for monitoring each student's progress and reporting any concerns to the LLN/AMEP Coordinator.

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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.
- 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 & Youth 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 & 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 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.

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- 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.
- 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 VET Funding Contract).

Evidence of Participation – student engagement and assessment in SEE

- For students enrolled in Basic, Intermediate or Advanced classes - two pieces of evidence are required for each 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 (SEE).
- A new Training Plan for SEE is generated and given to both the teacher and the student.
- All assessments are filed in a secure filing cabinet.

Evidence of Participation – student engagement and assessment in AMEP

- Two pieces of evidence are required for each of the Australian Core Skills Framework (ACSF) Indicator selected for individual students. Teachers are required to submit the assessment evidence for one/ two ACSF indicators every 200 hours.
- AMEP students in the social stream are required to do one ACSF indicator every 200 hrs. Students in the pre-employment stream are required to do two ACSF indicators every 200 hours.
- 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 for AMEP 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).

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