

# Assessment for Learning - Resulting Procedure (VET)

## Section 1 - Summary

(1) This Procedure outlines the requirements for the processing of unit assessment outcomes.

## Section 2 - Scope

(2) This Procedure applies to resulting of all nationally recognised VET programs.

(3) Whilst this procedure references Skills Recognition for outcome recording purposes, the processes around Skills Recognition are covered by the [VET Skills Recognition Procedure](#).

## Section 3 - Definitions

(4) Assessment: means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

(5) Assessor: A teacher who holds the vocational and training and assessment competency and currency, as required by the Standards for Registered Training Organisations (RTOs) 2015 and relevant Training Package or Accredited Curriculum qualification requirements.

(6) Result: A final outcome for a unit once all assessment activities have been attempted.

(7) Withdrawal: The process of discontinuing a student in a unit following the [VET Domestic Student Progress Review Procedure](#) and [VET Overseas Student Progress Review Procedure](#).

## Section 4 - Policy Statement/Regulation

(8) [Assessment for Learning Policy](#)

## Section 5 - Procedures

### Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Director	Monitor outstanding results within the Centre and put strategies in place to ensure student unit outcomes are recorded in a timely manner.

Manager	<p>Provide advice and guidance on resulting to teachers to ensure results are processed within 10 days of the unit end date or the student achieving competency.</p> <p>Assess and respond to applications for special consideration or short extensions, and arrange an amendment to unit end dates if required.</p> <p>In special circumstances approve the use of 'x' grade to extend the unit end dates only at the end of each calendar year. The default setting for extension is the 30 March of each calendar year.</p> <p>Monitor outstanding results reports and ensure staff process results within 10 days of unit end date or student achieving competency.</p> <p>Process results not entered by teachers within 30 days whereby the system will no longer allow teachers to enter results.</p> <p>Approve result amendments .</p> <p>Approve Skills Recognition applications.</p>
Manager / Course Coordinator	<p>Provide advice and guidance on resulting to teachers to ensure results are processed within 10 days of the unit end date or the student achieving competency.</p> <p>Ensure all teachers are inducted into this Procedure and understand outcome options available and impact on reporting.</p>
Teachers (including ongoing or fixed-term, sessional or teaching contractors) / Course Co-ordinators	Teachers are responsible for entering unit outcomes for assigned units.
VU Polytechnic Coordinator, Administration and Compliance	<p>Generate outstanding results reports.</p> <p>Receive and approve Result Amendment forms for prior years and arrange amendments with the Assessments and Completions area.</p>
VU Polytechnic Administration and Governance Administration Officers	Bulk upload of result sheets.
Assessments and Completions Officer	Process Result Amendment forms.
Business Support and Reporting (BSR)	<p>Update USI Transcript information with amended results from prior year.</p> <p>Prior year result amendments.</p> <p>Withdrawal of students with null results at year end.</p>
Data Management Services (DMS)	<p>Process Recognition of Prior Learning, Credit Transfer and Recognition of Current Competency paperwork.</p> <p>Process Withdrawal forms.</p> <p>Process unit end date amendment requests.</p>

## Part B - Victoria University Polytechnic Unit Outcomes

(9) Unit end dates must be set to consider any planned post-class assessments or work placements that will contribute to the overall assessment outcome for the unit.

(10) Unit outcomes must be processed within a timely manner as they impact on student experience, reporting and funding.

(11) At the end of the year, any units with an end date in that calendar year will be withdrawn with no attendance as the University is not allowed to report against any units with an end date in the calendar year with a null outcome.

(12) Units can have one of the following outcomes:

- a. Skills Recognition (Recognition of Prior Learning, Credit Transfer, Recognition of Current Competency) – refer to the [VET Skills Recognition Procedure](#). Applications for Skills Recognition should be completed and submitted by teaching areas at course commencement where possible. Relevant documentation for these outcomes is submitted to Data Management Service (DMS) area for processing.
  - i. Approved VET Skills Recognition documentation includes:

- RPL & RCC Application;
- Credit Transfer Application.

b. Competency Achieved (PP) / Not Yet Competent (NYC)

- Undertake relevant VU system training to be approved for access to enter results.
- No person is to enter or amend results unless the results or amendments are recorded on official Victoria University Polytechnic source documents. Entering or amending results based on an email or verbal request is not permitted. Approved documentation includes:
  - Unit / Cluster Assessment Record Books;
  - Printed Attendance Register with final results recorded;
  - Apprentice Training Plans;
  - VU Collaborate Assessment outcomes.
- Final results are to be recorded in the Student Management System within 10 days of the unit end date or the student achieving competency.
- Competency Achieved results will flow to the Student Management System for units delivered through VU Collaborate. Teachers are to confirm Not Yet Competent results in VU Collaborate which will then flow through to the Student Management System.
- For units not delivered through VU Collaborate, teachers are required to record the final result directly in the Student Management System.
- All assessment requirements must be attempted for an outcome of Not Yet Competent. If the student has not attempted all assessments, then a withdrawal with adjusted claimable hours must be processed (Victorian VET Student Statistical Collection Guidelines [National Outcome Identifier 30 and 40]).
- Students must be given an opportunity to resit or resubmit an assessment. If after resitting or resubmitting an assessment, the student is still not yet competent, a not yet competent (NYC) result should be entered and the student will need to re-enrol in the unit.

(13) 'X' result can be used in November and December for units with an end date in these months to extend out a unit activity end date where delivery will not be completed. The 'X' result will extend the unit end date out to the 30th March of the next calendar year. Circumstances where 'X' result is allowed are limited to:

- Practical placement availability;
- Teaching resources not available to complete delivery;
- Other extraordinary circumstances approved by the Centre Director.

(14) Grade outcomes are only to be used for continuing students whose training commenced using grades until they have completed their training. Grades are not to be used for new commencing students.

(15) Withdrawal documentation must be completed and submitted to the Data Management Services (DMS) for processing. VET Withdrawal Form must be generated through the Student Management System to action a withdrawal.

- Monitor non-engaged students and follow up as per the VET Student Progress Procedure.
- Complete and submit withdrawal forms on confirmation of student no longer engaging in the unit.
- Withdrawal with attendance - If a student has participated in the unit, enter the last date of attendance and how many hours the student has engaged in the unit so that appropriate hours can be claimed.
- Withdrawal with no attendance - If there is no evidence of student engagement in a unit, indicate no participation on the withdrawal form. If there is a valid expectation that the student will complete assessment work, then the unit end date should be extended rather than processing a withdrawal with no attendance.
- If a student has participated in timetabled classes but has not attempted all assessment requirements, indicate

date of last engagement and the number of hours to be claimed.

### **Short Extensions and Special Consideration**

(16) Students must complete a VET Student Request for Extension Form and submit with the supporting evidence if they want to apply for a short extension or special consideration in accordance with the [Assessment for Learning - VET Assessment Procedure](#).

(17) If a short extension or special consideration is granted a unit end date extension is arranged by submitting relevant request.

(18) If a result is still not available after the extended date, a further VET Student Request for Extension form with supporting evidence may be submitted. If approved, the Manager will arrange for the unit end date to be extended further using the Unit End Date amendment spreadsheet and submit to the Data Management Service (DMS).

### **Results Publishing**

(19) Results are published two days after the relevant teaching period census date.

(20) Result Amendments will only be actioned where a data entry error has occurred.

- a. Result amendments can only be processed by approved Assessments and Completions staff and upon receipt of fully approved VET Result Amendment Advice form.
- b. All documentation relating to result amendments must be retained and stored on the student file.
- c. Current Year Result Amendments
  - i. A teacher will only have 2 hours to amend a result if they entered a result and realised it was entered in error. Results can only be amended from PP to NYC and vice-versa, they cannot be deleted.
  - ii. If the result is not corrected within the 2 hours, a result amendment form will need to be completed and submitted to Assessments and Completions area for processing.
  - iii. Where there is a need to amend a result after publication, the Manager must document the circumstances and gain approval from the relevant Centre Director before requesting the amendment.
  - iv. The Manager must notify the student in writing if a result is amended after publication.
    - If the amended result has improved the student's published outcome, new AQF certificate, transcript or statement of attainment must be provided to the student at the same time as the amendment advice.
    - If the result is lower than the student's previously published outcome, the student must be provided with:
      - a full rationale of the reason for the amendment;
      - a request to return the original published AQF certificate, statement of attainment or transcript of results. When received these should be destroyed;
      - Updated AQF certification documentation or statement of attainment and transcript of results;
      - A copy of the assessment appeals procedure in case they wish to appeal the amendment.

### **Prior Calendar Year Result Amendments**

(21) Prior year result amendments would have been reported to the Government as part of the year end submission.

(22) Where there is a need to amend a result after publication, the Manager must document the circumstances and gain approval from both the relevant Centre Director and the Deputy Vice-President, Vocational Education before requesting the amendment.

(23) The Manager must notify the student in writing if a result is amended for the prior year.

- a. If the amended result has improved the student's published outcome, new AQF certificate, transcript or statement of attainment must be provided to the student at the same time as the amendment advice.
- b. If the result is lower than the student's previously published outcome, the student must be provided with:
  - i. a full rationale of the reason for the amendment;
  - ii. a request to return the original published AQF certificate, statement of attainment or transcript of results. When received these should be destroyed;
  - iii. Updated AQF certification documentation or statement of attainment and transcript of results;
  - iv. A copy of the assessment appeals procedure in case they wish to appeal the amendment.

(24) The Manager must submit prior year result amendment forms to VU Polytechnic Governance and Administration.

(25) Governance and Administration will assess impact of result amendment and work with the Business Support and Reporting area to action the result amendment.

(26) BSR to update USI Transcript Service with amended prior year results.

## **Part C - Results Monitoring**

(27) Weekly outstanding results reports are distributed weekly by the Administration and Governance team throughout the year and daily in December.

(28) Managers must monitor the resulting within their departments, ensuring staff have completed their resulting prior to taking scheduled leave.

(29) Managers monitor the use of the 'X' result.

(30) All results for units with an end date in the current calendar year must be entered prior to final reporting or an outcome of withdrawn with no participation is automatically recorded.

## **Section 6 - Guidelines**

(31) Nil

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	14th February 2019
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<b>Approval Authority</b>	Vice-President, Vocational Education
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