

# Assessment for Learning - Resulting Procedure (VET)

## Section 1 - Summary

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

## Section 2 - HESF/ASQA/ESOS Alignment

(2) Standards for Registered Training Organisations (RTOs) 2015: Standards 1, 2, 3.

## Section 3 - Scope

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

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

## Section 4 - Definitions

(5) 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.

(6) 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 \(Cth\)](#) and relevant Training Package or Accredited Curriculum qualification requirements.

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

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

## Section 5 - Policy/Regulation

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

## Section 6 - Procedures

## Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Executive Director	Monitor outstanding results within the Centre and put strategies in place to ensure student unit outcomes are recorded in a timely manner.
Education Manager	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. Assess and respond to applications for special consideration or short extensions, and arrange an amendment to unit end dates if required. 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. Monitor outstanding results reports and ensure staff process results within 10 days of unit end date or student achieving competency. Process results not entered by teachers within 30 days whereby the system will no longer allow teachers to enter results. Approve result amendments. Approve Skills Recognition applications.
Education Manager / Course Coordinator	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. Ensure all teachers are inducted into this Procedure and understand outcome options available and impact on reporting.
Teachers (including ongoing or fixed-term, sessional or teaching contractors) / Course Co-ordinators	Teachers must follow the process outlined by their Education Manager to ensure the provision of results are given within a timely manner to allow entry into Student One within 10 days of the unit end date. Provide timely Results Amendments to administration for processing with associated evidence where relevant eg. changing X grade to PP.
VU Polytechnic Administration and Governance	Generate outstanding results reports.
Assessment and Resulting Officer	Process Result Amendment forms.
Student Lifecycle Operations and Reporting	Update USI Transcript information with amended results from prior year. Prior year result amendments.
Data Management Services (DMS)	Process Recognition of Prior Learning, Credit Transfer and Recognition of Current Competency paperwork. Process Withdrawal forms. Process unit end date amendment requests. Amend nominal hours for gap training units

## Part B - Victoria University Polytechnic Unit Outcomes

(10) 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.

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

(12) Throughout the year, teaching areas must monitor student engagement in enrolled units.

a. If there is no first participation evident in a unit but the student has engaged in other units in the course, the

teacher must follow up to investigate the reason and withdraw the student from the unit(s) if required.

- b. If no first participation is evident for any units, teachers should follow up and withdraw the student from all units if required.

(13) Any units that have an enrolled status with participation and a unit end date in that current calendar year and where the result is not yet available, will have the unit end date extended to the 30th March in the next calendar year.

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

- a. Skills Recognition (Recognition of Prior Learning, Credit Transfer, Recognition of Current Competency) – refer to the [Credit - Skills Recognition Procedure \(VET\)](#). 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)
  - i. Staff to undertake relevant VU system training to be approved for access to enter results.
  - ii. 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.
  - iii. Final results are to be recorded in the Student Management System within 10 days of the unit end date or the student achieving competency.
  - iv. Teachers are required to provide a final result for all units they are responsible for.
  - v. 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]).
  - vi. 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.
- c. Pending Practical Placement
  - i. This code is used for enrolments where the student has completed the supervised training and / or assessment component of the training and is now waiting for practical placement.
- d. Competency Based Completion Pending Employer Verification of job components for apprentices
  - i. This code is used to finalise the off-the-job component of competency based completion for Apprentices only. The employer verification process completes the on the job component of the unit of competency for an apprentice and finalises the unit outcome.
  - ii. There are circumstances that impact an apprentice and trainee completion, refer to the Apprentice and Trainee Completion Result Management Scenarios.
- e. Gap Competent
  - i. Gap training and assessment is where Victoria University Polytechnic has identified a student's existing skills and supplemented those skills with a lesser amount of training than that required for the delivery of the unit of competency to a learner with no prior skills.

- ii. A student's unit of competency enrolment needs to be amended to the hours of training that will be provided on the student's tick sheet for Apprentices only – CBC is entered by the teacher. The unit outcome can only be updated to GAP result if the employer has agreed the apprentice demonstrates the competency in the workplace.
- iii. Internally the Gap Competent code is used for reporting purposes, the student facing outcome is Competency Achieved (PP).

f. Result outcomes and usage:

<b>Result Code</b>	<b>Result</b>	<b>Result available for new commencements</b>	<b>Result available for continuing Students with existing use of these results only</b>
PP	ACHIEVED COMPETENCY	Yes	Yes
NYC	NOT YET COMPETENT	Yes	Yes
X	CONTINUING UNIT	Yes	Yes
PRAC	PENDING PRACTICAL PLACEMENT		
CBC	COMPETENCY BASED COMPLETION PENDING EMPLOYER VERIFICATION OF JOB COMPONENT FOR APPRENTICES		
GC	GAP COMPETENT		

(15) '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:

- a. Teaching resources not available to complete delivery;
- b. Other extraordinary circumstances approved by the Centre Director.

(16) 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.

(17) 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.

- a. Monitor non-engaged students and follow up as per the VET Student Progress Procedure.
- b. Complete and submit withdrawal forms on confirmation of student no longer engaging in the unit.
- c. 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.
- d. 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.
- e. 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**

(18) 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 - Assessment Procedure \(VET\)](#).

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

(20) 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**

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

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

- a. Result amendments can only be processed by approved Assessment and Resulting 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 Assessment and Resulting 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**

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

(24) Where there is a need to amend a result after publication, the Manager must document the circumstances and gain approval from both the relevant Executive Director and the Chief TAFE Officer before requesting the amendment.

(25) 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.

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

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

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

## **Part C - Results Monitoring**

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

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

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

(32) 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.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	13th October 2022
<b>Review Date</b>	13th October 2025
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	5th October 2022
<b>Expiry Date</b>	Not Applicable
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