

VET Non-School Senior Secondary Provider - Monitoring and Analysis of Student Progress, Results and Outcomes Procedure

Section 1 - Summary

(1) This Procedure outlines the requirements for monitoring and analysing student results and outcomes for students in Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) programs.

Section 2 - HESF/ASQA/ESOS Alignment

(2) [Standards for Registered Training Organisations \(RTOs\) 2015 \(Cth\)](#)

Section 3 - Scope

(3) This Procedure applies to all non-school senior secondary programs delivered by the Polytechnic.

Section 4 - Definitions

(4) VASS – Victorian Assessment Software System.

(5) SAC – School Assessed Course Work.

(6) On Track – Department of Education Survey which tracks the destination outcomes of Year 12 completers.

Section 5 - Policy/Regulation

(7) Nil

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Director	<p>Monitor program analysis activities and continuous improvement actions.</p> <p>Approve annual participation, completion and outcome data report for publication.</p>

Roles	Responsibilities
Manager	<p>Lead semester/Unit reviews of VCE and VCAL programs.</p> <p>Lead annual review of VCE and VCAL programs.</p> <p>Identify, monitor and document program issues, results, outcome data and continuous improvement actions.</p> <p>Report program issues, results and outcome data and continuous improvement actions at the Delivery Centre meetings.</p> <p>Prepare an annual report documenting student participation and completion rates, and outcome data.</p>
VCE and VCAL Team Leaders	<p>Participate in semester/Unit reviews of VCE and VCAL programs.</p> <p>Participate in annual review of VCE and VCAL programs.</p> <p>Meet with subject teachers to identify course development and delivery improvements.</p> <p>Implement continuous improvement actions as per the department continuous improvement register.</p>
Teachers (including ongoing or fixed-term, sessional or teaching contractors)	<p>Participate in semester reviews of VCE and VCAL programs.</p> <p>Utilise available data and feedback to improve course design and delivery.</p>
VASS VCE/VCAL Administration Officer	<p>Provide reports from VASS and On Track in relation to student participation and completion rates, and outcome data.</p>
Data Insights	<p>Survey all completing students.</p> <p>Provide data analysis reports to the Manager.</p>

Part B - Monitoring and Analysis of Student Progress, Results and Outcomes

(8) Student progress in all non-senior secondary courses will be monitored and reviewed in the line with the [Academic Progress - VET Student Progress Review Procedure \(Domestic Students\)](#).

(9) For VCE, at the end of each Unit, the Manager, VCE Team Leader and relevant teacher/s will utilise information from the student progress reviews, attendance data and available SAC Outcomes and examination results, to monitor student progress and to result students on both VASS and the Polytechnic's student management system.

(10) For VCAL, at the end of each semester, the Manager, VCAL Team Leader and relevant teacher/s will utilise information from the student progress reviews, attendance data and assessment outcomes to monitor student progress and enter results.

(11) At the end of each academic cycle the VASS VCE/VCAL Administration Officer/s will provide the following reports from VASS to the Manager and Team Leaders for review:

- a. Participation rates for the completing student group/s.
- b. Completion rates for the completing student group/s.
- c. Outcome data for completing students.

(12) The Data Insights Unit will survey all completing students to identify pathways information. Data from the survey will be provided to the Manager.

(13) The Manager and the VCE/VCAL Team Leaders will meet annually to examine all available data including further education and training data available through On Track.

(14) Data will be analysed to identify:

- a. patterns of underperformance and/or gain in subject areas;
- b. performance against 'like schools';
- c. improvements and/or reductions in performance against prior year/s data;
- d. actual versus planned student pathways.

Part C - Use and Reporting of Data

(15) The Manager and/or relevant Team Leader will discuss the data with subject teachers to support program improvements and/or professional development requirements.

(16) All actions arising from analysis of available data will be documented in the department's Continuous Improvement Register.

(17) The Manager and VCE/VCAL Team Leaders will regularly review the Continuous Improvement Register to monitor the implementation of required actions.

(18) The Manager will report actions and progress to the Centre Director.

(19) Using all available data sources, the Manager will develop an annual report documenting participation and completion rates, and student outcome information.

(20) The Centre Director will approve the report for publication on the Polytechnic's website.

Status and Details

Status	Historic
Effective Date	31st July 2019
Review Date	31st July 2022
Approval Authority	Deputy Vice-Chancellor, Vocational Education and Pathways
Approval Date	29th July 2019
Expiry Date	31st January 2023
Accountable Officer	John Germov Senior Deputy Vice-Chancellor and Chief Academic Officer +613 9919 5077
Responsible Officer	Wayne Butson Chief TAFE Officer +61 3 99198756
Enquiries Contact	Wayne Butson Chief TAFE Officer +61 3 99198756