

VET Course Delivery, Participation and Progress Policy and Procedure

- Domestic Students

Policy

1. This policy is to regulate course delivery, participation and progress of domestic students.
2. This policy supports the Skills First Program Funding Contract requirements.
3. The College implement face-to-face and online course delivery and for some courses including work placement for its domestic students including Skills First government funded students.
4. The College records students' participation and for Skills First Government Funded students collects evidence of participation.
5. The College monitors learner progress to ensure the college can provide the necessary support so that students can finish their courses as scheduled.
6. This policy applies to the College's domestic VET students (including Skills First Government Funding students) students and staff.
7. The CEO is responsible for the implementation of the policy and procedures and to ensure that students and staff are aware of its application and implement its requirements.

Procedure

A. Course Delivery

1. The college implements online delivery for delivering theory training, and face-to-face for practical training and assessment and for theory assessment
2. For some courses that require work placement or have units that need to be assessed in the workplace, the college also implements workplace based delivery for on the job practice and partial assessment. Work placement component is undertaken to ensure exposure of learners to realistic workplace conditions and employer expectations.
3. For students who work in the relevant industry, the college may deliver training and assessment at the students' workplace. The students will need to discuss their request to have training and assessment in their workplace with the Enrolment Officer. Training and assessment in students' workplace will also need to be approved by the student's workplace supervisor.

B. Course Participation

1. Domestic VET students are to participate in scheduled training sessions with the relevant trainers as per relevant timetables or for Skills First Students as per their Individual Training Plans. The VET students' participation records are weekly entered in the Student Management System, Wisenet by the Student Support Officer.
2. The participation monitoring of VET students is done monthly and is used for reminding students who do not regularly participate in the relevant scheduled training sessions to

attend the training sessions more regularly. This is also to support the students so that they can complete their courses as scheduled.

3. It is compulsory for Skills First Government Funding to sign an attendance / participation record sheet after they complete a theory and practical training session for each unit of competency within the course as evidence of participation.

C. Monitoring Learner Progress

1. The trainers monitor VET students' progress for each unit through formative and summative assessments and record students' progress. Every two weeks, the trainers are to enter students' assessment results for each unit into a unit offer matrix and submit it to the Administration staff. When the trainers identify that the students are at risk of not being able to successfully complete the unit as scheduled, the trainers will provide extra support to help the students. If the students are deemed "Not Yet Competent" in a unit, after providing extra support, trainers will organise re-assessments for the students.
2. Student competency results are recorded in the College's Student Management System, Wisenet. Overall student progress is monitored through the completion of unit assessments, which occur every 10 weeks. Administration staff will follow up with students who do not progress according to the training plan by calling or emailing the students and refer students to relevant trainers or support staff if applicable.

D. Evidence of Participation for Skills First Government Funded Students

1. The college collects evidence of participation of Skills First government funded students according to the evidence of participation requirements in Skills First Program Funding Contract.
2. The evidence of participation includes, among others, signed attendance/participation record, submitted work, student assessments, records of communication/ engagement between the trainer and students.
3. The evidence of participation is kept in each relevant student's academic files by the Administration staff.