



URSULA FRAYNE CATHOLIC COLLEGE

VET ASSESSMENT POLICY

RATIONALE

The following principles underpin assessment in all nationally accredited certificates:

1. Assessment tasks provide accurate and valid information about the underpinning skills, minimum industry benchmark, and skills that must be demonstrated consistently to be deemed competent.
2. Assessment procedures and marking keys are explicit and provide a clear basis for judgements.
3. Assessment is demonstrably fair to all students and does not discriminate on grounds such as disability and ethnicity.
4. Timely feedback directs students to areas of weakness and strength so that students may subsequently demonstrate competency (Competency = 100%).

APPLICATION

Assessment procedures must therefore be valid, educative, explicit, fair and comprehensive. In addition, all tasks should have the following characteristics.

1. They are consistent, accurate and can be used by different groups of students to produce assessment information (reliable).
2. They assess the student against the performance criteria contained in the training package.

POLICY

1. Student Responsibilities

Students are required to take responsibility for familiarising themselves with the Ursula Frayne Catholic College's Assessment Policy. It is the student's responsibility to:

- 1.1 Complete the prescribed work requirements by providing evidence of achievement in every assessment, for each unit of competency by the due date.
- 1.2 Complete all assessment tasks described in the assessment outlines.
- 1.3 Maintain a folio of evidence for each course studied and to make it available whenever it is required.
- 1.4 Maintain a good record of attendance, conduct and progress (a student who is absent for five days or more per Term is deemed to be at risk).
- 1.5 Contact the relevant teacher regarding missed assessments.
- 1.6 On returning to school after missing a class assessment a student must:
 - Obtain a Sickness/Misadventure Form from Student Services immediately.
 - Make contact with the VET LAC, and their teacher, **immediately** and ask for the relevant section of the Sickness/Misadventure form to be signed.
 - Ask the VET LAC and teacher when they can sit the assessment (or obtain a new due date for the late submission).

Please note that applications for illness must be accompanied by a medical certificate (completed by a medical practitioner or registered health professional who is not related to the student). Students must submit the form to the relevant Head of School or VET LAC.

2. Staff Responsibilities

It is the responsibility of the teaching staff to:

- 2.1 Develop a teaching/learning program that adheres to the Training Package Guidelines.
- 2.2 Provide students with a copy of the units of competency and methods of assessment at the commencement of their study.

3. Completion of Assessments for Units of Competency

According to the Training Package guidelines the student must achieve competency in all assessment tools to achieve each unit of competency.

Completion of all units of competency are required for the student to be awarded a nationally accredited certificate. Students who **do not** complete all units of competency will receive a Statement of Attainment containing the units that they have completed.

No allowance will be given if holidays are taken during the school term.

3.1 Late Submission Process

In Senior School it is expected that students are proactive and responsible for their own learning and discuss any concerns with their individual teachers. If students anticipate they are not going to be able to submit their work by the specified due date they need to discuss this with their teacher PRIOR to the due date.

If not negotiated and submitted by the due date, the following Late Submission Process will be initiated by the teacher, to give the student every opportunity to achieve the full qualification.

Step 1:

Academic Progress comment on SEQTA stating the negotiated second due date. This will be sent to Students, Parents, VET Coordinator and Head of Senior School.

If still not submitted by negotiated due date, proceed to Step 2.

Step 2:

Academic Progress comment on SEQTA, second notice with negotiated THIRD AND FINAL DUE DATE. This will be sent to Students, Parents, VET Coordinator and Head of Senior School.

If still not submitted by negotiated due date, proceed to Step 3.

Step 3:

Telephone Parents (notating on SEQTA) and advise the student that they will be required to attend a session after school which the Teacher nominates, to complete their required work.

If still not submitted by negotiated due date, proceed to Step 4.

Step 4:

Refer to Head of Senior School by email for further action (notate on SEQTA).

Where a **satisfactory explanation** of absence from an in-class practical assessment has been provided, the student will be provided with an opportunity for assessment at a convenient time. Failure to achieve competency in all assessment tasks for every unit will result in the student not being awarded Certification, which may affect their Western Australian Certificate of Education (WACE).

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. sitting a driver's licence test).

3.2 Prolonged Absence and Students Requiring Special Consideration

Where a student is unable to attend school for a lengthy period, based on a medical report the School will endeavour to provide support for the student to complete the assessment program. The School will ensure that students with special educational needs are catered for in an appropriate way and in accordance with both the RTO issuing certification and SCSA requirements.

3.3 Late and Non-submission of Individual or Group Tasks

To assist students with the organisation of their work, a course overview, including deadlines for submission of evidence, will be provided to each student at the commencement of the course. Parents/guardians will be notified in cases where concern for a student's progress emerges.

Computer problems will not generally be accepted as a legitimate reason for an extension.

3.4 Cheating, Collusion and Plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which is:

- Prepared or substantively contributed to by another person (e.g. student, teacher, tutor or expert).
- Copied or downloaded from the internet without acknowledging the source paraphrased or summarises the work of others.

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the VET LAC. As part of this process, the student and the parent/guardian will be informed of suspected inappropriate behaviour.

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised, one of the following penalties will apply:

- For singular occurrence the student must complete the assessment for the unit of competency under examination conditions, at a time designated by the teacher.
- Students continuing to abandon the training package rules of authenticity may be withdrawn from the certificate. REFER TO VET COORDINATOR.

3.5 Students with Disabilities

Students with a diagnosed disability will, where their disability, impairment or medical condition will significantly affect their access to a particular assessment task, have written and/or practical assessment tasks adjusted by the teacher in consultation with the VET LAC. Provided that the student has an IEP or CAP then the teacher is permitted to use their professional judgement to make adjustments so that the student is not disadvantaged. However, as these qualifications are regulated by industry the student must still demonstrate the minimum benchmark for this skill which is comparable with a person demonstrating the same skill in industry. Teachers MUST advise the RTO at the beginning of the student's certificate that they have an acknowledged disability.

3.6 Senior School Transfer Between Courses and/or Units

Students who transfer into a certificate class must work with the teacher to develop a plan to enable them to complete the units that the other students have already achieved competency in. An application to transfer between types of courses/certificates is made through the Head of Senior School, in consultant with the VET LAC. A meeting will be held with the parent/guardian to discuss student progress and the requirements necessary for the student to be successful in the certificate they are transferring into.

The deadline for student transfers in Year 11 and Year 12 is Friday of Week Five, Term One to ensure all students are provided adequate opportunity to demonstrate competency in all units of competency and achieve certification.

3.7 Senior School Transfer Between Schools

It is the responsibility of any student who transfers into a certificate class from the same course at another school, to provide the College with evidence of all completed assessment tasks. The Head of Senior School will contact the previous school to obtain documentation:

- Units of competency (code and name) completed.
- Name and code of the RTO that the previous school was corresponding with.

The VET LAC will consult with their RTO and advise the student of any approved credit transfers for units they have previously completed.

3.8 Reporting

USE SEQTA TO ADVISE PARENTS IF THEIR CHILD IS “AT RISK”. COPY IN VET COORDINATOR AND HOSS

Students will be kept informed of their progress throughout their certificate study. Teachers will assess tasks submitted and provide feedback to students. Parents will be informed about their child’s progress at the end of Terms One, Two and Four. In addition, a parent-teacher meeting will be held during the year.

REMEMBER, VET students who are not up-to-date are required to return to school during their holidays or exam breaks to catch up, so as to recommence the term with the remainder of the class.

Students and parents/guardians will be informed when it is identified that there is a risk of the student:

- Not achieving to his/her potential,
- Not completing the certificate requirements and/or,
- Being judged at risk of not achieving the WACE.

4. Endorsed Course of Study

Workplace Learning is an Authority-developed endorsed program that is managed by individual schools. At Ursula Frayne Catholic College, it is a year-long timetabled course that may contribute towards a student’s WACE.

“To successfully complete this endorsed program, a student works in one or more paid or unpaid workplace/s to develop a set of transferable workplace skills. The student must record the number of hours completed and the tasks undertaken in the workplace in the Authority’s Workplace Learning Logbook. The student must also provide evidence of his/her knowledge and understanding of the workplace skills by completing the Authority’s Workplace Learning Skills Journal after each 55 hours completed in the workplace.” Extracted from SCSA document.

This course is delivered as a stand-alone course, but students may combine this with other external qualifications, or school based traineeships or apprenticeships.

The course is modelled on work practices and the student must complete the following prior to completing their on-the-job placement.

- Complete and submit an application for Workplace Learning.
- Participate in an informal interview with the Workplace Learning Coordinator/Assessor to determine a suitable list of employers (NOTE: Students are encouraged to select industry areas they are interested in and the Workplace Learning staff will offer guidance on current trends and availability).

- Participate in a Workplace Health and Safety induction provided by their teacher – prior to commencement.
- Agree to represent themselves and the College in a respectful, honest and reliable manner at all times.
- Commit to completing a minimum of 110 hours, usually over 14 days attendance in the workplace, before they move to another employer.
- Contact their employer and discuss pre-start details such as a starting time, location, dress code and PPE.

Upon commencement students:

- Attend on their nominated attendance day, ensuring they advise the College if a change of day is necessary.
- Complete their Workplace Learning Logbook. They must submit the logbook after each attendance and complete all other documentation in adherence with the course guidelines.
- Inform both the employer and the College of any workplace absence to ensure ‘duty of care’ is maintained.
- Practice time management to ensure that they still maintain their other College studies.

Admission and continuance in ADWPL is assessed on the student’s ability to maintain their College ‘good standing’ of attendance and submission of all work in their other courses, while attending additional external opportunities.

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