Last day for VET Assessment Plans: 29 July

1. VET Assessment Plans

To check the Assessment Plan status for each student in Certificates with scored VCE VET Unit 3 and 4 sequences run the report: RESULTS ADMIN > VET Reports > Task Scores or Student Program > VET Reports > Certificate Enrolment Lists.

Students undertaking a scored VCE VET (VE1) program at Unit 3 and 4 level are required to have a Valid Assessment Plan in order to enter task scores for Graded Assessment 1.

Students completing scored assessment for the purpose of receiving a study score in the current year must have a ‘Valid’ Assessment plan status.

An ‘Invalid’ status means that an Assessment Plan has not been correctly entered.

A ‘No Plan’ status means that an Assessment Plan has not been entered. This is the default status. Schools need to ascertain whether their students intend to complete scored assessment.

Students who choose not to complete scored assessment do not need an Assessment Plan entered (for example, some VCAL students not undertaking scored assessment); however, an NA still needs to be entered in the Total School Score field (for the relevant VET Certificate) using menu RESULTS ADMIN > VET Results Entry > By Class > Task Score or RESULTS ADMIN > VET Results Entry > By Student before the VET Assessment Plan, not VET task score entry deadline.

There is also a button [Not Scored Assessment] in the Modify Assessment Plan screen that can be used to access the Task Score screen when entering NA for students who will not undertake scored assessment.

A blank Assessment Plan status means that the student does not have a complete Unit 3 and 4 sequence enrolment – an Assessment Plan is not required.

Please check that all students who are expecting to obtain a study score this year from an enrolment in a scored VET certificate do not have a blank or No Plan Assessment Plan status.

It is possible to create a template of an assessment plan that can then be applied to more than one student enrolled in the same certificate. To create a template, all the UoCs that will be included in the assessment plan must have the same class code.

Once the UoC classes have been created with the same class code, the first student has the assessment plan assigned to their VET enrolment.

Once the assessment plan is saved for the first student, click on [Save as a Class Template] button to save the template.

When the next student enrolled in the exact same combination of UoCs as in the Assessment Plan template is selected, a dialog box will appear asking to apply the Class Template as the students Assessment Plan? Click [Yes] then [Save].

VET Assessment plans can be entered using: STUDENT PROGRAM > VET > Modify Assessment Plan. The Assessment Plan status will initially be set to No Plan.

To set up an assessment plan:

* Against the UoC, select the required Task from the pull-down menu.
* Continue this process until all required UoCs have been assigned a task.
* Click [Save] and follow the screen prompts. The Assessment Plan status will be automatically updated.
* If the Assessment Plan is valid then the status will be updated to Valid Plan.

If the plan is invalid, the status will be displayed as Invalid Plan. There are a number of reasons why an Assessment Plan could be invalid. A brief checklist for entering an Assessment Plan includes:

* Ensuring that the correct number of assessment tasks has been assigned. A single assessment task can be assigned to more than one UoC, but no more than three different Assessment Tasks can be used in the one plan.
* If the words Invalid Plan are displayed in red, the student’s Assessment Plan details will need to be modified. The reason the plan is invalid will also be displayed in red.

The RTO may need to be contacted to determine which tasks need to be changed so that exactly three different tasks are displayed in order to have a valid assessment plan.

Do not assign too many UoCs to any one single assessment task. Each program has a maximum amount of hours that can be allocated to one single assessment task.

Further information about [scored VCE VET certificates](http://www.vcaa.vic.edu.au/Pages/vet/index.aspx) is available on the VCAA website.

2. Transferring students

Once a student has been transferred to your school you should refer to the STUDENT PROGRAM > Student Program Enquiries Reports > Students Not Allocated to Classes report. When a student is transferred, the Home School class code is ‘blanked’ out. Enrolments in VCE and VCAL units and/or VET UoCs **must** be modified so that the student is in a valid class for all enrolments at the new home school. If the student is not in a valid class for all enrolments, it is not possible to enter results for those enrolments.

3. VCE and VCAL Student Eligibility Reports

Schools are reminded that a Student Eligibility Report, (STUDENT PROGRAM > VCE Reports > VCE Student Eligibility) must be run for Year 12 students several times during the year, but particularly after the entry of Semester One unit results and after any changes are made to Semester Two enrolments. This is to ensure that students expecting to complete the VCE at the end of this year are able to do so with their current enrolment.

The VCAL Student Eligibility Report should be run using the menu STUDENT PROGRAM > VCAL Reports > Student Eligibility.

Schools are strongly advised to enter Unit results for VCE Unit 3 studies as soon as possible. This is because Year 12 students who have obtained an ‘N’ result for a Unit 3 study may now be flagged as not being eligible to complete the VCE.

Please note the English requirements which have been changed from 2018 to ‘3 Units of from the English group, 2 of which must be a Unit 3-4 sequence’

4. Advice for home and assessing schools

All schools, including Single Study Language and VSL schools, must run the 'Students Not Allocated to Classes' report (STUDENT PROGRAM > Student Program Enquiries Report > Students Not Allocated to Classes). It is essential that this report is checked and actioned several times before the Last day for Unit 1 and 2 VCE / VCAL / VET Enrolments due date.

Use the menu STUDENT PROGRAM > VCE > Enrolment or STUDENT PROGRAM > VCE > Change Student Class Code to allocate students to a class for each unit for which they are enrolled.