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Introduction

This Quick Guide has been designed to assist VASS Administrators with the following:

- setting up a VET program
- enrolling a student into a VET program
- entering results for a VET program
- producing specific VET reports.

For administrative purposes all VET certificates; VE1 – VCE VET Program (VES), VE2 – SBAT (NAP) and VE3 – Other VET (VFE) are deemed to be delivered by the student’s home school regardless of who oversees the training (for example, a registered training organisation) or where the training is conducted. This means that home schools are responsible for enrolling their students and entering results. VET enrolment data needs to be entered in accordance with the VCAA Key Administrative Dates, which can be found by clicking on the Help button in the VASS home page.

Key Administrative dates are also displayed on the VASS home page. Schools are reminded of these dates by Notices to Schools sent via email or on the VCAA website. For more information, see: Notices to Schools.

The student’s personal details must first be entered on VASS and a VCAA Student Number obtained before a student can be enrolled in a VET program.

A registered training organisation (RTO) and an Assessing Group must be selected for each VET program and recorded against each student's enrolment.

The Assessing Group is primarily used for scored VE1 – VCE VET Program type VET certificates for statistical moderation purposes.

VASS administrators are also advised to download a copy of the 'Checklist of Important Steps for VASS administrators' document using the menu SYSTEM ADMIN > Downloads.

VASS administrators are encouraged to use the Help button on the appropriate screen for information regarding the use of specific VASS menus and functions.

More detailed information regarding Vocational Education and Training in the Senior Secondary Certificates can be found in the current VCE and VCAL Administrative Handbook.

For queries about VASS contact VASS Operations on (03) 9032 1758, 1800 623 681 or vass.support@edumail.vic.gov.au.

For queries about VET enrolments, contact Student Records and Results on (03) 9032 1755, or student.records@edumail.vic.gov.au

Contact the VET Curriculum Unit on (03) 9032 1737 or vet.vcaa@edumail.vic.gov.au.

More information regarding VET Programs can be found by following this link FAQ's.
VET Program Set-up

VASS administrators should liaise very closely with their school VET coordinator to ensure that VET programs are correctly entered on VASS. The following information is required for each student undertaking training:

- VET Certificate code, title and type: e.g. BSBX0X01, Certificate II in Business, VE1 – VCE VET Program.
  - registered training organisation (RTO) details
  - Assessing group e.g. RTO, Home School or Other (partner school/s)
  - Unit of Competency (UoC) codes and titles, training arrangements, e.g. VE3 – Other VET or VE2 – SBAT

Before a student can be enrolled in a VET program, the following steps must be taken:

- The certificate and certificate type must be selected.
- The RTO/s and Assessing Group must be selected for each certificate.
- Classes for the Units of Competency (UoC) must be set up.

Selecting a VET Certificate and Certificate Type

There are three VET certificate types available on the VASS:

- VE1 – VCE VET Program (VES): VCAA approved VCE VET programs that provide credit towards the VCE in the form of VCE VET units and nominal hour credit towards the VCAL.
- VE2 – SBAT (NAP): VCAA-approved school-based apprenticeships or traineeships that provide credit towards the VCE in the form of VCE VET units and nominal-hour credit towards the VCAL.
- VE3 – Other VET (VFE): Approved VET or FE (Further Education) qualifications, other than those that form all or part of a VCE VET program. These qualifications offer block credit recognition towards the VCE and nominal-hour credit towards the VCAL.

VASS Administrators can also use the Certificate UoC Structure Report SCHOOL PROGRAM > VET > Certificate UoC Structure Report to get an overall summary of the UoCs included in a VET Certificate.

- Select SCHOOL PROGRAM > VET > Select Certificates to be Offered.
- Click [Add Certificates] Certificates can be sorted by clicking [Reload by code] or [Reload by Industry] then [Search].
- Select the Certificate Type in the pull down menu, by default, VES type certificates are displayed
- [Search] for a certificate by entering all or part of the code in the Certificate code field
- Click [Add] The message ‘Do you want to add…?’ will be displayed.
- Click [Yes] [OK] and [Close]

If you attempt to select a certificate which is restricted due to the level of the qualification or the nature or purpose of the training, a warning message will appear. You must email the VCAA VET Curriculum Unit with the student’s details and training plan; they may contact you to discuss the student’s requirements before the certificate can be made available to your school program.
Figure 1: Select VET certificates to be Offered – Browse VET Certificates screen

Figure 2: Add Certificate screen with selection defaulted to VE1 – VCE VET Program but showing all.

Figure 3: Restricted certificate message
Add/Modify RTOs

RTOs responsible for the delivery of VET certificates offered by your school must be recorded against those certificates. You cannot enroll a student in a VET Certificate until an RTO has been selected.

- Select SCHOOL PROGRAM > VET > Add/Modify RTOs/Classes.
- Select the required certificate from the certificates listed.
- Click [Add/Modify VET RTOs] and select the required RTO from the RTO Details menu
- If the details of the required RTO are not in the drop-down box please contact Student Records and Results.
- Click [Add RTO] The message ‘Do you want to create…..?’ will be displayed.
- Click [Yes] [OK] and [Close]

An RTO has not been selected until it is listed below the grey line.

Figure 4: Add/Modify RTOs/Classes – Browse VET Certificates screen

Once the RTO has been selected and saved for the certificate, an Assessing Group must also be selected.

An Assessing Group can be:

- Home School: where the VET curriculum and scored assessment is delivered at your school
- RTO: where Students attend a TAFE/RTO for delivery of VET curriculum and scored assessment
- Other: where a VET cluster agreement exists between schools where Students attend another school for the delivery and administration of VET curriculum/scored assessment or where schools have less than 5 enrolments.

Schools which have less than 5 students in a certificate are recommended to form a partnership.

- Where you are forming a partnership, the partners need to decide who will be the assessing group. The school that is the assessing group will enter ‘home’ as the assessing group and the ‘partner’ will enter ‘other’ and then the other schools’ code.

Figure 5: RTO / Assessing Groups Details screen
VET Units of Competence (UoC) Classes

If you are unsure of the stream, use the Certificate UoC Structure Report SCHOOL PROGRAMS > VET > Certificate UoC Structure Report to identify the stream the UoCs are in.

- SCHOOL PROGRAMS > VET > Add/Modify RTOs/Classes
- Select the required certificate from the certificates listed.
- Click [Add/Modify VET Classes]

If a particular certificate has a large number of UoCs (e.g. Certificate II in Agriculture), it may be quicker to set up classes by individual UoCs rather than by stream. This is where the Certificate UoC Structure Report is very handy as it contains the UoC codes and titles within each stream.

VET UoC Classes set up by Stream

- Select a Stream from the pull down menu and click [Add Stream]
- Add a Class Code, Teacher Code and Time block (optional) across the top of the page and remove the tick from the Delete? checkbox for ‘ALL UoCs’ if selecting all the UoC’s in the stream or uncheck the tick box against individual UoC’s if only selecting some of the UoC’s in the stream.
- The details will be copied from the ‘ALL UoCs’ line to each selected UoC Click [Save]
- The message ‘Do you want to create new….?’ will be displayed.
- Click [Yes] The message ‘Class details saved successfully’ will be displayed.
- Click [OK] and [Close]

Figure 6: Add VET Classes for Stream screen

If you can’t find a UoC, you can use the UOC/Certificate Search function SCHOOL PROGRAMS > VET > UOC/Certificate Search to identify the existing VET certificate(s) on the database that contain the UoC. It may be the case that the UoC you need to enrol the student in is not available on VASS in the required VET certificate and certificate type combination. For further advice, contact the VCAA VET Curriculum Unit.

Units of Competency may only be added to a certificate if it is a VE3 type that is in the same industry area as the original certificate the UoC comes from.

Units of Competency cannot be added to VE1 or VE2 type certificates as they are complete training packages.
VET UoC Class set-up by Individual UoC

- Select the Stream to which the UoC is allocated and click on the binoculars next to the UoC Code field OR, Enter the UoC code if known in the VET Class Details screen.
- Highlight the required UoC and [Select]
- Enter a class code and click [Add UoC] The message ‘Do you want to create a new…?’ will be displayed.
- Click [OK] The class is displayed with provision to enter teacher details (binoculars) if required
- Click [Save] The message ‘Do you want to save the changes…?’ will be displayed.
- Click [Yes]

Once all UoC classes for a certificate have been set up, reprint the Certificate UoC Structure Report SCHOOL PROGRAM > VET > Certificate UoC Structure Report to check. Use the report in conjunction with the menu School Program > School Program Summary report to check that all required certificates/UoC classes have been selected and set up.

![Figure 7: VET Class Details screen – Adding UOC’s individually](image-url)
Student Program

Enrolling in a VET Certificate and UoCs

Enrolling a student in a VET program is a two-step process. The student must first be enrolled either in the certificate and then enrolled in the appropriate UoCs or stream or a one-step complete program enrolment.

In both cases, the VET program must first be set up in VASS.

Students undertaking an Apprenticeship/Traineeship must have their enrolment correctly flagged.

VASS will not permit enrolment in a VET program unless:
- the certificate has been selected
- an RTO has been assigned to the certificate
- an Assessing Group has been selected for the certificate
- classes for UoCs have been set up.

To ensure that students who are continuing with their VET Certificate programs in the current year are re-enrolled in the correct certificate and certificate type, log on to VASS for the previous year and produce a Certificate Enrolment List using menu STUDENT PROGRAM > VET Reports > Certificate Enrolments List

Duplication

VCE VET units may only make a contribution towards satisfactory completion of the VCE where no significant duplication exists between a VCE VET program and VCE studies or other VCE VET program/s. Where significant Duplication exists, students may enrol in the VCE VET program, VCE studies or other VCE VET program/s identified, but a reduction in credit towards the VCE will then apply.

However, all satisfactorily completed VCE VET units will appear on the student’s Statement of Results. Program coordinators should refer to VCE VET program booklets for further information on the duplication between VCE VET programs and VCE studies or other VCE VET programs.

Note: Duplication between VCE VET programs and other VET qualifications available through Block Credit Recognition will be taken into account when determining the amount and level of credit towards the VCE.

Enrolling students in a VET Certificate

- Select STUDENT PROGRAM > VET > Enrolment.
- Enter either all or part of the students name/number and click [Find]
- Select the appropriate certificate and RTO from the drop-down boxes.
- Click [Add]. The message ‘You are about to….?’ will be displayed.
- Click [Yes] and [OK]
Figure 8: Add VET Certificate screen showing Apprenticeship / Traineeship flag.

Enrolling students in the appropriate UoCs

VASS will not allow enrolment in a UoC where the student has already obtained an ‘S’ result for that UoC in a scored certificate or if it is past an enrolment cut-off date.

- Select the stream from the drop down menu.
- Click [Add Stream] The Add VET Stream screen will be displayed, listing all the UoCs in that stream for which a class has been set up. If a required UoC is missing then a class needs to be set up.
- Remove the tick from each UoC the student is to be enrolled or remove the top tick from the ‘Withdraw’ box for all UOC’s.
- Click [Save] The message ‘Do you want to…….?’ will be displayed.
- Click [Yes] and [OK]

Figure 9: VET Enrolment Maintenance screen showing VCE VET units
Withdrawing from a UoC or certificate

- Students can now be withdrawn from UoC's / modules from VCE VET scored Units 3 and 4 sequences until Last day for VCE Unit 4 or VCE VET scored Unit 3 and 4 units of competency withdrawal
- In the students VET Enrolment Maintenance screen, click on the box in the 'Withdraw?' column against the UoCs to be withdrawn.
- Click [Save] and [Yes]
- To withdraw from the whole certificate click [Withdraw Certificate]
- Click [OK]

You will not be able to withdraw from the whole certificate if there are results entered against any UoC.

Enrolling a student in a complete VET program

- Select STUDENT PROGRAM > VET > Enrolment > Add Program.
- Enter all or partial name of the student and Click [Find].
- Select the VET program from the pull down menu
- Select the student and click [Add VET Program]
- The VET Enrolment Maintenance screen will be displayed showing the students enrolment into the VET program.
- Messages regarding the enrolment will be displayed at the top of the UoC list. Any modifications can be made if needed now.
- Click [Close]

When students are enrolled correctly into a scored Certificate with a VCE VET Unit 3 / 4 sequence the Assessment Plan Status will record ‘No Plan’.

Students enrolled in VE1 – VCE VET Programs and VE2 – SBATs certificates are automatically enrolled in VCE VET unit/s depending on the number of UoCs and nominal hours of the UOC's in which they are enrolled.
VCE VET units have no class or teacher code and cannot have results entered directly against them.

The overall satisfactory completion of VCE VET units are dependent on ‘S’ results of UoCs. VCE VET units are the mechanism by which a student’s VET program attracts credit towards their VCE.

### Entering an Assessment Plan

An Assessment Plan must be entered for all students intending to complete the scored Graded Assessment in a certificate which has a scored Unit 3/4 stream. It can only be entered for students with a complete VCE VET unit 3/4 enrolment. See the VCE and VCAL Administrative Handbook, for a list of certificates with a scored Unit 3/4 stream.

For assessment task design and weighting rules, refer to the VCE VET Assessment Guide and the Scored assessment in VCE VET programs page on the VCAA website.

The Modify Assessment Plan screen can also be accessed via the VET Enrolment Maintenance screen by clicking on the hyperlink in the Assessment Plan status field.

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.

If a student is enrolled in the exact same combination of UOCs in the same class as in the Assessment Plan template, a dialog box will appear asking if you want to apply the Class Template.

If a student chooses not to undertake scored assessment, it is not necessary to enter an assessment plan. To indicate that the assessment plan was intentionally left blank, the [Not Scored Assessment] button must be used in the Modify Assessment Plan screen to access the Task Score Entry screen to enter NA by the Assessment Plan entry cut-off date.
To enter or modify an Assessment Plan:

- Select STUDENT PROGRAM > VET > Modify Assessment Plan.
- [Find] the student, highlight the student's details and [Modify Assessment Plan].
- Before an Assessment Plan is entered, the value of the Assessment Plan is displayed as 'No Plan'.
- Select the correct Task Options from the drop down menu next to the UoC you need to incorporate into the Assessment Plan. Repeat steps until all required UoCs have a task allocated
- Click [Save] The message ‘Do you want to …..?’ will be displayed.
- Click [Yes]

If the words 'Valid Plan' are displayed at the top right of the screen next to the Assessment Plan Status field, the student’s Assessment Plan details you have entered are VALID. This should then be checked by the RTO, teacher or assessor for accuracy.

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 sample below shows an Invalid Plan as exactly three different tasks have not been selected for Stream B. Six tasks (numbers 1 - 8) have been selected, which makes the Assessment Plan invalid. The RTO, teacher or assessor will know which tasks need to be changed so that exactly three different tasks are displayed.

![Figure 11: Modify Assessment Plan screen – Invalid Plan](image-url)
### Figure 12:
Valid plan for a scored VET certificate.

![Assessment Plan Details for SKYE XALDOUS - Year 2019](image)

### Figure 13:
Assessment Plan screen – Save as a Class Template

![Assessment Plan Details for SKYE XALDOUS - Year 2019](image)
Setting a Class Assessment Plan Template

An Assessment Plan template can be created and applied to more than one student if the UOCs in the assessment plan all have the same class code.

- Select STUDENT PROGRAM > VET > Modify Assessment Plan.
- [Find] the first student who requires the standard plan, highlight the student’s details and [Modify Assessment Plan].
- Select the correct Task Options from the drop down menu next to the UoC you need to incorporate into the Assessment Plan. Repeat steps until all required UoCs have a task allocated
- Click [Save] The message ‘Do you want to …..?’ will be displayed.
- Click [Yes] Once the assessment plan is saved for the first student, click on [Save as a Class Template] button to save the template then [Close]

If the next student selected is enrolled in the exact same combination of UOCs in the same class as in the Assessment Plan template, the student’s assessment plan will be pre-filled and dialog box will appear asking if you want to apply the Class Template as the students Assessment Plan? 
Click [Yes] [Save] then click on [Next] at the top of the page for the next student.

Change UoC Class Code

Using this function, a class code can be amended for one or more students for a UoC.

This screen is used to display classes matching a specified VET certificate. The UoC class codes of student(s) enrolled in a selected class can then be changed by clicking on the appropriate action button.

To search for a VET class

- Select STUDENT PROGRAM > VET > Change UoC Class Code
- Select the VET certificate and click [Find] a list of UoC classes is displayed
- Select the required UOC class and click either [Change All Students] or [Change Individual Students]
- Amend class code(s) and [Save]

Figure 14: Change Student UoC Class Code - Browse VET Classes
VET Results

VET Unit of Competency (UoC) Results Input Sheets

UoC Results Input Sheets may be produced by Class or by Student and given to teachers or RTOs on which to record ‘S’ or ‘N’ results.

They can also be exported as a pipe delimited text file which may then be opened in MS Excel.

- Select RESULTS ADMIN > VET Reports > Results/Input Sheets > By Class.
- Select the appropriate certificate or leave defaulted as ALL.
- Display Missing Results Only? option YES can be selected to check all data entry is complete.
- Click [Run VET Results/Input Sheets By Class Report]

Figure 15: Results/ Input Sheet By Class Report
VET UoC Results Entry

Units of Competency (UoC) results can be entered by Class or by Student.

Only ‘S’ or ‘N’ results are able to be entered in VASS. A result of ‘S’ should be entered for a UoC that is ‘Satisfactorily Completed’ or ‘Competent’.

There are a range of possible result indicators (other than ‘S’) that RTOs could use to represent competency, e.g., ‘C’, ‘CY’, ‘COM’ or ‘SC’.

A result of ‘N’ should be entered for a UoC that is ‘Not Yet Competent’ as no results entry field can be left blank after the due date. These can be changed by Student Records at a later date as the student achieves satisfactory completion for the UoCs. VET results will be updated/changed by Student Records free of change until the beginning of March of the current year.

Only UoCs that have been satisfactorily completed will be reported on the official VCAA VET Statement of Results.

Enter UoC Results by student

- Select RESULTS ADMIN > VET Results Entry > By Student.
- Select the appropriate certificate from the drop down list and click [Find]
- Select the appropriate student and [Modify Student UoC Results]
- Check that the UoCs in which the student is enrolled are the same as the ones you have results for. If the student has satisfied all the UoCs then click [Set Blank UoC Results to ‘S’]
- Click [Save] The message ‘Do you want to save…?’ will be displayed.
- Click [Yes] The message ‘UoC results saved ……..’will be displayed.
- Click [OK] and [Close]

Figure 16: UoC Results Entry by Student screen
VET Task Scores Report / Input Sheet

Assessment Plan Report

The Task Score Report / input Sheet shows, for scored VET Certificates and streams, the details for each student for whom an Assessment Plan is required.

- The report lists the certificate name and code, stream, RTO and assessing group (one certificate per page)
- For all students with an assessment plan entered; the report lists plan status, total score, task selected, percentage of weighted score, score, weighted score, UoC code and description.
- For students without a plan entered; the plan status of No Plan and the score after NA has been entered in the task score entry screen.
- For all students with a valid assessment plan, the score for each assessment task in the plan and the weighting of the task is reported.
- Where a student has achieved an ‘S’ result for all the units of competence (UOCs) assigned to the task, then a weighted score is displayed.

Where a weighted score is calculated for each of the study tasks, then a total score for the student is displayed.

The report can be used to verify that Assessment Plans and results have been correctly recorded:

1. Select RESULTS ADMIN > VET Reports > Task Scores.
2. Select a Certificate from the pull down menu or leave as default ‘ALL’
3. Click [Run VET Task Score Report]

![Figure 17: VET Task Scores Report](image-url)

© VCAA Page 16
Enter Task Scores by Student

- Select RESULTS ADMIN > VET Results Entry > By Student.
- Select the certificate and click [Find] a list of students enrolled in this certificate will be displayed.
- Select the student and click [Modify Student Task Scores]
- Enter valid scores (between 5 and 25) against each task.
- Click [Save]
- Click [Yes] The message ‘Task Scores results saved… will be displayed.
- Click [OK] and [Close]

Note: The Units of Competences attached to the Assessment Plan must have an S result entered in VASS before the task scores can be entered.

Enter UoC Results by Class

- Select RESULTS ADMIN > VET Results Entry > By Class > Unit of Competence.
- Select the certificate and click [Find] then select the required UOC and [Modify UOC Results]
- If all students have satisfied the UoC then click [Set Blank UoC Results to ‘S’] An ‘S’ result will appear against each student.
- Click [Save] The message ‘Do you want to save…?’ will be displayed.
- Click [Yes] The message ‘UoC results saved successfully’ will be displayed.
- Click [OK] and [Close]

Enter VET Task Scores by Class

- Select RESULTS ADMIN > VET Results Entry > By Class > Task Score.
- Select the certificate and click [Find] or leave the search criteria blank [Find] all the certificates, select the appropriate certificate and [Modify VET Task Scores…]
- Enter valid scores in the range of 5−25 or NA (Not Assessed) for each task for each student.
- Click [Save] The message ‘Do you want to save…….?‘ will be displayed.
- Click [Yes] The message ‘Task Scores saved successfully‘ will be displayed.
- Click [OK] and [Close]

For students who will not be sitting an examination (Scored Assessment) for the VET certificate, a score of NA (Not Assessed) can be entered in the Total School Score field.
The score of NA can be individually entered or alternatively click on [Confirm all students with No Plan are not undertaking Scored Assessment] and all those students will have their Total School Score set to NA.

For more information can be found at the link below regarding VCE VET program assessment, Scored assessment in VCE VET programs

**Missing UoC Results Report**

A report of any missing UoC results may be produced using RESULTS ADMIN > VET Reports > Results/Input Sheets > By Student or RESULTS ADMIN > VET Reports > Results/Input Sheets > By Class and selecting Display Student with Missing Results Only?: Yes radio button.

**Missing Task Scores report**

A report of any Missing Task Scores may be produced using RESULTS ADMIN > VET Reports > Task Scores and selecting Display Missing Results Only?: Yes radio button.

These reports should be run when you are confident all results have been entered. If you have students with results outstanding then they should be entered as ‘N’ (N – Not Yet Competent) No results should be left blank. Results can be amended in VASS up to the published submission date in November.

**VET Reports**

**UoC/Certificate Search**

If you are unsure as to which certificate(s) a particular UoC belongs, the menu SCHOOL PROGRAM > VET > UoC/Certificate Search can be used to locate those details.

Enter part of the UOC code and click on the binoculars for the pick list to appear. Click [Find] a list of certificates the UoC belongs to will be displayed. See Figures 19a/b

**Certificate UoC Structure Report**

The Certificate UoC Structure Report is an extremely useful report that provides information about the certificate, its streams, the compulsory and elective UoCs, and also indicates when a class has been set up for a UoC.

It also contains the UoC codes and titles. This is particularly important when confirming with RTOs exactly what UoCs are being delivered to your students.

It is recommended that this report be printed before setting up classes for UoCs and again after setting up classes and before enrolling students. See Figure 20.
Figure 19a: UoC/Certificate Search screen

Figure 19b: UoC/Certificate Search screen

Figure 20: Certificate UoC Structure Report
VET Eligibility

Student eligibility details can only be viewed by the students Home School.

Students expecting to complete their certificate in the current year must be eligible.

If a student who you expect to complete their VET certificate in the current year is flagged as Not Eligible, print off their Student Full Details Report using the menu STUDENT ADMIN > Student Full Details Report.

- Check that the student has been enrolled in the correct certificate, and re-enrolled in any required UoCs that the student may not have completed previously. If unsure, compare the students UoC enrolments and/or results against the certificate requirements in the Certificate UoC Structure Report.
- The selection for the Eligibility Report provides two modes: an individual student report or a year level and/or form group and/or VET certificate report. In either mode it is possible to include or exclude eligible students.
- If a previous eligibility report has been run, the Student Eligibility Report Status screen will be displayed, showing the status of the last report run. Otherwise, the Student Eligibility Report Parameters screen will be displayed immediately.

VASS will only report eligibility of VCE VE1 – VCE VET Program certificates.

![Figure 21: VET Student Eligibility Report Parameters Screen](image)

- Select STUDENT PROGRAM > VET Reports > VET Student Eligibility.
- Select the parameters required; any combination of year level, form group and VET certificate may be selected.
- Click [Run Student Eligibility Report]

By default, no matter what selection is made for Year Level and Form Group, only students ineligible to complete their VET certificate will be reported. To include eligible students in the report, check the Include Eligible Students checkbox.
Figure 22a: Student Eligibility Report Scheduled screen

Figure 22b: Student Eligibility Report Completed screen

Figure 22c: Student Eligibility Report screen
UoC Class Lists

UoC Class Lists may be produced and given to Teachers and RTOs for checking.

- Select STUDENT PROGRAM > VET Reports > UoC Class Lists.
- Select the required certificate or leave as ALL
- Click [Run UOC Class List Report]

Certificate Enrolment Lists

The Certificate Enrolment List provides a list of all students enrolled in a specific VET certificate and includes the RTO name and UoC enrolment count.

It can also be used to list the Assessment Plan status of students enrolled in scored VCE VET certificates and can also be exported as a pipe delimited text file which may then be opened in MS Excel.

- Select STUDENT PROGRAM > VET Reports > Certificate Enrolment List.
- Select the required parameters and click [Run VET Certificate Enrolment List]
- On the report there is a heading: **UoC Count**, this indicates the number of UoCs the student is enrolled in currently. If a zero appears in this column it means that the student has been enrolled in the certificate only but not into any UoCs (hours)
UoC Results Input Sheets may be produced by Class or by Student and given to teachers or RTOs on which to record ‘S’ or ‘N’ results. They can also be exported as a pipe delimited text file which may then be opened in MS Excel.

- Select RESULTS ADMIN > VET Reports > Results/Input Sheets > By Student.
- Select the certificate or leave as ALL and click [Run VET Results/Input Sheets by Student Report]
- There is a report per student. It lists the UoCs each student is enrolled in currently.

**Figure 25: VET Certificate Enrolment List**

**Figure 26: VET Results Input Sheets by Student Report Parameters screen**
VET Task Score Input Sheets

Task Score Input Sheets may be produced and given to teachers or RTOs on which to record appropriate task scores.

- Select RESULTS ADMIN > VET Reports > Task Scores.
- Select the certificate or leave as ALL.
- Select the Stream or leave as ALL.
- Click [Run VET Task Results Report] A list of students enrolled in the certificate and their tasks will be displayed.

![VET Task Results Report Parameters screen](image)

**Figure 27:** VET Task Results Report Parameters screen

![VET Task Results Report for Demonstration College - Year 2019](image)

**Figure 28:** VET Task Results Report (input sheet)
Assessing Group Reports

Only schools selected as an Assessing Group can view any of these reports

Assessing Group Report

School Program > VET > Assessing Group Report

This Report allows the user to view all Certificates where they have been selected as the Assessing Group. The Report details which schools have made the selection, which RTO they have selected, and how many students are enrolled.

The user’s home school and current selection will be listed first where applicable and can be used as a point of reference.

An Assessing Group can be:

- Home School: where the VET curriculum and scored assessment is delivered at your school
- RTO: where Students attend a TAFE/RTO for delivery of VET curriculum and scored assessment
- Other: where a VET cluster agreement exists between schools where Students attend another school for the delivery and administration of VET curriculum/scored assessment or where schools have less than 5 enrolments.

Schools which have less than 5 students in a certificate are recommended to form a partnership.

- Where you are forming a partnership, the partners need to decide who will be the assessing group. The school that is the assessing group will enter ‘home’ as the assessing group and the ‘partner’ will enter ‘other’ and then the other schools’ code

![](Assessing_Group_Report.png)

**Figure 29:** Assessing Group Report
UOC Enrolment List
The UOC Enrolment List Report allows the user to view Students with an enrolment that is linked to the users Assessing Group. The Students will be listed against the specific Certificate/UOC’s they are undertaking.

- Select STUDENT PROGRAM > VET Reports > Assessing Groups > UOC Enrolment List.
- Select the certificate or leave as ALL.
- Optionally enter a UOC code or click on the binoculars to select from the pick list.
- Click [Run UOC Enrolment List Report] A list of students enrolled in the selected certificate and their UOC’s will be displayed.

![UOC Enrolment List Report](image)

Figure 30: Assessing Groups – UOC Enrolment List Report

The report lists by certificate order:
- One page per UOC listing each student enrolled, their home school, RTO, student number, name and year level.
- If the Assessing Group and home school are the same, the home school column is left blank
- If the Assessing Group and RTO are the same, the RTO column is left blank

Student VET Results
Results Admin > VET Reports > Assessing Groups - Student VET Results
This report is used only by Assessing Groups and provides details of the results of students undertaking VET Certificates within the Assessing Group and is generated as one report for each student.
This report lists, for each student who is enrolled into a scored stream and is part of your assessing group, the Certificate name and code, stream, report order, home school, RTO and missing results only if option selected (one certificate per page)

- For all students with an assessment plan entered; the report lists plan status, total score, task selected, percentage of weighted score, score, weighted score, UOC code and description
- For students without a plan entered; the plan status of No Plan and the score after NA has been entered in the task score entry screen
- For all students with a valid assessment plan, the score for each assessment task in the plan and the weighting of the task is reported
- Where a student has achieved an ‘S’ result for all the units of competence (UOCs) assigned to the task, then a weighted score is displayed
- Where a weighted score is calculated for each of the study tasks, then a total score for the student is displayed.
UOC Results Sheets Report

Results Admin > VET Reports > Assessing Groups - UOC Results

This report can be produced for all the UOC Results for the selected Certificate or only the results for a selected UOC. The UOC Results sheets can be ordered by Home School or by Student Name.

The Display Missing Results Only? can be selected to check that all UOC results have been entered.
Other Reports

School program summary

The School Program Summary is a report listing the units, teachers, classes, and number of students enrolled in each class set up for your school. It can be produced from SCHOOL PROGRAM > School Program Summary for the entire school program or separately for VCE, VET or VCAL programs.
Programs offered by schools

This report can be used to locate schools offering VET programs that your students wish to undertake.

- Select SCHOOL PROGRAM > Programs Offered by Schools.
- Select Program Type: VET Certificates.
- Select the required VET certificate from the VET Certificate drop down list.
- Select other parameters from the remaining fields as appropriate.
- Click [Run Programs Offered by Schools Report] the report will list all schools with enrolments in the selected VET certificate. The RTO and the number of students enrolled at each school will also be displayed. Click either [Print Report] or [Close].

![Programs Offered by Schools Report Parameters screen](image)

**Figure 36:** Programs Offered by Schools Report Parameters screen
Glossary

Accredited Course A course that leads to an Australian Qualifications Framework (AQF) qualification or Statement of Attainment that is nationally recognised. The accredited course has been endorsed by either a state or national authority responsible for accrediting courses against agreed principles of accreditation. In Victoria, the statutory authority is the Victorian Registration and Qualifications Authority (VRQA).

Accreditation period The period during which a course or certificate is accredited.

Assessing Group Assessing group e.g. RTO, Home School or Other (partner school/s) used for statistical moderation of scored assessment.

Assessment Plan A set of tasks relating to the assessment of units of competency/modules undertaken in the Unit 3 and 4 sequence of a scored VCE VET program.

Assessment task A task set by the teacher to assess students’ achievements of unit outcomes within the VCAA rules as outlined in the VCE VET Assessment Guide.

Auspicing Arrangement that a school can make with a Registered Training Organisation (RTO) for the delivery of VET or FE training as outlined in the Memorandum of Understanding or Contract between the school and the RTO.

Australian Quality Training Framework (AQTF) A national regulatory framework to ensure the provision of a nationally consistent, high quality vocational education and training system.

Further Education (FE) Qualifications that provide training in adult literacy and basic education access and preparatory education and English as an Additional Language (EAL).

Home school Refers to the main school of the student. Only the home school may enter students’ personal details through VASS. A student may only have one home school at a time. The home school is usually but not always the assessing school.

Module A distinct component of the vocational training curriculum, comprising specified learning outcomes, assessment criteria and other information to support the delivery of training and conduct of assessment. Modules are identifiable as ‘UoC’ on VASS.

Nominal Hours The scheduled hours required for the delivery and assessment of vocational training as determined by the Department of Education and Training (DET), Higher Education and Skills Group.

Registered Training Organisation (RTO) An organisation which is registered and approved to deliver Vocational Education and Training (VET) within a defined Scope of Registration.

School Based Apprenticeships/Traineeships (SBATs) Structured training arrangements, usually involving on and off the job training, for a person employed under an apprenticeship/traineeship training contract. These may include apprenticeships, part-time apprenticeships or traineeships.

Scope of Registration The defined scope for which a training organisation is registered that identifies the particular services and products that can be provided. An RTO may be registered to provide either training delivery and/or assessment services or products and issue AQF qualifications and Statements of Attainment. The scope of registration is further defined by AQF qualifications and/or endorsed units of competency.

Scored VET Certificate Selected programs within the VCE VET suite have a Study Score component based on the designated Units 3/4 sequence of their program. Scored Assessment is comprised of two graded assessments for school-assessed coursework - a set of coursework tasks set by the teacher / assessor an examination set by the VCAA.
**Statement of Attainment** A record of recognised learning that may contribute towards a qualification outcome, either as attainment of competencies within a training package, partial completion of a course leading to a qualification or completion of a nationally accredited short course that may accumulate towards a qualification through recognition processes.

**Training package** A document that sets out the training framework determined by industry for an industry sector. National competency standards, assessment guidelines and national qualifications form the endorsed components of training packages. Assessment materials, learning strategies and professional development materials may support these as non-endorsed components.

**Training Plan** A program of training and assessment which is required under an Apprenticeship/Traineeship Training Contract.

**Unit of Competency (UoC)** This is the specification of knowledge and skills and the application of that knowledge and skills to the standard of performance expected in the workplace. The RTO assesses competence.

**Units (VCE)** The components of a VCE study. There are usually four units in a VCE study, numbered 1, 2, 3 and 4.

**VET Quality Framework** The VET Quality Framework is aimed at achieving greater national consistency in the way providers are registered and monitored and in how standards in the vocational education and training (VET) sector are enforced.

**Victorian Assessment Software System (VASS)** The internet-based system used by schools to enter VCE, VET and VCAL enrolments and results directly onto the VCAA central database.

**Victorian Certificate of Applied Learning (VCAL)** An accredited senior secondary school qualification.

**Victorian Certificate of Education (VCE)** An accredited senior secondary school qualification.

**VCAL provider** A school or other organisation authorised to offer the VCAL

**VCE provider** A school or other organisation authorised to offer the VCE.

**Vocational Education and Training (VET)** VET certificates are nationally recognised and may be integrated within a VCE or VCAL program. VCE VET: VET certificates developed by the VCAA into full programs of study within the VCE and contributing to satisfactory completion of the VCE under the same recognition arrangements as for VCE studies.