VET Quick Guide for VASS Administrators





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Contents

Introduction	1
VET Program Set-up	2
Selecting a VET Certificate and Certificate Type	2
Add/Modify RTOs	4
VET Units of Competence (UoC) Classes	5
Student Program	7
Enrolling in a VET Certificate and UoCs	7
Enrolling students in a VET Certificate	8
Enrolling students in the appropriate UoCs	8
Withdrawing from a UoC or certificate	9
Enrolling a student in a complete VET program	10
Entering an Assessment Plan	11
Setting a Class Assessment Plan Template	13
Change UoC Class Code	14
VET Results	14
VET Unit of Competency (UoC) Results Input Sheets	14
VET UoC Results Entry	
VET Task Scores Report / Input Sheet	17
Assessment Plan Report	17
Enter Task Scores by Student	
Enter UoC Results by Class	
Enter VET Task Scores by Class	
Missing UoC Results Report	19
Missing Task Scores report	19
VET Reports	19
UoC/Certificate Search	19
Certificate UoC Structure Report	19
VET Eligibility	21
UoC Class Lists	23
Certificate Enrolment Lists	23
VET UoC Results Input Sheets	24
VET Task Score Input Sheets	25
Assessing Group Reports	
Assessing Group Report	
UOC Enrolment List	27
Student VET Results	27
Task Results Report	
UOC Results Sheets Report	29

Other Reports	30
School program summary	30
Programs offered by schools	31
Glossary	32

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, VE2 –SBAT and VE3 – Other VET 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 <u>VCAA Administrative Dates</u>, 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: <u>Notices to Schools</u>.

A 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.

When setting up VET programs on VASS, a registered training organisation (RTO) and an Assessing Group must be selected for each VET program. This can thenbe recorded against each student's enrolment. The Assessing Group is primarily used for identifying the moderation group of 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 VASS 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 <u>VCE and VCAL Administrative Handbook</u>.

For a list of VCAA contacts please see our website.

For queries about VASS contact **VASS Operations** on 1800 623 681 or <u>vass.support@education.vic.gov.au</u>.

For queries about student VET enrolments and results, contact **Student Records and Results** on (03) 9032 1755 or <u>student.records@education.vic.gov.au</u>

For queries regarding the delivery of VET curriculum or access to restricted VET certificates, contact the **VET Curriculum Unit** on (03) 9059 5195 or <u>vet.vcaa@education.vic.gov.au</u>.

More information regarding VET Programs can be found on the VET homepage



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

VASS Administrators can 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 click [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 <u>VCAA VET</u> <u>Curriculum Unit</u> 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

Industry Area	Certificate Code	Certificate Type	Certificate Title	Selected
Automotive	22015VIC	VE1 - VCE VET VE2 - SBAT	Certificate II in Automotive Studies (Pre- vocational)	
dult Community - Further ducation	22149VIC	VE3 - Other VE1	Certificate II in Applied Language	
dult Community - Further ducation	22150VIC	VE1 - VCE VET	Certificate III in Applied Language	
Building and Construction	22216VIC	VE1 - VCE VET	Certificate II in Building and Construction	
Animal Handling	22246VIC	VE1 - VCE VET	Certificate II in Equine Studies	
Business Services	22247VIC	VE1 - VCE VET	Certificate II in Small Business (Operations/Innovation)	
lectrical and Electronics	22261VIC	VE1 - VCE VET	Certificate II in Electrotechnology Studies (Pre-vocational)	
Animal Handling	ACM20110	VE1 - VCE VET	Certificate II in Animal Studies	
Agriculture and Horticulture	AHC20110	VE1 - VCE VET	Certificate II in Agriculture	
Agriculture and Horticulture	AHC20410	VE1 - VCE VET	Certificate II in Horticulture	
Agriculture and Horticulture	AHC20416	VE1 - VCE VET	Certificate II in Horticulture	
Agriculture and Horticulture	AHC21016	VE1 - VCE VET	Certificate II in Conservation & Land Management	
Community Services and lealth	CHC24015	VE1 - VCE VET	Certificate II in Active Volunteering	
community Services and lealth	CHC30113	VE1 - VCE VET	Certificate III in Early Childhood Education and Care	
electrical and Electronics	CISC022263VIC	VE1 - VCE VET	Cisco - CCNA Routing and Switching	
Jultural & Recreation - Intertainment	CUA20113	VE1 - VCE VET	Certificate II in Dance	

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





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.

	v	ass_u	ıat													home	e log	gout	print	help	
I	STUDEN ADMIN	IT I		SCHOOL ADMIN		TEACH	R	SCHOO PROGR	DL AM		STUDE PROGR	ENT AM		SPECI/ PROVIS	AL ION	"	RESUL ADMI	TS N		SYSTEM Admin	
					Ad	d/Mod	ify VE	TRTO	s/Clas	sses	- Bro	owse	VET	r Certi	ficat	es					
							Rec	ords 1-3 c	of 3 Cert	tificat	es Alre	ady Se	lecte	d							
			In	dustry Are	а		Certifica	ate Code	Certi	ificate	Туре			C	Certific	ate Tit	le				
	Adu	t Com	muni	ty - Further	Educa	tion	1029	7NAT	VE1	- VCE	VET	Certific	ate II ir	Applied	Langua	ige					
	Adu	t Com	muni	ty - Further	Educa	tion	1066	51NAT	VE1	- VCE	VET	Certific	ate III i	n Applied	Langua	age					
	Busi	ness :	Serv	ices			2224	47VIC	VE1	- VCE	VET	Certific	ate II ir	n Small Bu	isiness	(Opera	tions/Ir	nnovat	ion)		
						Add	Modify `	VET RTC)s]		Add/M	lodify	VET Cla	asses						

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 VET partnership via Assessing Group selection.

 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 their assessing group selection and the 'partner' school/s 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 which stream a UoC is located within, 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 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]

	vass_uat					home logou	t print	help
		VET Class Details	s for Test So	chool	- Year 2019			
		VET Certificate: 10297NAT - VE	1 - VCE VET - Ce	rtificate	II in Applied Langu	age		
Stream		Add Stream UOC C	ode		Cla	iss Code	A	dd UOC
Delete?	UOC Code	UOC Name	Compulsory?	Class Code	Teacher Code	Teacher Name	Time Block	Stream
	CALOCS201	Conduct oral comm in LOTE-social purpose	Yes	A				А
	CALOCW202	Conduct basic w'kplace oral comm in LOTE	Yes	A				Α
	CALRWS203	Read/write doc.in LOTE-social purpose	Yes	A				А
	CALRWW204	Read/write basic workplace doc.in LOTE	Yes	A				А
		Reload	Save	Clo	se			
Please se	lect a stream.							

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, or to request that a UoC be added to a certificate, contact the <u>VCAA VET Curriculum Unit</u>.

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 A method for distinguishing UoCs taught and assessed by the home school from those being delivered by an RTO is by the use of the Teacher Code. The RTO can be set up as a 'teacher' and added as a Teacher Code for UoCs being delivered and assessed by an external RTO.

- 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.

	vass_uat					home	logou	it print	help
		VET	r Cla	iss De	tails for Test School - Year 2019				
		VET Cortifica		0207NAT	VE4_VCEVET_Contificate II in Applied Langua				
		VETCETUIC	ite. it	02571141	- VET - VEE VET - Certificate in in Applieu Langua	ye			
Stream	B - Units	× Add	Stream	m U	OC Code LO Clas	s Code		A	dd UOC
Delete?	UOC Code	UOC Na	e 1	UOC Co	ode Search Results Webpage Dialog	_ X		Time Block	Stream
	CALOCS201	Conduct oral comm in LOT			Please select a UOC		- 11		Α
	CALOCW202	Conduct basic w'kplace o			Found 46 UOCs				Α
	CALRWS203	Read/write doc in LOTE-s		Code	Description				Δ
				L001	Classical Greek				
	CALRWW204	Read/write basic workpla		L002	Arabic		18		A
	L017	Latin		1 004	Chinese First Language	_			В
				L005	Croatian	_			
			İ	L007	Dutch	_			
			İ	L009	French	_			
				LO10	German	_			
				L011	Hebrew		\sim		
				1012	Hundarian		- 1		
					Select Cancel				
				Reload	Save				

Figure 7: VET Class Details screen - Adding UOC's individually

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]

vass_uat						he	ome	logout	print	help
	Add	VET Cer	tificate for E	BRODIE XA	ADAMS - Y	(ear 2019				
Student Numb Family Nam Year Lev	er: 18193594W ne: XADAMS rel: 12	Home S First Form (School: 01226 - D Name: BRODIE Group: ZZZ Enrolled	emonstration Co I in VCAL certi	llege Second Na ificate this ye	me: ELIAS ar? No				
* indicates mandatory field	a									
*Certificate Details:	SIT20416 - VE2	? - SBAT - C	ertificate II in K	itchen Operat	tions 🗸					
*RTO Details :	12183 - 3686 -)	XCeres							~	
*Undertaken as Apprer	nticeship or Traine	eeship : 💿 '	Yes 🔿 No							
<u>VCE Er</u>	<u>irolment Modi</u>	ify <u>Student</u>	Add Student Full D	Cio Petails Report	se VET Resu	Its Maintenanc	<u>e</u>	<u>Class Lis</u>	<u>ts</u>	

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]

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vas	s_uat	home	logout print he
	VE	FEnrolment Maintenance for SKYE XALDOUS - Year 2019	
Student	Number: 17230282R	Home School: 01226 - Demonstration College	
Fam	ily Name: XALDOUS	First Name: SKYE Second Name:	
Ye	ar Level: 11	Form Group: 10E Assessment Plan: No Plan	
		Enrolled in VCAL certificate this year? No	
Certificat	e Details: ICT30115 - V	E1 - VCE VET - Certificate III in Information, Digital Year Commenced: 2019	
RT	Details: 40000 00		
	15090 - 90	208 - Xvvorkventures Ltd	~
5	Stream:	Add Stream UOC Code:	Add UOC
	NOTIFET 1		
	VCE/VET unit code	VCE/VE1 unit name	
	INGOA	Information Technology (VCE VET) K 4	
	11004	Information recentiology (vice very in 4	
Vithdraw?	UOC Code	UOC Name	Clas
	STREAM: B - VCE VE	Units 3-4	
	BSBEBU401	Review and maintain a website	B1
	BSBIPR301	Comply w org requirem'ts for protection/use of intellectual property	B1
	ICPDMT346	Incorporate video into multimedia presentations	B1
	ICTBWN301	Perform tests on optical communication system and components	B1
	ICTBWN302	Install optical fibre splitters in fibre distribution hubs	B1
	ICTICT301	Create user documentation	B
	ICTICT302	Install & optimise operating system software	B
	ICTPRG301	Apply introductory programming techniques	B1
	ICTSAS305	Provide ICT advice to clients	В
	ICTSAS306	Maintain equipment and software	B
	ICTSAS307	Install, configure & secure a small office or home office network	B
	Rel	ad Withdraw Certificate Save Close	
	VCE Enrolment	Modify Student Student Full Details Report VET Results Maintenance C	lass Lists

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 the 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 a partial student name 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.

vass_uat	home logout print help
VET Enrolme	nt Maintenance for SKYE XALDOUS - Year 2019
Student Number: 17230282R H Family Name: XALDOUS Year Level: 11 Certificate Details: ICT30115 - VE1 - VCE VET - Media & Technology	ome School: 01226 - Demonstration College First Name: SKYE Second Name: Form Group: 10E Assessment Plan: <u>No Plan</u> Enrolled in VCAL certificate this year? No Certificate III in Information, Digital Year Commenced: 2019
RTO Details: 15090 - 90208 - XWorky	ventures Ltd 🗸
Stream:	Add Stream UOC Code: Add UOC
VCE/VET unit code	VCF/VFT unit name
IN603	Information Technology (VCE VET) K 3
	internation recentledgy (rec rer/rec

Figure 10: VET Enrolment – Add Program. Enrolment maintenance screen

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 <u>VCE and VCAL Administrative Handbook</u>, 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 <u>VCE VET programs page</u> 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 on VASS.

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. The plan is invalid as **more than** three different assessment task types havebeen selected for Stream B. Six tasks (numbers1 - 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 assessment task types are selected.

St	tudent Numb	per 17230282R	Student Na	me XAL	DOUS, S	KYE				
Cer	tificate Deta	ails ICT30115 - 1	VE1 - VCE VET - Cert II	l in Info	, Digital	Media &	Tech			
							Assess	ment Plan Statu	s Invali	d Pla
	Errors in Pla	an Stream B : exa	actly 3 different tasks hav	e not be	en selecte	ed				
				Plan	Details					
tream	UOC Deta	ils			Value	Task	Description			
в	BSBEBU40	01 - Review and m	aintain a website		50.00	1	Work performance			~
в	BSBIPR301	1 - Comply w org r	eq for use of intel prop.		40.00	2	Work performance			~
в	ICPDMT346	6 - Inc. video in mu	ltimedia presentations		40.00	3 1	Work project			~
в	ICTBWN30	1 - Perform test or	n optical comm sys & comp		40.00	4 1	Nork project			~
в	ICTBWN30	2 - Install optical fi	bre splitters in hubs		40.00	5 1	Product			~
в	ICTICT301	- Create user doci	umentation		20.00	6 1	Product			、 、
в	ICTICT302	- Install/optimise or	perating sys software		20.00	7	Portfolio			~
в	ICTPRG301	- Apply introduct	ory programming technique		40.00	8	Portfolio			_
в	ICTSAS30	5 - Provide ICT adv	rice to clients		40.00					
B	ICTSAS30	6 - Maintain equina	ent and coffware		20.00					
	ICTEAS20	7 Install configur	e secure small office		50.00					
0	101 3A330	r - Install, configur	e, secure small office		30.00					-
				Task V	/eighting)				
Stre	am	Study	Sequence	GA		Compone	nt Ta	sk	Weighti	ng
E	2	IN	60	1		1	0	2	17.24	
F	3	N	60	1		1	0	3	13.79	
E	3	N	60	1		1	0	4	13.79	
E	3	N	60	1		1	0	5	13.79	
E	3	IN	60	1	<u> </u>	1	0	6	6.9	
E	3	IN	60	1	i	1	0	7	6.9	
	3	IN	60	1	1	1	0	8	13.79	

Figure 11: Modify Assessment Plan screen - Invalid Plan



Figure 12: Valid plan for a scored VET certificate.

	vass_uat					home	logout print	help
		Asse	ssment plan de	tails for S	KYE XALDO	US - Year 2019		
		470202020		. XALDO				
S	tudent Numbe	r 17230202K	Student N	lame AALDO	US, SNTE			
Cer	rtificate Detai	s ICT30115 - VE	1 - VCE VET - Cert	III in Info, D	igital Media &	Tech		
						Assessment	Plan Status Valid	Plan
				Dian Da	toile			
	1100 D-4-1	_		Plan De V	CAA Toolo	Description		
stream	UUC Detail	5		v	alue	Description		
в	BSBEBU401	- Review and main	tain a website	5	0.00			~
в	BSBIPR301	- Comply w org reg	for use of intel prop.	4	0.00 1 V	Vork performance	D	~
в	ICPDMT34	VASS			1 1			~
в	ICTBWN30							~
в	ICTBWN30							~
в	ICTICT301	C Do y	you want to save t	this assessn	nent plan as cla	iss template?	-	~
	ICTICT202						-	
в	ICTPRG30				Yes	No		~
								~
в	ICTSAS30							
B B	ICTSAS30							~
B B B	ICTSAS30 ICTSAS30 ICTSAS307	- Install, configure, s	secure small office	5	0.00			~
B B B	ICTSAS30	- Install, configure, s	secure small office	5 Task Wei	0.00			~
B B Stree	ICTSAS30	- Install, configure, s	secure small office Sequence	5 Task Wei GA	0.00 ghting Compone	nt Task	Weight	∼ ∼
B B Stre	ICTSAS30 ICTSAS30 ICTSAS307 eam	- Install, configure, s	secure small office Sequence 60	5 Task Wei GA 1	0.00 ghting Compone 1	nt Task 01	Weight 50	v v
B B Stre	ICTSAS30 ICTSAS30 ICTSAS307 ICTSAS307	- Install, configure, s	secure small office Sequence 60 60	5 Task Wei GA 1	0.00 ghting Compone 1 1	nt Task 01 03	Weight 50 25	v v

Figure 13: Assessment Plan screen - Save as a Class Template

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]

	Change Student UoC Cla Please select a C	Certificate to	e - Brow locate a C	ilass	
	VET Certificate: ICTS0TIS - VET - VCE V	ET - Cert II	r in inio, D		
	Records	1-14 of 89 C	lasses		
UOC Code	UOC Name	Class Code	Teacher Code	Teacher Name	Time Block
BSBEBU401	Review and maintain a website	B1		Unknown Teacher	
BSBEBU401-1	Review and maintain a website	С		Unknown Teacher	
BSBIPR301	Comply w org req for use of intel prop.	B1		Unknown Teacher	
BSBIPR301-1	Comply w org req for use of intellectual	С		Unknown Teacher	
BSBSUS401	Implement/monitor enviro work practices	B1		Unknown Teacher	
BSBSUS401-1	Implement/montor enviro sustainable work	С		Unknown Teacher	
BSBWHS304	Participate effectively in WHS processes	A1		Unknown Teacher	
CUAANM301	Create 2D digital animations	B1		Unknown Teacher	
CUAANM301-1	Create 2D digital animations	С		Unknown Teacher	
CUAANM302	Create 3D digital animations	B1		Unknown Teacher	
CUAANM302-1	Create 3D digital animations	С		Unknown Teacher	
CUAANM402	Create digital visual effects	С		Unknown Teacher	
CUAPPM407	Create storyboards	С		Unknown Teacher	
ICPDMT346	Inc. video in multimedia presentations	B1		Unknown Teacher	
	Change All Students	Cł	ange Indiv	vidual Students Next F	Page

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]

		home logout help
Print this Class	Print ALL Classes Print FROM this Class	Close
		Next
VET Results/Input S COLLEGE 1 - Year 2 Class 1 of 17 selecte	iheets By Class Report for DEMONSTRATIO 2019 ed	DN 18 April 2019
Certificate: ICT30115 - VE RTO: 99991 - DEMONSTE Assessing Group: Home UOC: CUAANM301 - Crea Class: B1 Teacher Code : Teacher Name : Missing Results Only : N Requisite UOCs None	E1 - VCE VET - Certificate III in Information, Digital Medi RATION COLLEGE 9 ate 2D digital animations	a and Technology
Student Number	Name	Result
18231347X	ALBA, JESSICA ONE	
18231347X 18160341X	ALBA, JESSICA ONE MCCONAUGHEY, MATTHEW ONE	
18231347X 18160341X 18247673R	ALBA, JESSICA ONE MCCONAUGHEY, MATTHEW ONE OLDMAN, GARY ONE	
18231347X 18160341X 18247673R 18241301G	ALBA, JESSICA ONE MCCONAUGHEY, MATTHEW ONE OLDMAN, GARY ONE YUN FAT, CHOW ONE	
18231347X 18160341X 18247673R 18241301G Total Number of Students : 4	ALBA, JESSICA ONE MCCONAUGHEY, MATTHEW ONE OLDMAN, GARY ONE YUN FAT, CHOW ONE	

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 savedwill be displayed.
- Click [OK] and [Close]

vass_train		home	logout p	orint report	help
UOC Result	Entry for MATTHEW MCCONAUGHEY	' - Year 2	2019		
	Student VET Certificate Details				
Student Number 18160341X	Student Name MCCONAUGHEY, MATTHEW ONE				
VET Certificate ICT30115 - VE1 - VCE	VET - Cert III in Info, Digital Media & Tech				
Certificate Result					
RTO ID 99991	RTO Name DEMONSTRATION COLLEGE 9				
	essing Group Home				
~~					
	VCE/VET Units				
Unit Code: IN603	Unit Result:				
Unit Code: IN604	Unit Result:				
Set Blank UOC Results to 'S'					
	UOC Results Details				
Stream Code Stream Name Stream Result	UOC Code UOC Name	UOC Resu	It Class C	ode Requis	site UOCs
B Units 3-4	CUAANM301 Create 2D digital animations		81		
	CUAANM302 Create 3D digital animations		B1		
	ICTCBL219 Apply safe work practices cabling ADSL		B1		
	ICTGAM302 Design/apply simple textures digital art		B1		
	ICTICT301 Create user documentation		B1		
	ICTICT302 Install/optimise operating sys software		B1		
	ICTICT308 Use advanced features of computer apps		B1		
	ICTNWK301 Provide network systems administration		B1		
	ICTSAS305 Provide ICT advice to clients		B1		
	ICTSAS306 Maintain equipment and software		B1		
	ICTSAS307 Install, configure, secure small office		B1		
	Reload Save 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]

Print th	vass_train								home	Close	help
									L		
ET Tasl ertificat	k Results Report for DEM0 te/Stream/RTO 1 of 1 selec	ONSTRA		COLLEGE 1 - Y	'ear 20)19				18 Арг	ril 20
ortificato		tificata III i	n Inforr	nation Digital Media	and To	shology	,				
ream : B	- VCE VET Units 3-4	incate in i		nation, Digital Media	anu re	mology					
TO: 9999	1 - DEMONSTRATION COLLEGE	9									
ssessing	Group : Home										
issing Re	esults Only : No			,	A task sc	ore may o	nlv be ent	ered if the student has an S result for all assione	d UOCs. o	therwise e	enter f
	NA is used when a stud	lent submits	work fo	r assessment after the du	ue date o	r when the	e work sub	omitted on the due date does not score against a	ny of the a	ssessmen	t crite
Number	Name	Status	Score	Task	Wght	Score	Wght	UOCs			
3231347X	ALBA, JESSICA ONE	Valid		01-Work performance	44.19		Joone	CUAANM3D1-Create 2D digital animations ICTICT301-Create user documentation ICTICT308-Use advanced features of compute	er applicatio	ons	
				03-Work project	27.91			ICTCBL219-Apply safe tech work practices for ADSL ICTICT302-Install & optimise operating system	r cabling reg n software	g. when co	anfig
				07-Portfolio	27.91			ICTSAS305-Provide ICT advice to clients ICTSAS306-Maintain equipment and software			
3160341X	MCCONAUGHEY, MATTHEW ONE	Valid		01-Work performance	44.19			CUAANM301-Create 2D digital animations ICTICT301-Create user documentation ICTICT308-Use advanced features of compute	er applicatio	ons	
				03-Work project	27.91			ICTCBL219-Apply safe tech work practices for ADSL ICTICT302-Install & optimise operating system	r cabling reg n software	g. when co	onfig.
				07-Portfolio	27.91			ICTSAS305-Provide ICT advice to clients ICTSAS306-Maintain equipment and software			
8247673R	OLDMAN, GARY ONE	Valid		01-Work performance	44.19			CUAANM301-Create 2D digital animations ICTICT301-Create user documentation ICTICT308-Use advanced features of compute	er applicatio	ons	
				03-Work project	27.91			ICTCBL219-Apply safe tech work practices for ADSL ICTICT302-Install & optimise operating system	r cabling reg n software	g. when co	anfig
				07-Portfolio	27.91			ICTSAS305-Provide ICT advice to clients ICTSAS306-Maintain equipment and software			



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.

vass	s_train					home	logout	print report	help
	VET Tas	k Scores Entry for DE	MONSTRA	TION	COLLEGI	E 1 - Y	'ear 201	9	
		Certifi	icate/Stream [)etails					
VET C	certificate ICT30115	VE1 - VCE VET - Cert III ir	n Info, Digital	Media 8	Tech				
	a i B	NOE VE	T Unite 2.4						
Strea	am Code D	Stream Name VCE VE	T UNITS 3-4						
Confirm al	II students with No F	Plan are not undertaking Sco	ored Assessme	nt					
		Graded Asse	ssment 1 - CC	URSEV	VORK				
Student Number	Student Name	RTO	Assessing Group	Plan Status	Total Schoo Score	Task	Task Weighting	Score	Weighted Score
18231347X	ALBA, JESSICA ONE	99991 - DEMONSTRATION COLLEGE 9	Home	Valid		<u>01</u>	44.19		
						<u>03</u>	27.91		
						<u>07</u>	27.91		
		Reload	Save	С	lose				
Please enter th	he task score or NA for	this student.							



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]

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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 listed on the <u>Administrative Dates</u>.

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.

STUDENT SCHOOL TEACHE ADMIN ADMIN ADMIN	R SCHOOL STUDENT PROGRAM PROGRAM F	home logout print help SPECIAL RESULTS SYSTEM PROVISION ADMIN ADMIN
	UOC/Certificate Search	
uoc c	ode: BSB	ind
VASS21 Use	r Search Results Webpage Dialog 📃	×
	Please select an UOC code	
	Found 516 UOC codes	
Code	Description	
BSBADM101	Use business equipment and resources	-
BSBADM101A	Use business equipment and resources	
BSBADM302	Produce texts from notes	
BSBADM302B	Produce texts from notes	
BSBADM303	Produce texts from audio transcription	
BSBADM303B	Produce texts from audio transcription	
BSBADM304A	Design and develop text documents	
BSBADM305A	Create and use databases	
BSBADM306A	Create electronic presentations	
BSBADM307	Organise schedules	
DCDA DA4207A	Organica ashadular	
	Select Cancel	

Figure 19a: UoC/Certificate Search screen

vass	s_train	1									home	e logout	prir	nt help	
STUDENT ADMIN		SCHOOL ADMIN	1	TEACH ADMI	R N	SCHOOL PROGRAM		STUDENT PROGRAM		SPECIAL PROVISION		RESULTS ADMIN	I.	SYSTEM ADMIN	
							rtific	ate Search							
					Plea	se enter a UOC	ode t	o locate the cer	tificat	e(s)					
								_							
				UOC	Code:	BSBADM303	×	1		Find					
						Deserts		5 0 - 1 ¹ /		-W-					
						Records	1-5 OT	5 Certificates							
Certific	ate Co	ode Cer	tificate	Туре		Ce	rtificat	te Description			St	ream Code	- Nan	ne	
BSB311	115-20	18 VE3	- Othe	r VET C	ertificate	III in Business A	dminis	tration (Medical)			A - Prog	gram			
BSB	31015	V	E2 - SE	BAT C	ertificate	III in Business A	dminis	tration (Legal)			A - Unit	s 1-4			
BSB	30415	V	E2 - SE	BAT C	ertificate	III in Business A	dminis	tration			A - Unit	s 1-4			
BSB	31115	V	E2 - SE	BAT C	ertificate	III in Business A	dminis	tration (Medical)			A - Unit	s 1-4			
BSB304	415-20	18 VE3	- Othe	r VET C	ertificate	III in Business A	dminis	tration			A - Pro	gram			

Figure 19b: UoC/Certificate Search screen

	rain														home	logout	t help
Print this Certificate]													[Close)
Certificate UOC SI Program Name: VCE V Certificate Code: CISC Certificate Name: Case Certificate Type: VE1- Industry Area: Electric Minimum Points/UOC Minimum Steams: 0 Maximum Quieta: 4 Apprenticeship/Traine Report Order: UOC Cc	Participation of the second se	nics d? No	IONS	TRATI	ONC	OLLEG	Έ 1 - Υ	′ear 201	9							18 Apri	1 2019
Unit Code	Unit Na	me			A	corued 1	icored?	Sequence	Stream								
CI913 Cisco Brooram A	VCE VET B 3				VCA	on on	N	Code	4								
CI814 Cisco Program A	VCE VET) B 4					190.00	N	81	Â								
CI823 Cisco Program B	VCE VET) C 3					90.00	N	82	в								
Certificate UOC S Program Name: VCE L Certificate Code: CISK Certificate Name: Cisk Certificate Name: Cisk Certificate Type: VE1- Industry Area: Electric: Minimum Potents/UOC: Minimum Streams: 0 Maximum Units: 4 Maximum Sequences: Apprenticeship/Traine Report Order: UOC Co	Aructure for /ET Cisco :0 V6 :0 - CCNA v6 ·VCE VET al and Electron :: 0 2 eship Allowe de	nics d? No	IONS	TRATI	ONC	OLLEG	iE 1 - Y	'ear 20'	9							18 Apri	1 2019
Certificate UOC S Program Name: VCE E Certificate Code: CISK Certificate Name: Cisk Certificate Type: VE1- Industry Area: Electric Minimum Mours: 0 Minimum Points/UOC Minimum Streams: 0 Maximum Units: 4 Maximum Sequences: Apprenticeship/Traine Report Order: UOC Co	Provide the second seco	n DEM nics d? No Min Hours	Min Points	Min Optional Parts	Part Code	Part Compulsory	Min Optional Uptional	'ear 201	9	uoc	Cor	UOC	Class Set Up?	UOC Hours	Points/ Count	VCAA Value	Scored
Certificate UOC S Program Name: VCE L Certificate Code: ClsS Certificate Name: Cise Certificate Type: VE1- Industry Area: Electric: Minimum Potents/UOCC Minimum Streams: 0 Maximum Units: 4 Maximum Sequences: Apprenticeship/Traine Report Order: UOC Cc Stream A-VCE Units 34 Program A	Provide a stream Compulsion of Y	n DEM nics d? No Min Hours 190	Min Points	Min Optional Parts 0	Part Code	Part Compulsory Y	Min Optional UOCS 1	Year 201	9 Build a simple	UOC network and establish	Cor	UOC npulsory	Class Set Up?	UOC Hours 90	Points/ Count	VCAA Value 90.00	Scored
Certificate UOC S Program Name: VCE F Certificate Code: CISC Certificate Name: Cisc Certificate Type: VE1 Industry Area: Electric Minimum Mours: 0 Minimum Seruences: Maximum Sequences: ApprenticeShip/Traine Report Order: UOC CC Stream A-VCE Unis 34 Program A B URE Mini Apprent	Provide a second	n DEM	Min Points	Min Optional Parts 0	Part Code	Part Compulsory Y	Min Optional UOCs	Year 201	Build a simple Configure & tr Andre percer.	UOC network and establish ubleshoot network swit	Cor	UOC npulsory N	Class Set Up?	UOC Hours 90 100	Points/ Count 1.00 1.00	VCAA Value 90.00 100.00	Scored

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 on VASS 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_uat home loo	gout print	help
STUDENT ADMIN SCHOOL ADMIN TEACHER ADMIN SCHOOL PROGRAM STUDENT PROGRAM RESULTS ADM	IIN SYSTEM	ADMIN
VET Student Eligibility Report Parameters		
Student Number:		
First Name: Family Name: 5		
Year Level: ALL V		
Form Group:		
Certificate Details: ALL		
Include Elizible Studenter		
Run Student Eligibility Report		
	100% 🔍	•

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

Figure 21: VET Student Eligibility Report Parameters Screen

- 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 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]

	va	ss_uat					home I	ogout help
Print	this Class	Print ALL Classes	Print FROM this Class					Close
								Next >>
UOC C	lass Lis 1 of 18 s	t for Demonstration College elected	e - Year 2019				18	April 2019
Certifica Certifica UOC Co UOC De Class Co	ate Type : ate Type : ate Descri de : MEM scription ode : B	VE1 - VCE VET ption : Certificate II in Engineering S 12024A : Perform computations	Studies					
RTO VCAA Code	RTO National Code	RTO Nai	me	Student Number	Family Name	Given Names	Year Level	Form Group
01174	4687	XBox Hill Institute		17199499J	XABEL	COURTNEY ANN	11	10W
01174	4687	XBox Hill Institute		18285931W	XADAMS	HARRISON ETHAN	11	10F
01174	4687	XBox Hill Institute		17190775W	XADDISON	SHAUN CAMERON	12	
Total Num	ber of Stude	nts : 3						

Figure 23: 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)

vass_uat	home logout print he	elp
STUDENT ADMIN SCHOOL ADMIN TEACHER ADMIN SCHOOL P	ROGRAM STUDENT PROGRAM RESULTS ADMIN SYSTEM AD	min
VET Certificate Enrolr	nent List Parameters	
Certificate Details: ALL		
RTO Details: ALL	<u> </u>	
Assessment Plan Status:	All Valid Plan Invalid Plan Invalid Plan No Plan	
Apprenticeship or Traineeship Students Only?	 Yes No 	
Report Type:	List on screen - single report List on screen - one report per certificate Export List	
Run VET Certificat	te Enrolment List	
	٩ 100%	•

Figure 24: VET Certificate Enrolment List Parameters screen



												_		
Pri	nt Repor	t									ļ	_	Clo	se
ΈT	Certifi	cate Enrolment	List for Demons	tration C	ollege - \	rear 2019						1	8 Apri	1 201
ertif	icate Co	ode : ALL												
ertif	icate Ty	/pe : ALL												
10:	ALL													
sses	sment F	Plan Status : ALL												
ppre	enticesn	ip or iraineesnip a	students Only ? No											
		· · · · · · · · · · · · · · · · · · ·				0								
erui	ICALE DE	BTO Nome	Accessing Crown	Student	New	Studies Eamily Name	Cison Namos	Voor	Form	400	Cort	1100	1100	Appt
CAA	National	RIGName	Assessing Group	Number	van	r army name	Given names	Level	Group	Plan	Result	Count	Hours	Train
ode	Code									Status				
174	4687	XBox Hill Institute	RTO	17129656F	680490805	XA"VARD	DYLAN NOEL	12			N	9	380	
174	4687	XBox Hill Institute	RTO	17199499J	275614630	XABEL	COURTNEY ANN	11	10W		N	9	380	
174	4687	XBox Hill Institute	RTO	18285931W	194908410	XADAMS	HARRISON ETHAN	11	10F		N	9	380	
174	4687	XBox Hill Institute	RTO	17190775W	618412589	XADDISON	SHAUN CAMERON	12			N	9	380	
CAA	National	KTO Marrie	Assessing droup	Number	van	raininy name	Given names	Level	Group	Plan	Result	Count	Hours	Train
2106	4603	XAccess Skils Training	Home	17129656F	680490805	XA'VARD	DYLAN NOEL	12		Status	N	1	20	
tal N	umber of S	Students: 1												
ital N	umber of S	Students: 1												
ital Ni	umber of S	Students: 1	/F1 - VCF VFT - Cert	ificate II in J	Automotive	Vocational Prenara	tion							
ertif	icate De	Students: 1 etails: AUR20716 - V RTO Name	E1 - VCE VET - Cert Assessing Group	ificate II in / Student	Automotive VSN	Vocational Prepara	tion Given Names	Year	Form	Ass	Cert	UOC	UOC	Appt
ertif RTO CAA	icate De RTO National	Students: 1 etails: AUR20716 - V RTO Name	E1 - VCE VET - Cerl Assessing Group	ificate II in / Student Number	Automotive VSN	Vocational Prepara Family Name	tion Given Names	Year Level	Form Group	Ass Plan	Cert Result	UOC Count	UOC Hours	Appt Train
tal Ni ertif tTO CAA ode	icate De RTO National Code	Students: 1 etails: AUR20716 - V RTO Name	E1 - VCE VET - Cerl Assessing Group	ificate II in / Student Number	Automotive VSN	Vocational Prepara Family Name	tion Given Names	Year Level	Form Group	Ass Plan Status	Cert Result	UOC Count	UOC Hours	Appt Train
ertif tTO CAA ode 226	icate De RTO National Code 6659	students: 1 etails: AUR20716 - V RTO Name Demonstration College	E1 - VCE VET - Cerl Assessing Group Home	ificate II in / Student Number 16187721G	Automotive VSN 782595374	Vocational Prepara Family Name XBLAY	tion Given Names EH NAY	Year Level	Form Group	Ass Plan Status	Cert Result	UOC Count 8	UOC Hours	Appt Train
tal Ni ertif TO CAA ode 1226 tal Ni	icate De RTO National Code 6659 umber of S	Students: 1 etails: AUR20716 - V RTO Name Demonstration College Students: 1	'E1 - VCE VET - Cerl Assessing Group Home	ificate II in / Student Number 16187721G	Automotive VSN 782595374	Vocational Prepara Family Name XBLAY	Given Names EH NAY	Year Level	Form Group	Ass Plan Status	Cert Result	UOC Count 8	UOC Hours 185	Appt Train
tal Ni ETO CAA ode 1226 tal Ni	icate De RTO National Code 6659 umber of S	Students: 1 etails: AUR20716 - V RTO Name Demonstration College Students: 1	E1 - VCE VET - Cert Assessing Group Home	ificate II in / Student Number 16187721G	Automotive VSN 782595374	Vocational Prepara Family Name XBLAY	Given Names EH NAY	Year Level	Form Group	Ass Plan Status	Cert Result	UOC Count 8	UOC Hours 185	Appt Train
ertif CAA ode 1226 ital Ni	icate De RTO National Code 6659 umber of S	Students: 1 etails: AUR20716 - V RTO Name Demonstration College Students: 1 etails: ICT30115 - VE	E1 - VCE VET - Cert Assessing Group Home	ificate II in / Student Number 16187721G	Automotive VSN 782595374 formation,	Vocational Prepara Family Name XBLAY Digital Media & Tec	Given Names EH NAY	Year Level	Form Group	Ass Plan Status	Cert Result	UOC Count 8	UOC Hours	Appt Train
ertif TO CAA ode 1226 ital Ni ertif	icate De RTO National Code 6659 umber of S icate De RTO	Students: 1 RTO Name Demonstration College Students: 1 Ptails: ICT30115 - VE RTO Name	/E1 - VCE VET - Cert Assessing Group Home E1 - VCE VET - Certif Assessing Group	ificate II in / Student Number 16187721G cate III in Ir Student	Automotive VSN 782595374 formation, VSN	Vocational Prepara Family Name XBLAY Digital Media & Tec Family Name	tion Given Names EH NAY thnology Given Names	Year Level 12 Year	Form Group Form	Ass Plan Status Ass	Cert Result Cert	UOC Count 8	UOC Hours 185	Appt Train
ertif CAA ode 1226 ital Ni ertif CAA	icate De RTO National Code 6659 umber of S icate De RTO National	students: 1 etails: AUR20716 - V RTO Name Demonstration College Students: 1 etails: ICT30115 - VE RTO Name	1 - VCE VET - Cert Assessing Group Home 1 - VCE VET - Certif Assessing Group	ificate II in A Student Number 16187721G icate III in In Student Number	Automotive VSN 782595374 formation, VSN	Vocational Prepara Family Name XBLAY Digital Media & Tec Family Name	Given Names EH NAY hnology Given Names	Year Level 12 Year Level	Form Group Form Group	Ass Plan Status Ass Plan	Cert Result Cert Result	UOC Count 8 UOC Count	UOC Hours 185 UOC Hours	Appt Train Appt Train
ertif RTO CAA ode 1226 Ntal No ertif RTO CAA ode	icate De RTO National Code 6659 umber of 5 icate De RTO National Code	Students: 1 AUR20716 - V RTO Name Demonstration College Students: 1 etails: ICT30115 - VE RTO Name	E1 - VCE VET - Cert Assessing Group Home 1 - VCE VET - Certif Assessing Group	ificate II in / Student Number 16187721G cate III in In Student Number	Automotive VSN 782595374 formation, VSN	Vocational Prepara Family Name XBLAY Digital Media & Tec Family Name	Given Names EH NAY hnology Given Names	Year Level 12 Year Level	Form Group Form Group	Ass Plan Status Ass Plan Status	Cert Result Cert Result	UOC Count 8 UOC Count	UOC Hours 185 UOC Hours	Appt Train Appt Train
ertif RTO CAA ode 1226 ital N RTO CAA ode 5090	icate De RTO National Code 6659 umber of 5 icate De RTO National Code 90208	Students: 1 etails: AUR20716 - V RTO Name Demonstration College Students: 1 etails: ICT30115 - VE RTO Name XWorkventures Ltd	E1 - VCE VET - Cert Assessing Group Home 1 - VCE VET - Certif Assessing Group RTO	ificate II in J Student Number 16187721G icate III in In Student Number 18330421R	Automotive VSN 782595374 formation, VSN 276390327	Vocational Prepara Family Name XBLAY Digital Media & Tec Family Name XABBOTT	tion Given Names EH NAY hnology Given Names CHELSEA ANN	Year Level 12 Year Level 12	Form Group Form Group	Ass Plan Status Ass Plan Status No plan	Cert Result Cert Result	UOC Count 8 UOC Count 53	UOC Hours 185 UOC Hours 2185	Appt Train Appt Train
ertif RTO CAA ode 1226 otal N RTO CAA ode 5090 5090	icate De RTO National Code 6659 umber of 5 icate De RTO National Code 90208 90208	Students: 1 etails: AUR20716 - V RTO Name Demonstration College Students: 1 etails: ICT30115 - VE RTO Name XWorkventures Ltd XWorkventures Ltd	E1 - VCE VET - Cert Assessing Group Home 1 - VCE VET - Certif Assessing Group RTO RTO	ificate II in / Student Number 16187721G icate III in In Student Number 18330421R 17336180R	Automotive VSN 782595374 formation, VSN 276390327 509572801	Vocational Prepara Family Name XBLAY Digital Media & Tec Family Name XABBOTT XADE	tion Given Names EH NAY hnology Given Names CHELSEA ANN ARCHE ANTUN	Year Level 12 Year Level 12 12	Form Group Form Group	Ass Plan Status Ass Plan Status No plan No plan	Cert Result Cert Result N	UOC Count 8 UOC Count 53 30	UOC Hours 185 UOC Hours 2185 1370	Appt Train Appt Train

Figure 25: VET Certificate Enrolment List

VET 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 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.

vass_uat home logout print help
STUDENT ADMIN SCHOOL ADMIN TEACHER ADMIN SCHOOL PROGRAM STUDENT PROGRAM RESULTS ADMIN SYSTEM ADMIN
VET Results/Input Sheets By Student Report Parameters
VET Certificate: ALL
RTO: ALL
Student Number:
Unit Level: ALL
Students with Missing Results Only? O Yes No
Include previous years' results? O Yes 💿 No
Report Type: List on screen
 Export list
Report Order: Certificate, RTO, Name, Student Number
O Certificate, RTO, Year Level, Form Group, Name, Student Number
Name, Student Number, Certificate
Run VET Results/Input Sheets By Student Report
the://ust vare vic edu au/
100% ×



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.

vass_	uat				home	logout	print	help
STUDENT ADM	IN SCHOOL ADMIN TEA	CHER ADMIN S	CHOOL PROGRAM	STUDENT PROGRAM	RESULTS	ADMIN	SYSTEM	ADMIN
		VET Task Re	esults Report	Parameters				
	Certificate:	ALL		~				
	Stream:	ALL		~				
	RTO:	ALL			~	•		
		Display Miss	ing Results Only?	? 🔿 Yes				
				No				
		Run VI	ET Task Results R	leport				

Figure 27: VET Task Results Report Parameters screen

	vass_uat								home	logout	help
Print thi	s Page									Close	
VET Task Certificate Stream : B RTO : 9020 Assessing G Missing Re	IT Task Results Report for Demonstration College - Year 2019 18 April 20 rtificate/Stream/RTO 1 of 1 selected 18 April 20 rtificate : ICT30115 VE1 - VCE VET - Certificate III in Information, Digital Media & Technology 18 April 20 eam : B - VCE VET Units 3-4 0: 90208 - XWorkventures Ltd bessing Group : RTO sing Results Only : No										ter NA.
Churcharach	NA is used when a stude	nt submits	work for	assessment after the du	ue date o	r when the	e work sub	omitted on the due date does not score against a	ny of the ass	sessment	criteria.
Number	name	Status	Score	Task	Wght %	Score	Wght Score	UOCs			
17230282R	XALDOUS, SKYE	Valid		01-Work performance	50.00			BSBIPR301-Comply w org requirem'ts for prote property ICPDMT346-Incorporate video into multimedia pr ICTBWN301-Perform tests on optical communic components	ction/use of esentations ation system	intellectua 1 and	I
				03-Work project	25.00			ICTBWN302-Install optical fibre splitters in fibre ICTICT301-Create user documentation	distribution h	ubs	
				07-Portfolio	25.00			ICTICT302-Install & optimise operating system s ICTPRG301-Apply introductory programming ter	oftware chniques		
18330421R	XABBOTT, CHELSEA ANN	No Plan									
17336180R	XADIE, ARCHIE ANTUN	No Plan									
Total number	of students : 3										





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 VET partnership, the partners need to decide who will be the assessing group home school for moderation purposes. The school that is the assessing group home school will enter 'Home' as their assessing group selection and the 'partner' school/s will enter 'Other' and then enter the other schools' code

	-			home logout
int Repo	rt			Close
Asses Colleg	ssing Group Report for Demon ge - Year 2019	stration		18 April 2019
Certific Certific	ate Code : ALL ate Type : ALL			
Certific	ate Details: 22209VIC - VE1 - VCE VE	ET - Certificate	II in Engineering Studies	
Home School Code	Home School Name	RTO Code	RTO Name	Students
01622	XLilvdale Heights College	01226	Demonstration College	1
Certific	ate Details: SIT20316 - VE2 - SBAT - Home School Name	Certificate II in RTO	Hospitality RTO Name	0111
School Code		Code	KTO Name	Students
School Code 01226	Demonstration College	Code 14111	XAMIEducation	Students 0
School Code 01226 Number of Certific	Demonstration College If schools: 1 ate Details: SIT20416 - VE2 - SBAT - Home School Name	Code 14111 Certificate II in RTO Code	XAMI Education Kitchen Operations RTO Name	0 Students
School Code 01226 Number of Certific Home School Code	Demonstration College of schools: 1 ate Details: SIT20416 - VE2 - SBAT - Home School Name	Code 14111 Certificate II in RTO Code	XAMI Education Kitchen Operations RTO Name	0 Students
School Code 01226 Number of Certific Home School Code 01226	Demonstration College f schools: 1 ate Details: SIT20416 - VE2 - SBAT - Home School Name Demonstration College	Code 14111 Certificate II in RTO Code 12183	XAMI Education Kitchen Operations RTO Name XCeres	Students 0 Students 1

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.

	tuoo_uut					lionio	logout n
Pri	nt List Print ALL Lis	ts Pi	int FROM this List				Close
							Ne
OC E OC 1	nrolment List for Demonst of 25 selected	ration Coll	ege - Year 2019			18	April 201
ertifica ertifica ertifica OC Co	ate Code : 22209VIC ate Type : VE1 - VCE VET ate Description : Certificate II in Er de : MEM12024A	ngineering Stu	ıdies				
ertifica ertifica ertifica DC Co DC De ome chool	ate Code : 22209/IC ate Type : VE1 - VCE VET ate Description : Certificate II in En de : MEM12024A scription : Perform computations Home School Name	RTO VCAA Code	idies RTO Name	Student Number	Family Name	Given Names	Year Level
ertifica ertifica ertifica OC Co OC De OC De chool code	tate Code : 22209/IC ate Type : VE1 - VCE VET ate Description : Certificate II in Er de : MEM12024A scription : Perform computations Home School Name	RTO VCAA Code 01174	idies RTO Name XBox Hill Institute	Student Number 17129656F	Family Name XA'VARD	Given Names	Year Level
ertifica ertifica ertifica OC Co OC De ome chool code	ate Code : 22209/IC ate Type : VE1 - VCE VET ate Description : Certificate II in Er de : MEM12024A scription : Perform computations Home School Name	RTO VCAA Code 01174 01174	rdies RTO Name XBox Hill Institute XBox Hill Institute	Student Number 17129656F 18330421R	Family Name XA'VARD XABBOTT	Given Names DYLAN NOEL CHELSEA ANN	Year Level 12 12
ertifica ertifica ertifica OC Co OC De DC De chool ode	tate Code : 22209/IC tate Type : VE1 - VCE VET ate Description : Certificate II in Er de : MEM12024A scription : Perform computations Home School Name	RTO VCAA Code 01174 01174	rdies RTO Name XBox Hill Institute XBox Hill Institute XBox Hill Stutute	Student Number 17129656F 18330421R 17199499J	Family Name XAVARD XABBOTT XABEL	Given Names DYLAN NOEL CHELSEA ANN COURTRY ANN	Year Level 12 12 11
ertifica ertifica ertifica OC Co OC De OC De	ate Code : 22209/IC ate Type : VE1 - VCE VET ate Description : Certificate II in Er de : MEM12024A scription : Perform computations Home School Name	RTO VCAA Code 01174 01174 01174	rdies RTO Name XBox Hill Institute XBox Hill Institute XBox Hill Institute XBox Hill Stitute	Student Number 17129656F 18330421R 17199499J 18285931W	Family Name XA'VARD XABBOTT XABEL XADAMS	Given Names DYLAN NOEL CHELSEA ANN COURTNEY ANN HARRISON ETHAN	Year Level 12 12 11 11
ertifica ertifica ertifica OC Co OC De ome chool code	ate Code : 22209/IC ate Type : VE1 - VCE VET ate Description : Certificate II in Er de : MEM12024A scription : Perform computations Home School Name	RTO VCAA Code 01174 01174 01174 01174	rdies RTO Name XBox Hill Institute XBox Hill Institute XBox Hill Institute XBox Hill Institute XBox Hill Institute	Student Number 17129656F 18330421R 171994993 18285931W 19243540G	Family Name XA'VARD XABBOTT XABEL XADAMS XADAMSON	Given Names DYLAN NOEL CHELSEA ANN COURTNEY ANN HARRISON ETHAN JAMEE JAMES	Year Level 12 12 11 11 11
ertifica ertifica ertifica DC Co DC De ome chool Code	ate Code : 22209/IC ate Type : VET - VCE VET ate Description : Certificate II in Er de : MEM12024A scription : Perform computations Home School Name	RTO VCAA Code 01174 01174 01174 01174 01174 01174	Idies RTO Name XBox Hill Institute	Student Number 17129656F 18330421R 17199499J 18285931W 19243540G 1719775W	Family Name XABOTT XABBCT XADAMS XADAMS XADAMSON XADAISON	Given Names DYLAN NOEL CHELSEA ANN COURTRY ANN HARRISON ETHAN JAMEE JAMES SHAUN CAMERON	Year Level 12 12 11 11 11 11 12

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.

	vass_uat			home	logout	help
Print th	nis Student	Print ALL Students Print FROM this Studen	t		Close	
					1	Vext >>
Studen Studen	t VET Result t 1 of 7 select	s Report for Demonstration College - Ye ted	ar 2019		18 April	2019
Certificat Report O	te:22209VIC-V rder:HomeSch	/E1 - VCE VET - Certificate II in Engineering Studies nool	1			
Student Student Home So RTO : 01	Number : 17129 Name : XA'VARE :hool : 01226 - D 174 - XBox Hill In te Result : N	656F D, DYLAN NOEL Jemonstration College sstitute				
Certificat Assessm	e nt Plan : Not R	equired				
Certificat Assessmo Year	ent Plan : Not R	equired	Result			
Certificat Assessme Year	Unit Code	equired Name	Result			
Year 2019 2019	Unit Code EG163 EG164	equired Name ENGINEERING STUDIES (VCE VET) D 3 ENGINEERING STUDIES (VCE VET) D 4	Result			
Year 2019 2019 Number of V	ent Plan : Not R Unit Code EG163 EG164 VCE/VET units in cur	equired Name ENGINEERING STUDIES (VCE VET) D 3 ENGINEERING STUDIES (VCE VET) D 4 rrent year: 2	Result			
Year 2019 2019 Number of ¹	Unit Code EG163 EG164 VCE/VET units in cur Stream Code	equired Name ENGINEERING STUDIES (VCE VET) D 3 ENGINEERING STUDIES (VCE VET) D 4 rrent year: 2 Name	Result	Result		
Year 2019 2019 Number of Year 2019	Unit Code EG163 EG164 VCE/VET units in cur Stream Code B	equired Name ENGINEERING STUDIES (VCE VET) D 3 ENGINEERING STUDIES (VCE VET) D 4 rrent year: 2 Name VCE VET Units 3-4	Result	Result N		
Year 2019 2019 Number of ¹ Year 2019	Unit Code EG163 EG164 VCE/VET units in cur Stream Code B UOC	equired Name ENGINEERING STUDIES (VCE VET) D 3 ENGINEERING STUDIES (VCE VET) D 4 rrent year: 2 Name VCE VET Units 3-4	Result VCAA Value	Result N Result		
Year 2019 2019 Number of ¹ Year 2019	Unit Code EG163 EG164 VCE/VET units in cur Stream Code B UOC MEM12024A	equired Name ENGINEERING STUDIES (VCE VET) D 3 ENGINEERING STUDIES (VCE VET) D 4 rrent year: 2 Name VCE VET Units 3-4 Perform computations	Result VCAA Value 30.00	Result N Result		
Year 2019 2019 Number of ¹ Year 2019	Unit Code EG163 EG164 VCE/VET units in cur Stream Code B UOC MEM12024A MSAENV2728	equired Name ENGINEERING STUDIES (VCE VET) D 3 ENGINEERING STUDIES (VCE VET) D 4 rrent year: 2 Name VCE VET Units 3-4 Perform computations Participate in environmentally sustainable work practices	Result VCAA Value 30.00 30.00	Result N Result		
Year 2019 2019 Number of ¹ Year 2019	Unit Code EG163 EG164 VCE/VET units in cur Stream Code B UOC MEM12024A MSAENV272B MSS402040A	equired Name ENGINEERING STUDIES (VCE VET) D 3 ENGINEERING STUDIES (VCE VET) D 4 rrent year: 2 Name VCE VET Units 3-4 Perform computations Participate in environmentally sustainable work practices Apply 5S procedures	Result VCAA Value 30.00 30.00 40.00	Result N Result		
Year 2019 2019 2019 Number of 1 Year 2019	Unit Code EG163 EG164 VCE/VET units in cur Stream Code B UOC MEM12024A MSAENV272B MSS402040A VU20903	equired Name ENGINEERING STUDIES (VCE VET) D 3 ENGINEERING STUDIES (VCE VET) D 4 rrent year: 2 Name VCE VET Units 3-4 VCE VET Units 3-4 Perform computations Participate in environmentally sustainable work practices Apply SS procedures Produce engineering components/products using fabrication/machining	VCAA Value 30.00 30.00 40.00 60.00	Result N Result		
Year 2019 2019 2019 Number of Year 2019	Unit Code EG163 EG164 VCE/VET units in cur Stream Code B UOC MEM12024A MSAENV272B MSS402040A VU20903 VU20904	equired Name ENGINEERING STUDIES (VCE VET) D 3 ENGINEERING STUDIES (VCE VET) D 4 rrent year: 2 VCE VET Units 3-4 VCE VET Units 3-4 Perform computations Participate in environmentally sustainable work practices Apply SS procedures Produce engineering components/products using fabrication/machining Perform cutting, grinding and turning operations	VCAA Value 30.00 30.00 40.00 60.00 60.00	Result N Result		
Year 2019 2019 Number of N Year 2019	ent Plan : Not R Unit Code EG163 EG164 VCE/VET units in cur Stream Code B UOC MEM12024A MSAENV272B MSS402040A VU20903 VU20904 VU20905	equired Name ENGINEERING STUDIES (VCE VET) D 3 ENGINEERING STUDIES (VCE VET) D 4 rrent year: 2 Name VCE VET Units 3-4 Perform computations Participate in environmentally sustainable work practices Apply SS procedures Produce engineering components/products using fabrication/machining Perform cutting, grinding and turning operations Assist with the design of a basic mechanical system	VCAA Value 30.00 30.00 60.00 60.00 60.00	Result N Result		
Year 2019 2019 Number of ¹ Year 2019	ent Plan : Not R Unit Code EG163 EG164 VCE/VET units in cur Stream Code B UOC MEM12024A MSAENV272B MSAENV272B MSS402040A VU20903 VU20904 VU20905 VU20910	equired Name ENGINEERING STUDIES (VCE VET) D 3 ENGINEERING STUDIES (VCE VET) D 4 rrent year: 2 Name VCE VET Units 3-4 Perform computations Participate in environmentally sustainable work practices Apply 5S procedures Produce engineering components/products using fabrication/machining Perform cuttling, grinding and turning operations Assist with the design of a basic mechanical system Produce basic engineering sketches and drawings	VCAA Value 30.00 40.00 60.00 60.00 20.00	Result N Result		
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Figure 31: Assessing Groups - VET Results Report

Task Results Report

Results Admin > VET Reports > Assessing Groups - Task Scores

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.

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Assessin Certificat	g Group Task Results e/Stream/Home 1 of 1 s	Report for selected	Demo	onstration Colleg	ge - Ye	ear 201	9		18 A	pril 2019	9
Certificate Stream : B Report Ord	: ICT30115 VE1 - VCE VET - - VCE VET Units 3-4 er : By Home School pol : 01226 - Demonstration C	Certificate III i College	in Inform	nation, Digital Media	& Techr	nology					
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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.

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Please select the certificate you wan	t to match.							a 100%	• • a

Figure 33: Assessing Groups - UOC Results parameters

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Figure 34: Assessing Groups - UOC Results

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.

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22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	MEM12024A	Perform computations	30	В	5	
22209VIC VE1 - VCE VET	Certificate I in Engineering Studies	MEM12024A	Perform computations	30	SA	1	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	MSAENV272B	Participate in environmentally sustainable work practices	30	в	4	
22209VIC VE1 - VCE VET	Certificate I in Engineering Studies	MSAENV272B	Participate in environmentally sustainable work practices	30	SA	2	
22209VIC VE1 - VCE VET	Certificate I in Engineering Studies	MSS402040A	Apply 5S procedures	40	В	4	
22209VIC VE1 - VCE VET	Certificate I in Engineering Studies	MSS402040A	Apply 5S procedures	40	SA	2	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	VU20903	Produce engineering components/products using fabrication/machining	60	в	4	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	VU20903	Produce engineering components/products using fabrication/machining	60	SA	2	
22209VIC VE1 - VCE VET	Certificate I in Engineering Studies	VU20904	Perform cutting, grinding and turning operations	60	В	4	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	VU20904	Perform cutting, grinding and turning operations	60	SA	2	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	VU20905	Assist with the design of a basic mechanical system	60	В	4	
22209VIC VE1 - VCE VET	Certificate I in Engineering Studies	VU20905	Assist with the design of a basic mechanical system	60	SA	2	
22209VIC VE1 - VCE VET	Certificate I in Engineering Studies	VU20910	Produce basic engineering sketches and drawings	20	В	4	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	VU20910	Produce basic engineering sketches and drawings	20	SA	2	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	VU20911	Handle engineering materials	20	В	4	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	VU20911	Handle engineering materials	20	SA	2	
22209VIC VE1 - VCE VET	Certificate I in Engineering Studies	VU20915	Perform basic welding/thermal cutting processes	60	В	4	
22209VIC VE1 - VCE VET	Certificate I in Engineering Studies	VU20915	Perform basic welding/thermal cutting processes	60	SA	2	
22338VIC VE1 - VCE VET	Certificate I in Building and Construction	CPCCCM1012A	Work effectively and sustainably in the construction industry	20	A	1	
22338VIC VE1 - VCE VET	Certificate I in Building and Construction	CPCCCM1014A	Conduct workplace communication	20	A	0	
22338VIC VE1 - VCE VET	Certificate I in Building and Construction	CPCCCM1015A	Carry out measurements and calculations	20	A	0	
22338VIC VE1 - VCE VET	Certificate II in Building and Construction	CPCCCM2006	Apply basic leveling procedures	8	A	0	
22338VIC VE1 - VCE VET	Certificate II in Building and Construction	CPCCOHS2001A	Apply OHS requirements/policies/procedures in construction	20	A	0	

Figure 35: VET Summary Only - School Summary Report

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]

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Prog	rams Offered by Schools Report Paran	neters
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VCAL Certificate: Comm	unity VCAL (Foundation)	
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		1
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	Suburb, School Name	
	Sector, School Name	
	Run Programs Offered by Schools Report	
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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.

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.