RTO Quick Guide for VASS Administrators

2023





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Introduction

The Victorian Administrative Software System (VASS) is the database used by schools to record student enrolments and results, and by the VCAA to report VCE, VET and VPC/VCAL assessment information to schools.

VASS can be accessed using any PC with a Windows operating system and Internet Explorer or Microsoft Edge, with the correct browser settings (available from the <u>VCAA website</u>) and the MeadCo Software and License installed.

Web address

VASS: https://www.vass.vic.edu.au

Logging in

VASS has a three-layered security system. To access VASS, a user requires a Username, Password and GRID Passcode.

Users will be timed out after 30 minutes of inactivity and will be required to re-login.

- Open your browser and navigate to https://www.vass.vic.edu.au/
- The 'Welcome to VASS' screen will be displayed.
- Click on VASS User Login and enter your username and password; click [Login]
- Click [OK]
- The Passcode grid and Privacy statement screen will be displayed.
- Enter your passcode pattern using the characters that appear in the grid; it's case-sensitive.
- Click [Accept]. You have logged in successfully when the VASS Home Page appears.

The first time a user logs in to VASS from any computer, the MeadCo Software and Licence agreement should appear, but only if the user has sufficient network permissions for the download to occur.

If the MeadCo Software and Licence agreement is not downloaded, VASS will not function correctly.

Please refer to the VASS browser settings booklet for instructions. (available from the VCAA <u>website</u>)

Key Administrative dates

Key Administrative dates are displayed on the VASS home page. A more detailed document for the current year, Important Administrative Dates can be found by clicking on the Help link on the home page of VASS. Schools must adhere to these dates as penalties can and are applied for late enrolments and results entry.

Schools are notified of changes to administrative dates by the Notices to Schools sent via email or on the VCAA website. For more information, see: <u>Notices to Schools</u>.

Download function

The Download function in VASS contains many useful documents; RTO's have access to files relevant to them, such as assessment plan templates. The menu path to access the Downloads is: **SYSTEM ADMIN > Downloads.**

Contact Details

VET Unit for information regarding VET within the VCE/VCE VM or VPC/VCAL on 9059 5195 or vet.vcaa@education.vic.gov.au

Student Records and Results for information regarding VET enrolments and results on 9059 5251, 9059 5257 or student.records@education.vic.gov.au

VASS Operations regarding the use of VASS on 1800 623 681 or vass.support@education.vic.gov.au

Other functions in VASS

This Quick Guide has been designed to assist users in navigating around VASS.

Types of school/provider users

There are different types of user access to VASS. RTO access is limited to:

- updating contact details
- searching for VET units of competency (UoC's) by code
- viewing VET certificate UoC Structure reports
- checking their Assessing Group enrolments
- checking assessment plans
- checking student enrolments and results.
- producing RTO reports.
- Viewing statistical reports

Modifying School/Provider Details

School/provider contact details should be updated on VASS as soon as changes occur, e.g. address, telephone etc.

School/Provider Details

- Select SCHOOL ADMIN > Modify School Details
- Check your school details on this screen.
- If any changes are made, click [Save] The message 'Do you want to save the changes ...?'
- Click **[Yes]** The message 'School details saved successfully' will be displayed.
- Click [OK]

Viewing Other School/Provider Details

Contact details for other schools/providers

- Select SCHOOL ADMIN > View School Details
- Enter part or complete school name and click [Find]
- Highlight the appropriate line and click [View]
- Click [Close]

Certificate UoC Structure Report

The Certificate UoC Structure Report provides information about a certificate, its streams, and the compulsory and elective Units of Competency (UoCs) within the certificate.

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

- Select SCHOOL PROGRAM > VET > Certificate UOC Structure Report
- Enter all or part of the certificate code and click [Find]
- Select the certificate from the list
- Click [Run Certificate UOC Structure Report]

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Figure 1: Certificate UoC Structure Report

UoC/Certificate Search

- Select SCHOOL PROGRAM > VET > UoC/Certificate Search.
- Enter partial details (e.g. SIS) and click on the binoculars. A list of all UoCs matching the entered details will be displayed.
- Highlight the required UoC and click [Select]
- Click [Find] and a list of certificates will appear.

			hor	ne logout	print h	elp
STUDENT SCHOOL	TEACHER ADMIN P	SCHOOL STUDENT SPEC ROGRAM PROGRAM PROVI	IAL SION	RESULTS ADMIN	ADM	EM IN
	Please er	JOC/Certificate Search ter a UOC code to locate the certificate(s)				
	UOC Code: SIS	Fing				
ſ	VASS21 User	Search Results Webpage Dialog	×			
		Please select an UOC code				
		Found 394 UOC codes				
	Code	Description				
	SISCAQU001	Test pool water quality				
	SISCAQU002	Perform basic water rescues	_			
	SISCAQU003	Maintain aquatic facility plant and equipment	_			
	SISCAQU004	Develop and implement pool water maintenance procedures				
	SISCAQU005	Develop and implement aquatic facility maintenance procedures				
	SISCAQU006	Supervise clients in aquatic locations				
	SISCAQU007	Perform advanced water rescues				
	SISCAQU008	Instruct water familiarisation, buoyancy and mobility skills	~			
	EIEC AOLINN	Instruct elients in white action and our divisit skills Select Cancel				
			_			
Please enter a UOC code to loc	ate the certificat	e(s).		(100%	• "d

Figure 2: UoC/Certificate Search screen

			home logout print help	
STUDENT SCHOO		HER SCHOOL STUDENT SPECIAL	RESULTS SYSTEM	1
				-
		UOC/Certificate Search		
		Please enter a UOC code to locate the certificate(s)		
	UO	c Code: BISCAQUO04 × 🐺 Fird		
		Records 1-3 of 3 Certificates		
Certificate Code Ce	ertificate Type	Certificate Description	Stream Code - Name	
SIS40115-2018 VE	E3 - Other VET	Certificate IV in Sport and Recreation	A - Program	
SIT30416	VE2 - SBAT	Certificate III in Holiday Parks and Resorts	A - Units 1-4	
SIS40115 VE	E3 - Other VET	Certificate IV in Sport and Recreation	A - Program	
https://www.yass.yic.edu	u au/schoolr	rog/reports/LlocCertificateSearch/LIOCCertSearch.cfm	n ⊕ 100% v	
https://www.vass.vic.edu	u.au/schooln	rog/reports/UocCertificateSearch/UOCCertSearch.cfm	1 🖲 100% 🔻	

Figure 3: UoC/Certificate Search results



RTO Reports

There are some functions in VASS that have been specifically provided for RTO use only.

Student VET Results

Student VET Results is a report listing each student's VET Certificate and UoC results, along with various other details. This report can be generated before results are entered to check the student's enrolments.

An N result is shown in the report before the results are released - Not Yet Completed

- Select RESULTS ADMIN > RTO Reports > Student VET Results.
- In the *Student VET Results for RTO Report* Parameters screen, select the required VET Certificate using the drop down arrow to the right of the VET Certificate box.
- If necessary, select other options such as Home School (default is *ALL*), student number (default is all students) and Report Order.
- Click [Run Student VET Results Report].

	TEACHER SCHOOL STUDENT SPECIAL	home RE	logout prin SULTS	t help SYSTEM
	Student VET Results for RTO Report Parameters	IA	DMIN	ADMIN
VET Certificate:	22338VIC - VE1 - VCE VET - Certificate II in Building and Construction R	Pre-appre	enticeship 🗸	
Home School:	ALL		~	
Student Number:				
	Report Order: Home School Name, Student			
	⊖ Student			
	Run Student VET Results Report			
			۹ 10	0% -

Figure 4a: Student VET Results for RTO Report Parameters Screen

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Studer		Poport for			7 May	2010	
Vear 2	11 VET Results	Report for	-		/ Way /	2015	
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otuuci							
Cortifics	ato • 22338\//C - \/	E1 - VCE VET - Cortificate II in Building and Constru	tion Pro-appr	onticochin			
Report (Order : School	ET - VOE VET - Certificate II III Building and Constitut	aon re-appre	enucesnip			
Report	order : ocnoor						
Student	Number :	and -					
Student	Name :	8. (3.149885144) (8.1782 8.28)					
Home S	chool :	ELEMENT (TELEVIL) TELEVILIAN (TELEVILIAN					
Certifica	ate Result :						
Assessi	ment Plan: Not R	equired					
Year	Unit Code	Name	Result				
2019	BC183	BUILDING & CONSTRUCTION (VCE VET) E 3					
2019 Number o	BU104 f\/CEA/ET units in cu	rent year: 2					
Number o	I VOL/VET UNits III CU	nen year. 2					
Year	Stream Code	Name		Result			
2018	A	Common Core		N			
	UOC		VCAA Value	Result			
	CPCCCM1012A	Work effectively and sustainably in the construction industry	20.00	S			
	CPCCCM1015A	Carry out measurements and calculations	20.00	S			
	CPCCOH32001A	construction industry	20.00	5			
	CPCCWHS1001	Prepare to work safely in the construction industry	6.00	S			
	HLTAID002	Provide basic emergency life support	12.00	S			
	VU22015	Interpret and apply basic plans and drawings	25.00	S			
Year	Stream Code	Name		Result			
2016	100	Carpentry	VCAA Value	Dopult			
	VU22022	Identify and handle camentry tools and equipment	100.00	S			
Year	Stream Code	Name	100.00	Result			
2019	A	Common Core					
	UOC		VCAA Value	Result			
	CPCCCM1014A	Conduct workplace communication	20.00				
	VU22014	Prepare for work in the building and construction industry	16.00				
Year	Stream Code	Name		Result			
2019	100	Carpentry	VCAA Value	Deput			
	VI 122025	Construct basic wall frames	48 00	Result			
	VU22026	Construct a basic roof frame	40.00				
	VU22027	Install basic external cladding	24.00				
	VU22028	Install basic window and door frames	24.00				
	VU22030	Carry out basic demolition of timber structures	20.00				

Figure 4b: Student VET Results for RTO Report

VET Results Export

The VET Results Export contains the following fields: Certificate Code, Certificate Type, Certificate Name, Home School Code, Home School Name, Family Name, Given Names, Student Number, Year, Certificate Result, Stream Code, Stream Name, Stream Result, UOC Code, UOC Name, VCAA Value, UOC Result.

The export file is a text file with pipe (|) delimiters, which can then be opened in MS Excel.

Exporting the VET Results report can produce a list of home schools for the RTO.

- Select RESULTS ADMIN > RTO Reports >VET Results Export.
- Use the drop down arrows to select the VET Certificate (default is *ALL*) and/or Home School (default is *ALL*) and select other parameters from the remaining fields as needed
- Click [Run VET Results Export].
- Click [Yes] to continue. A File Download pop-up now appears.
- The [Save as] option should always be selected

57	LIDENT SCHOOL	ТЕАСНЕР	SCHOOL	STUDENT	SPECIAL	home logout	print	help
		ADMIN	PROGRAM	PROGRAM	PROVISION	ADMIN	AD	MIN
		VETR	Results Export	for RTO Para	ameters			
	VET Certificate:	22338VIC - VE1 -	VCE VET - Certific	ate II in Building	and Construction	Pre-apprentices	nip 🗸	
	Home School:	ALL				~		
		<u> </u>						
	Export	Type: O Certifi	cates and UOCs - a	all results	ulta anti-			
		 Certifi Certifi 	cates and OOCs - icates and Streams	- all results	uits only			
		 Certifi 	cates and Streams	- Streams with S	S results only			
		 Certifi 	cates and Streams	- Certificates an	d Streams with S re	esults only		
	1							
			Run VET Re	sults Export				
							a 100%	•
						home logout	print	help
A ST	DENT SCHOOL	ADMIN	PROGRAM	PROGRAM	PROVISION	ADMIN	AD	OMIN
		VETR	esults Export	for RTO Para	ameters			

VET Certificate:	22338VIC - VE1 - VCE VET - Certificate II in Building and Construction Pre-apprenticeship V
Home School:	ALL
Export 1	ype: Certificates and UOCs - all results
	 Certificates and UOCs - UOCs with S results only
	 Certificates and Streams - all results
	 Certificates and Streams - Streams with S results only
	 Certificates and Streams - Certificates and Streams with S results only
	Run VET Results Export
	Run VET Results Export
Do you wa	Run VET Results Export to open or save VETResultsExport.vass from vass.vic.edu.au?
Do you wa	Run VET Results Export at to open or save VETResultsExport.vass from vass.vic.edu.au? Open Save Cancel

Figure 5a & 5b: VET Results Export for RTO Parameters and with download dialog. (always select Save As)

- Select the location in the Save In field.
- Click [Save] then [Close]. Do not open the file at this stage.

				_			
🖄 Save As			_				x
← Computer → (E:) VASS → all → RTO				• *;	Search RTO		٩
Organize 🔻 New folder							0
💯 Recent Places	*	Name	<u>^</u>		Date modified	Туре	
 □ Libraries □ Documents J Music □ Pictures ■ Videos 	н		No items ma	atch yo	ur search.		
I Computer		٠	111				•
File name: VETResultsExport.vass							•
Save as type: VASS File (*.vass)							•
Hide Folders					Save	Cancel	

Figure 6: Save VET Results Export

Opening a VASS file in Microsoft Excel

Open a blank Microsoft Excel workbook.

- Select File > Open.
- Click browse and navigate to the location of the saved file.
- In the file type field, select All files.
- Select the file you saved.
- Text import Wizard Step 1 of 3 Click [Open] Click on the radio button next to 'Delimited'. Click [Next]
- Text import Wizard Step 2 of 3 Click [Tab] check box to remove the tick then click [Other] check box to select it and type a '|' symbol in the 'Other' field.
- The pipe symbol is usually located on the same key as the backslash key on the computer keyboard and is shown as a broken vertical line. When the 'pipe' is entered, vertical lines will appear in the data preview pane. Click **[Next]**
- Text import Wizard Step 3 of 3 This step is used to mark certain fields as 'text' to preserve the format. Highlight the columns to be saved as text, change the radio button from General to Text and click [Finish]
- You can save this file in any format you require e.g. Excel workbook (*.xlsx)



The Pipe symbol on a keyboard (above the backslash)

** Once the file is saved as an Excel file, it can be sorted and checked.



Assessing Group Reports

Only schools or RTO's selected as an Assessing Group by a school or schools can view Assessing Group reports

Assessing Group Report

• Select 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 home Assessing Group for moderation purposes. The school that is the home Assessing Group will enter 'Home' as their assessing group selection and the 'partner' school/s will enter 'Other' and then the other schools' code.

ASSES	sing Group Report for - Year 2019	the states		7 May 2019	
Certific	ate Code : AUR20716				
Certific	ate Type : VE1 - VCE VET				
Certific	ate Details: AUR20716 - VE1 - VCE VET -	Certificate	II in Automotive Vocational Preparation	on	
Home School Code	Home School Name	RTO Code	RTO Name	Students	
01226	Sendige Senior Secondary College	01226	Sumiling Sumine Summing College	60	
11797	Sendigo South East 7-13 Secondary College	01226	Sentilized Sentilier Sentimetry College	24	
01540	Catherine Wokaley College	01226	Sensibige Sensor Secondary College	20	
11863	Kallerme Special School	01226	Santalign Santair Santania College	5	
11576	ViteStory Christian College	01226	East-digit Sattive Saturdanty College	1	
Number o	f schools: 5				

Figure 7: Assessing Group Report

Assessing Groups - 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.

	vass_uat					home log	jout help
F	Print List Print ALL Li	sts	Print FROM this List			CI	ose
						<< Previous	Next
JOC E JOC 1	Enrolment List for Demonst 1 of 114 selected	ration Col	lege - Year 2019			ī	7 May 201
Certific Certific Certific Certific	ate Code : 22209VIC ate Type : VE1 - VCE VET ate Description : Certificate II in Er ode : MSAENV272B	ngineering St	udies				
Certific Certific Certific JOC Co JOC De Home School Code	ate Code : 22209VIC ate Type : VE1 - VCE VET ate Description : Certificate II in En de : MSAENV272B scription : Participate in environme Home School Name	ngineering Str entally sustai RTO VCAA Code	udies nable work practices RTO Name	Student Number	Family Name	Given Names	Year Level
ertific ertific ertific OC Co OC De Home School Code	ate Code : 22209VIC ate Type : VE1 - VCE VET ate Description : Certificate II in En de : MSAENV272B escription : Participate in environme Home School Name	ngineering Streentally sustain RTO VCAA Code 01174	udies nable work practices RTO Name XBox Hill Institute	Student Number 18330421R	Family Name XABBOTT	Given Names	Year Level
ertific ertific ertific OC Co OC De Home ichool Code	ate Code : 22209VIC ate Type : VE1 - VCE VET ate Description : Certificate II in En de : MSAENV272B scription : Participate in environme Home School Name	ngineering St entally sustain VCAA Code 01174 01174	udies nable work practices RTO Name XBox Hill Institute XBox Hill Institute	Student Number 18330421R 17199499J	Family Name XABBOTT XABEL	Given Names CHELSEA ANN COURTNEY ANN	Year Level
ertific ertific ertific OC Co OC De Home School Code	ate Code : 22209VIC ate Type : VE1 - VCE VET ate Description : Certificate II in En de : MSAENV272B scription : Participate in environme Home School Name	RTO VCAA Code 01174 01174	udies nable work practices RTO Name XBox Hill Institute XBox Hill Institute XBox Hill Institute XBox Hill Institute	Student Number 18330421R 17199499J 18285931W	Family Name XABBOTT XABEL XADAMS	Given Names CHELSEA ANN COURTNEY ANN HARRISON ETHAN	Year Level 12 11 11
Certific Certific Certific IOC Co IOC De Home School Code	ate Code : 22209VIC ate Type : VE1 - VCE VET ate Description : Certificate II in En de : MSAENV272B escription : Participate in environme Home School Name	ngineering St entally sustai RTO VCAA Code 01174 01174 01174	udies nable work practices RTO Name XBox Hill Institute XBox Hill Institute XBox Hill Institute XBox Hill Institute XBox Hill Institute	Student Number 18330421R 171994993 18285931W 1719975W	Family Name XABBOTT XABEL XADAMS XADDISON	Given Names CHELSEA ANN COURTNEY ANN HARRISON ETHAN SHAUN CAMERON	Year Level 12 11 11 11

Figure 8: 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

Assessing Groups - Student VET Results

• Select 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.

	-uar				nome	logodt
nt this Stu	ident Prir	ht ALL Students Print FROM this Student				Close
						1
Studen Studen	nt VET Result Int 1 of 4 select	s Report for Demonstration College - Yea ted	ar 2019		7 Ma	y 2019
Certifica Report C	ite:ICT30115-V Order:HomeSch	'E1 - VCE VET - Certificate III in Information, Digital N nool	/ledia & Techno	ology		
Student	Number : 19243	540G				
Student	Name : TEST, S	TUDENT TWO				
Home Se	chool : 01226 - D	emonstration College				
RTO: 15	090 - XWorkventu	ires Ltd				
Certifica	te Result : N					
Assessm	ent Plan · Not R	enuired				
Assessin		equired				
Year	Unit Code	Name	Result			
2019	IN613	INFORMATION TECHNOLOGY (VCE VET) P 3	S			
2019	IN614	INFORMATION TECHNOLOGY (VCE VET) P 4	S			
Number of	VCE/VET units in cur	rrent vear: 2				
		-				
Year	Stream Code	Name		Result		
2019	С	Extra Electives		S		
	UOC		VCAA Value	Result		
	BSBEBU401-1	Review and maintain a website	50.00	S		
	BSBIPR301-1	Comply w org requirem'ts for protection/use of intellectual property	40.00	S		
	BSBSUS401-1	Implement and monitor environmentally sustainable work practices	40.00	S		
	CUAANM301-1	Create 2D digital animations	35.00	S		
	CUAANM302-1	Create 3D digital animations	75.00	S		
	CUAANM402	Create digital visual effects	70.00	S		
	CUAPPM407	Create storyboards	40.00	S		
	ICPDMT346-1	Incorporate video into multimedia presentations	40.00	S		
	ICTBWN301-1	Perform tests on optical communication system and components	40.00	S		
	ICTBWN302-1	Install optical fibre splitters in fibre distribution hubs	40.00	S		
	ICTBWN303-1	Install lead-in module and cable for fibre to the premises	50.00	S		
	ICTCBL208-1	Splice/terminate optical fibre cable for carriers/service provider	40.00	S		
	ICTCBL219-1	Apply safe tech work practices for cabling reg. when config. ADSL	40.00	S		
	ICTCBL236-1	Install, maintain and modify customer premises communications cablin	60.00	s		
	ICTDMT402	Produce interactive animation	60.00	S		
	ICTDMT403	Produce and edit digital images	40.00	S		
Number of	streams : 1					
Number - f	atoma with tarter t	0				
Number of	sueams with tasks i	n current year. 0				

Figure 9: Assessing Groups - VET Results Report

Assessing Groups - Task Results Report

• Select 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.

	vass_uat								home	logout	help
Print thi	s Page									Close	
\ssessir Certifica	ng Group Task Results F te/Stream/Home 1 of 1 s	Report for elected	Demo	onstration Colle	ge - Ye	ear 201	9			7 May	2019
ertificate tream : E eport Ore ome Sch TO : ALL lissing Re	:: ICT30115 VE1 - VCE VET - 0 3 - VCE VET Units 3-4 der : By Home School Icol : 01226 - Demonstration Co esults Only : No	Certificate III i ollege	in Inforn	nation, Digital Media	& Techr	nology					
	NA is used when a s	student submits	work for	assessment after the du	A task so Je date of	core may o r when the	nly be ent work sub	ered if the student has an S result for all assigned U omitted on the due date does not score against any o	OCs, othe of the asse	rwise ente ssment ci	er NA. riteria.
Student	NA is used when a s Name	student submits Plan	work for Total	assessment after the di	A task so Je date of	core may o r when the	nly be ent work sub	ered if the student has an S result for all assigned U mitted on the due date does not score against any o IN601	OCs, othe of the asse	rwise ente ssment ci	er NA. riteria.
Student Number	NA is used when a s Name	student submits Plan Status	work for Total Score	assessment after the du Task	A task so ue date or Wght %	core may o r when the Score	work sub Wght Score	ered if the student has an S result for all assigned U mitted on the due date does not score against any o IN601 UOCs	OCs, othe of the asse	rwise ente essment ci	er NA. riteria.
Student Number 7230282R	NA is used when a s Name	student submits Plan Status Valid	work for Total Score	assessment after the du Task 01-Work performance	A task so le date of Wght % 50.00	core may o r when the Score	nly be ent work sul Wght Score	ered if the student has an S result for all assigned U mitted on the due date does not score against any or 18601 UOC's BSBIPR301-Compty w org requiremts for protectio property ICPDMT346-incorporate video into multimedia prose ICTBWT301-Perform tests on optical communicatio components	n/use of in entations n system a	tellectual	er NA. riteria.
Student Number	NA is used when a s Name	student submits Plan Status Valid	work for Total Score	assessment after the di Task 01-Work performance 03-Work project	A task so ue date of Wght % 50.00 25.00	core may o r when the Score	nly be ent work sul Wght Score	ered if the student has an S result for all assigned U mitted on the due date does not score against any or 18601 UOC's BSBIPR301-Compty w org requiremts for protectio property ICPDMT346-Incorporate video nito multimedia prese ICTBW1301-Perform tests on optical communicatio components ICTBW1302-Instal optical fore splitters in fibre dist ICTCT031-Create user documentation	IOCs, othe of the asse n/use of ir entations n system of tribution hu	tellectual and	er NA. riteria.
Student Number 7230282R	NA is used when a s Name	Status Valid	work for Total Score	assessment after the di Task 01-Work performance 03-Work project 07-Portfolio	A task sc je date or Wght % 50.00 25.00 25.00	score may o r when the Score	nly be ent : work sub Wght Score	ered if the student has an S result for all assigned U mitted on the due date does not score against any or 1000 UOCs BSBIPR301-Comply w org requiremts for protectio property ICPDIT348-incorporate video into multimedia press (ICTEWI301-Perform tests on optical communicatio components ICTEGV102-instal optical fibre splitters in fibre dist ICTET031-Create user documentation ICTET032-Instal & optimes operating system softw (ICTRR031-App) introductory programming techni	OCs, othe of the asso n/use of in entations n system i tribution hu ware iques	tellectual and bs	er NA. riteria.
Student Number 7230282R 8330421R	NA is used when a s Name	Statuent submits Plan Status Valid	work for Total Score	assessment after the di Task 01-Work performance 03-Work project 07-Portfolio	A task sc a date of Wght % 50.00 25.00 25.00	Score	nly be ent : work sul Wght Score	ered if the student has an S result for all assigned U mitted on the due date does not score against any or 18601 UOC's BSBIPR301-Compty w org requiremts for protectio property ICPDMT346-Incorporate video nito multimedia prese ICTBW1301-Perform tests on optical communicatio components ICTBW1302-Instal optical fore splitters in fibre dist ICTC1301-Create user documentation ICTC1302-Instal & optimise operating system softs ICTC1302-Instal & optimise operating system softs	OCs, othe of the asso n/use of ir entations n system i tribution hu ware iques	tellectual and bs	er NA. riteria.
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Figure 10: Assessing Groups – Task Scores Report

Assessing Groups - UOC Results Sheets Report

• Select 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.

vass_uat	home logout print help							
STUDENT SCHOOL TEACHER SCHOOL STUDENT S ADMIN ADMIN ADMIN PROGRAM PROGRAM P	SPECIAL RESULTS SYSTEM ROVISION ADMIN ADMIN							
Assessing Group UOC Results Sheets Report P	arameters							
VET Certificate: ICT30115 - VE1 - VCE VET - Cert III in Info, Digit	tal Media & Tech 🗸							
Home School: ALL	~							
O RTO: ALL	~							
UOC Code:								
Student Number:								
Display Missing Results Only? O Yes								
No								
Report Order: By Home School (per home	e school per page)							
O By Student Name (per UOC	C per page)							
Run UOC Results Sheets Report								
Please select the certificate you want to match.	• 100% •							

Figure 11: Assessing Groups - UOC Results parameters