

# VET Quick Guide for VASS Administrators

2022

Authorised and published by the Victorian Curriculum and Assessment Authority  
Level 7, 2 Lonsdale Street  
Melbourne VIC 3000

ISBN: 978-1-xxxxxx-xx-x [email [vcaa.media.publications@education.vic.gov.au](mailto:vcaa.media.publications@education.vic.gov.au) for ISBN requests]

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## Introduction

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

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

For administrative purposes all VET certificates; VE1 – VCE VET Program, 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 [VCAA Administrative Dates](#), which can be found by clicking on the Help button in the VASS home page.

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

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 then be 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 [VCE and VCAL Administrative Handbook](#).

For a list of VCAA contacts please see [our website](#).

For queries about VASS contact **VASS Operations** on 1800 623 681 or [vass.support@education.vic.gov.au](mailto:vass.support@education.vic.gov.au).

For queries about student VET enrolments and results, contact **Student Records and Results** on (03) 9032 1755 or [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au)

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

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

VASS Administrators can 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 [VCAA VET Curriculum Unit](#) with the student's details and training plan; they may contact you to discuss the student's requirements before the certificate can be made available to your school program.

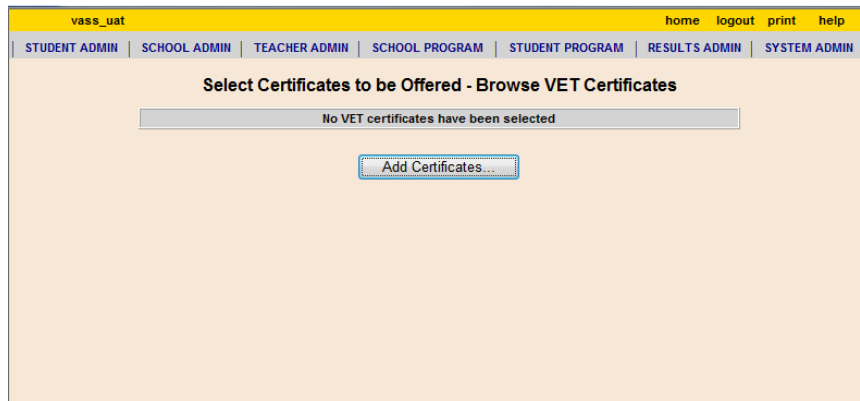


Figure 1: Select VET certificates to be Offered – Browse VET Certificates screen

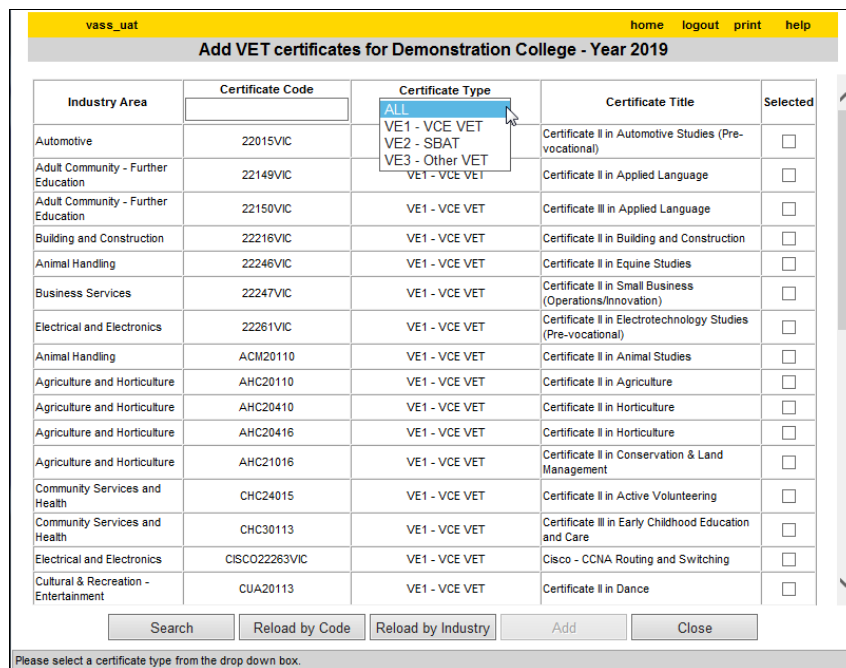


Figure 2: Add Certificate screen with selection defaulted to VE1 – VCE VET Program but showing all.

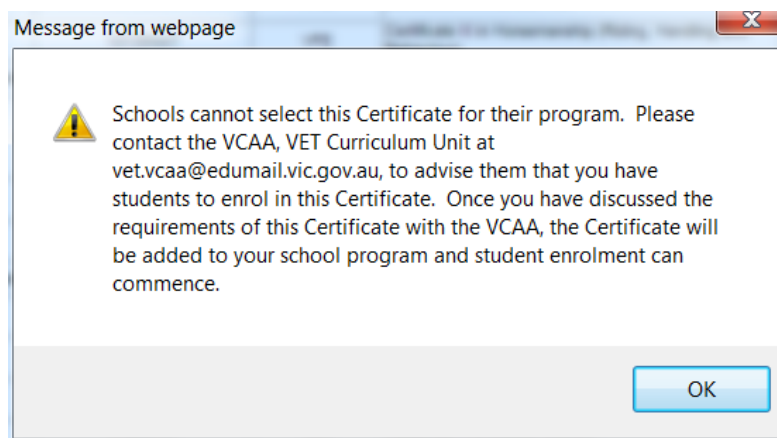


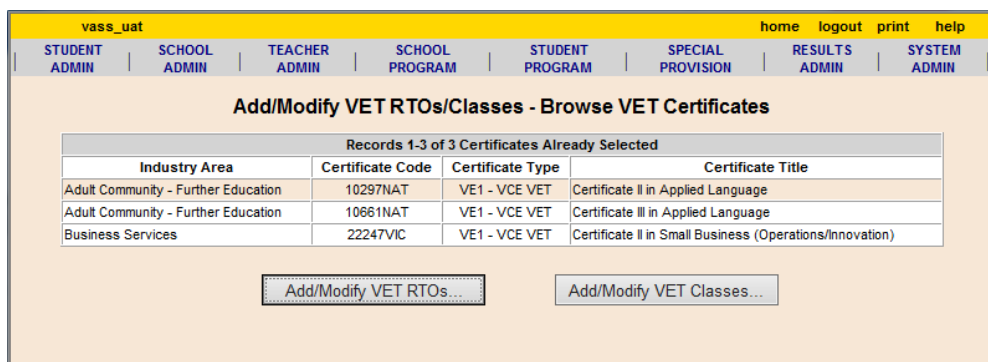
Figure 3: Restricted certificate message

## Add/Modify RTOs

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

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

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



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

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

An Assessing Group can be:

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

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



Delete?	Provider Code	RTO Code	RTO Name	Assessing Group
<input type="checkbox"/>	14075	21230	XRipponlea Institute	<input checked="" type="radio"/> Home School <input type="radio"/> RTO <input type="radio"/> Other

**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]**

The screenshot shows the 'VET Class Details for Test School - Year 2019' interface. At the top, there's a navigation bar with 'vass\_uat', 'home', 'logout', 'print', and 'help'. Below that, the title 'VET Class Details for Test School - Year 2019' is displayed. The main content area shows 'VET Certificate: 10297NAT - VE1 - VCE VET - Certificate II in Applied Language'. There are input fields for 'Stream', 'UoC Code', and 'Class Code', each with an 'Add' button. Below this is a table with the following data:

Delete?	UoC Code	UoC Name	Compulsory?	Class Code	Teacher Code	Teacher Name	Time Block	Stream
<input type="checkbox"/>	CALOCS201	Conduct oral comm in LOTE-social purpose	Yes	A	<input type="text"/>	<input type="text"/>	<input type="text"/>	A
<input type="checkbox"/>	CALOCW202	Conduct basic w'kplace oral comm in LOTE	Yes	A	<input type="text"/>	<input type="text"/>	<input type="text"/>	A
<input type="checkbox"/>	CALRWS203	Read/write doc.in LOTE-social purpose	Yes	A	<input type="text"/>	<input type="text"/>	<input type="text"/>	A
<input type="checkbox"/>	CALRWW204	Read/write basic workplace doc.in LOTE	Yes	A	<input type="text"/>	<input type="text"/>	<input type="text"/>	A

At the bottom of the table, there are buttons for 'Reload', 'Save', and 'Close'. A footer message says 'Please select 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 [VCAA VET Curriculum Unit](#).

#### 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.

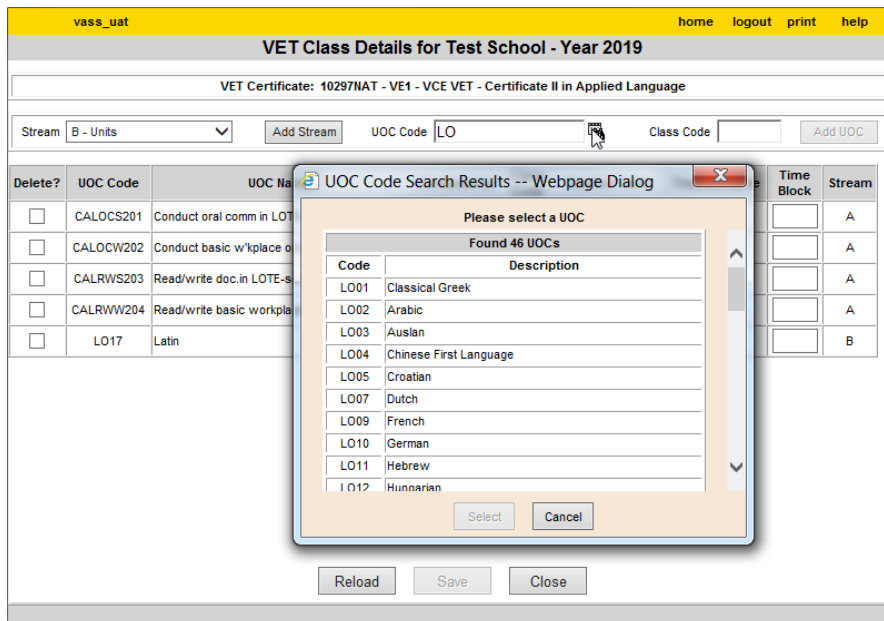


Figure 7: VET Class Details screen – Adding UOC’s individually

## 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]**

**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]**

**VET Enrolment Maintenance for SKYE XALDOUS - Year 2019**

Student Number: 17230282R Home School: 01226 - Demonstration College  
 Family Name: XALDOUS First Name: SKYE Second Name:  
 Year Level: 11 Form Group: 10E Assessment Plan: [No Plan](#)  
 Enrolled in VCAL certificate this year? No  
 Certificate Details: ICT30115 - VE1 - VCE VET - Certificate III in Information, Digital Media & Technology Year Commenced: 2019  
 RTO Details: 15090 - 90208 - XWorkventures Ltd

Stream: [Dropdown] Add Stream UOC Code: [Text] Add UOC

VCE/VET unit code	VCE/VET unit name
IN603	Information Technology (VCE VET) K 3
IN604	Information Technology (VCE VET) K 4

Withdraw?	UOC Code	UOC Name	Class
<input type="checkbox"/>	STREAM: B - VCE VET Units 3-4		
<input type="checkbox"/>	BSBEBU401	Review and maintain a website	B1
<input type="checkbox"/>	BSBIPR301	Comply w org requiremtns for protection/use of intellectual property	B1
<input type="checkbox"/>	ICPDMT346	Incorporate video into multimedia presentations	B1
<input type="checkbox"/>	ICTBWN301	Perform tests on optical communication system and components	B1
<input type="checkbox"/>	ICTBWN302	Install optical fibre splitters in fibre distribution hubs	B1
<input type="checkbox"/>	ICTICT301	Create user documentation	B
<input type="checkbox"/>	ICTICT302	Install & optimise operating system software	B
<input type="checkbox"/>	ICTPRG301	Apply introductory programming techniques	B1
<input type="checkbox"/>	ICTSAS305	Provide ICT advice to clients	B
<input type="checkbox"/>	ICTSAS306	Maintain equipment and software	B
<input type="checkbox"/>	ICTSAS307	Install, configure & secure a small office or home office network	B

Buttons: Reload, Withdraw Certificate, Save, Close

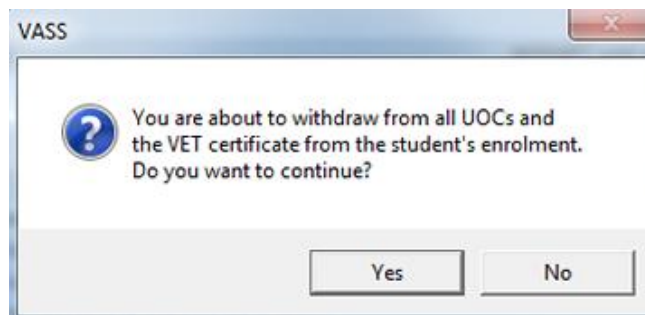
Links: [VCE Enrolment](#), [Modify Student](#), [Student Full Details Report](#), [VET Results Maintenance](#), [Class Lists](#)

Please select a stream for the student's enrolment.

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.

The screenshot shows the 'VET Enrolment Maintenance for SKYE XALDOUS - Year 2019' screen. At the top, there are navigation links: 'vass\_uat', 'home', 'logout', 'print', and 'help'. The main content area includes the following information:

- Student Number:** 17230282R
- Home School:** 01226 - Demonstration College
- Family Name:** XALDOUS
- First Name:** SKYE
- Second Name:** (highlighted with a red circle)
- Year Level:** 11
- Form Group:** 10E
- Assessment Plan:** No Plan (highlighted with a red circle)
- Enrolled in VCAL certificate this year?** No
- Certificate Details:** ICT30115 - VE1 - VCE VET - Certificate III in Information, Digital Media & Technology
- Year Commenced:** 2019
- RTO Details:** 15090 - 90208 - XWorkventures Ltd

Below the details, there are input fields for 'Stream' (a dropdown menu) and 'UOC Code' (a text box), each with an 'Add' button. At the bottom, there is a table with two columns: 'VCE/VET unit code' and 'VCE/VET unit name'.

VCE/VET unit code	VCE/VET unit name
IN603	Information Technology (VCE VET) K 3
IN604	Information Technology (VCE VET) K 4

**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 [VCE and VCAL Administrative Handbook](#), for a list of certificates with a scored Unit 3/4 stream.

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

The Modify Assessment Plan screen can also be accessed via the VET Enrolment Maintenance screen by clicking on the hyperlink in the Assessment Plan status field 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 have been selected for Stream B. Six tasks (numbers 1 - 8) have been selected, which makes the Assessment Plan invalid. The RTO, teacher or assessor will know which tasks need to be changed so that exactly three different assessment task types are selected.

vass\_uat home logout print help

**Assessment plan details for SKYE XALDOUS - Year 2019**

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Student Number 17230282R Student Name XALDOUS, SKYE  
 Certificate Details ICT30115 - VE1 - VCE VET - Cert III in Info, Digital Media & Tech  
 Assessment Plan Status **Invalid Plan**

Errors in Plan Stream B : exactly 3 different tasks have not been selected

**Plan Details**

Stream	UOC Details	VCAA Value	Task	Description
B	BSBEBU401 - Review and maintain a website	50.00	1	Work performance
B	BSBIPR301 - Comply w org req for use of intel prop.	40.00	2	Work performance
B	ICPDMT346 - Inc. video in multimedia presentations	40.00	3	Work project
B	ICTBWN301 - Perform test on optical comm sys & comp	40.00	4	Work project
B	ICTBWN302 - Install optical fibre splitters in hubs	40.00	5	Product
B	ICTICT301 - Create user documentation	20.00	6	Product
B	ICTICT302 - Install/optimize operating sys software	20.00	7	Portfolio
B	ICTPRG301 - Apply introductory programming technique	40.00	8	Portfolio
B	ICTSAS305 - Provide ICT advice to clients	40.00		
B	ICTSAS306 - Maintain equipment and software	20.00		
B	ICTSAS307 - Install, configure, secure small office	50.00		

**Task Weighting**

Stream	Study	Sequence	GA	Component	Task	Weighting
B	IN	60	1	1	01	17.24
B	IN	60	1	1	02	13.79
B	IN	60	1	1	03	13.79
B	IN	60	1	1	04	13.79
B	IN	60	1	1	05	13.79
B	IN	60	1	1	06	6.9
B	IN	60	1	1	07	6.9
B	IN	60	1	1	08	13.79

Figure 11: Modify Assessment Plan screen – Invalid Plan

vass\_uat home logout print help

**Assessment plan details for SKYE XALDOUS - Year 2019**

---

Student Number 17230282R Student Name XALDOUS, SKYE  
 Certificate Details ICT30115 - VE1 - VCE VET - Cert III in Info, Digital Media & Tech  
 Assessment Plan Status **Valid Plan**

**Plan Details**

Stream	UOC Details	VCAA Value	Task	Description
B	BSBEBU401 - Review and maintain a website	50.00		
B	BSBIPR301 - Comply w org req for use of intel prop.	40.00	1	Work performance
B	ICPDMT346 - Inc. video in multimedia presentations	40.00	1	Work performance
B	ICTBWN301 - Perform test on optical comm sys & comp	40.00	1	Work performance
B	ICTBWN302 - Install optical fibre splitters in hubs	40.00	3	Work project
B	ICTICT301 - Create user documentation	20.00	3	Work project
B	ICTICT302 - Install/optimize operating sys software	20.00	7	Portfolio
B	ICTPRG301 - Apply introductory programming technique	40.00	7	Portfolio
B	ICTSAS305 - Provide ICT advice to clients	40.00		
B	ICTSAS306 - Maintain equipment and software	20.00		
B	ICTSAS307 - Install, configure, secure small office	50.00		

**Task Weighting**

Stream	Study	Sequence	GA	Component	Task	Weighting
B	IN	60	1	1	01	50
B	IN	60	1	1	03	25
B	IN	60	1	1	07	25

Figure 12: Valid plan for a scored VET certificate.



**Assessment plan details for SKYE XALDOUS - Year 2019**

Student Number 17230282R      Student Name XALDOUS, SKYE  
 Certificate Details ICT30115 - VE1 - VCE VET - Cert III in Info, Digital Media & Tech  
 Assessment Plan Status **Valid Plan**

**Plan Details**

Stream	UOC Details	VCAA Value	Task	Description
B	BSBEBU401 - Review and maintain a website	50.00		
B	BSBIPR301 - Comply w.org req for use of intel prop	40.00	1	Work performance
B	ICPDMT34			
B	ICTBWN3			
B	ICTBWN3			
B	ICTICT301			
B	ICTICT302			
B	ICTPRG30			
B	ICTSAS30			
B	ICTSAS30			
B	ICTSAS307 - Install, configure, secure small office	50.00		

**Task Weighting**

Stream	Study	Sequence	GA	Component	Task	Weighting
B	IN	60	1	1	01	50
B	IN	60	1	1	03	25
B	IN	60	1	1	07	25

Buttons: Reload, Save, Apply Class Template, Save as Class Template, Not Scored Assessment, Close

Dialog Box: VASS - Do you want to save this assessment plan as class template? Yes No

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]**

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	C		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	C		Unknown Teacher	
BSBSUS401	Implement/monitor enviro work practices	B1		Unknown Teacher	
BSBSUS401-1	Implement/monitor enviro sustainable work	C		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	C		Unknown Teacher	
CUAANM302	Create 3D digital animations	B1		Unknown Teacher	
CUAANM302-1	Create 3D digital animations	C		Unknown Teacher	
CUAANM402	Create digital visual effects	C		Unknown Teacher	
CUAAPM407	Create storyboards	C		Unknown Teacher	
ICPDMT346	inc. video in multimedia presentations	B1		Unknown Teacher	

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]**

vass\_train home logout help

Print this Class

[Next >>](#)

**VET Results/Input Sheets By Class Report for DEMONSTRATION** 18 April 2019  
**COLLEGE 1 - Year 2019**  
**Class 1 of 17 selected**

Certificate: ICT30115 - VE1 - VCE VET - Certificate III in Information, Digital Media and Technology  
 RTO: 99991 - DEMONSTRATION COLLEGE 9  
 Assessing Group: Home  
 UOC: CUAANM301 - Create 2D digital animations  
 Class : B1  
 Teacher Code :  
 Teacher Name :  
 Missing Results Only : No

Requisite UOCs  
 None

Student Number	Name	Result
18231347X	ALBA, JESSICA ONE	
18160341X	MCCONAUGHEY, MATTHEW ONE	
18247673R	OLDMAN, GARY ONE	
18241301G	YUN FAT, CHOW ONE	

Total Number of Students : 4

Figure 15: Results/ Input Sheet By Class Report

## VET UoC Results Entry

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

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

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

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

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

### Enter UoC Results by student

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

The screenshot shows the VASS interface for entering UoC results for a student. At the top, there are navigation links: 'vass\_train', 'home', 'logout', 'print report', and 'help'. The main title is 'UoC Results Entry for MATTHEW MCCONAUGHEY - Year 2019'. Below this, there are sections for 'Student VET Certificate Details' and 'VCE/VET Units'. The 'Student VET Certificate Details' section includes fields for 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), and Assessing Group (Home). The 'VCE/VET Units' section shows Unit Code (IN603, IN604) and Unit Result fields. A button labeled 'Set Blank UoC Results to 'S'' is present. Below this is a table titled 'UoC Results Details' with columns for Stream Code, Stream Name, Stream Result, UOC Code, UOC Name, UOC Result, Class Code, and Requisite UOCs. The table lists 13 UoCs for Stream B, Units 3-4, each with a result entry field and a Class Code of B1. At the bottom, there are 'Reload', 'Save', and 'Close' buttons.

Stream Code	Stream Name	Stream Result	UOC Code	UOC Name	UOC Result	Class Code	Requisite UOCs
B	Units 3-4		CUAANM301	Create 2D digital animations	<input type="text"/>	B1	
			CUAANM302	Create 3D digital animations	<input type="text"/>	B1	
			ICTOBL219	Apply safe work practices cabling ADSL	<input type="text"/>	B1	
			ICTGAM302	Design/apply simple textures digital art	<input type="text"/>	B1	
			ICTICT301	Create user documentation	<input type="text"/>	B1	
			ICTICT302	Install/optomise operating sys software	<input type="text"/>	B1	
			ICTICT308	Use advanced features of computer apps	<input type="text"/>	B1	
			ICTNWK301	Provide network systems administration	<input type="text"/>	B1	
			ICTSAS305	Provide ICT advice to clients	<input type="text"/>	B1	
			ICTSAS306	Maintain equipment and software	<input type="text"/>	B1	
			ICTSAS307	Install, configure, secure small office	<input type="text"/>	B1	

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]**

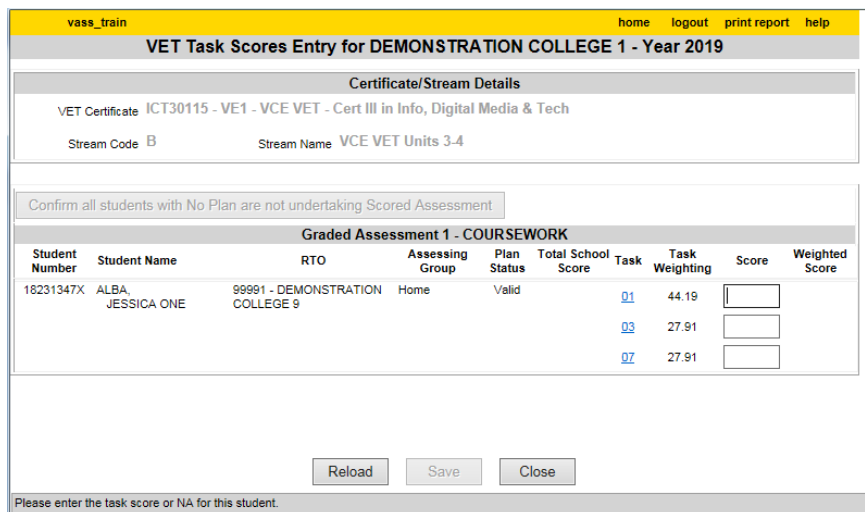
vass_train									
Print this Page					Close				
VET Task Results Report for DEMONSTRATION COLLEGE 1 - Year 2019								18 April 2019	
Certificate/Stream/RTO of 1 selected									
Certificate : ICT30115 VE1 - VCE VET - Certificate III in Information, Digital Media and Technology									
Stream : B - VCE VET Units 3-4									
RTO : 99991 - DEMONSTRATION COLLEGE 9									
Assessing Group : Home									
Missing Results Only : No									
<small>NA is used when a student submits work for assessment after the due date or when the work submitted on the due date does not score against any of the assessment criteria. A task score may only be entered if the student has an S result for all assigned UoCs, otherwise enter NA.</small>									
Student Number	Name	Plan Status	Total Score	Task	Wght %	Score	Wght Score	UoCs	IN601
18231347X	ALBA, JESSICA ONE	Valid		01-Work performance	44.19			CUAANM301-Create 2D digital animations ICTICT301-Create user documentation ICTICT308-Use advanced features of computer applications	
				03-Work project	27.91			ICTCBL219-Apply safe tech work practices for cabling reg. when config. ADSL ICTICT302-Install & optimise operating system software	
				07-Portfolio	27.91			ICTSAS305-Provide ICT advice to clients ICTSAS306-Maintain equipment and software	
18160341X	MCCONAUGHEY, MATTHEW ONE	Valid		01-Work performance	44.19			CUAANM301-Create 2D digital animations ICTICT301-Create user documentation ICTICT308-Use advanced features of computer applications	
				03-Work project	27.91			ICTCBL219-Apply safe tech work practices for cabling reg. when config. ADSL ICTICT302-Install & optimise operating system software	
				07-Portfolio	27.91			ICTSAS305-Provide ICT advice to clients ICTSAS306-Maintain equipment and software	
18247673R	OLDMAN, GARY ONE	Valid		01-Work performance	44.19			CUAANM301-Create 2D digital animations ICTICT301-Create user documentation ICTICT308-Use advanced features of computer applications	
				03-Work project	27.91			ICTCBL219-Apply safe tech work practices for cabling reg. when config. ADSL ICTICT302-Install & optimise operating system software	
				07-Portfolio	27.91			ICTSAS305-Provide ICT advice to clients ICTSAS306-Maintain equipment and software	
18241301G	YUN FAT, CHOW ONE	No Plan	NA						
Total number of students : 4									

Figure 17: VET Task Scores Report

## 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.



Student Number	Student Name	RTO	Assessing Group	Plan Status	Total School Score	Task	Task Weighting	Score	Weighted Score
18231347X	ALBA, JESSICA ONE	99991 - DEMONSTRATION COLLEGE 9	Home	Valid		01	44.19	<input type="text"/>	
						03	27.91	<input type="text"/>	
						07	27.91	<input type="text"/>	

Figure 18: VET Task Scores Entry by Student screen

## Enter UoC Results by Class

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

## Enter VET Task Scores by Class

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

For students who will not be sitting an examination (Scored Assessment) for the VET certificate, a score of NA (Not Assessed) can be entered in the Total School Score field.

The score of NA can be individually entered or alternatively click on **[Confirm all students with No Plan are not undertaking Scored Assessment]** and all those students will have their Total School Score set to NA.

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

[Scored assessment in VCE VET programs](#)

## Missing UoC Results Report

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

## Missing Task Scores report

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

These reports should be run when you are confident all results have been entered. If you have students with results outstanding then they should be entered as 'N' (N – Not Yet Competent) No results should be left blank. Results can be amended in VASS up to the published submission date listed on the [Administrative Dates](#).

## VET Reports

### UoC/Certificate Search

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

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

### Certificate UoC Structure Report

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

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

It is recommended that this report be printed before setting up classes for UoCs and again after setting up classes and before enrolling students. See Figure 20.

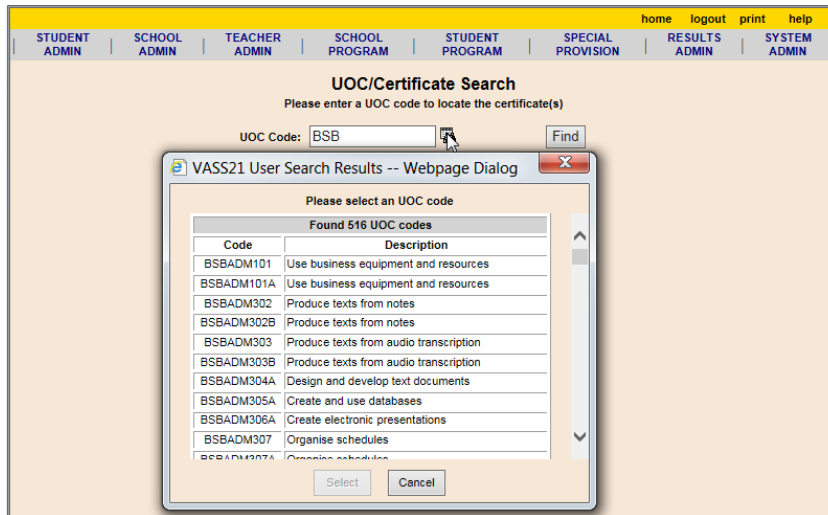


Figure 19a: UoC/Certificate Search screen

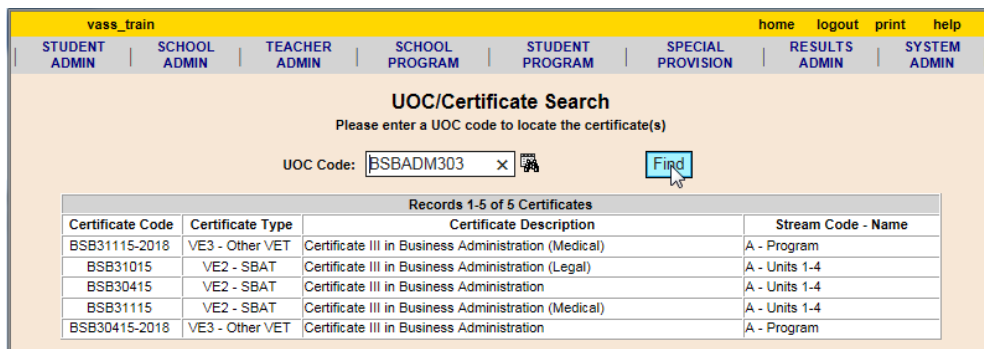


Figure 19b: UoC/Certificate Search screen

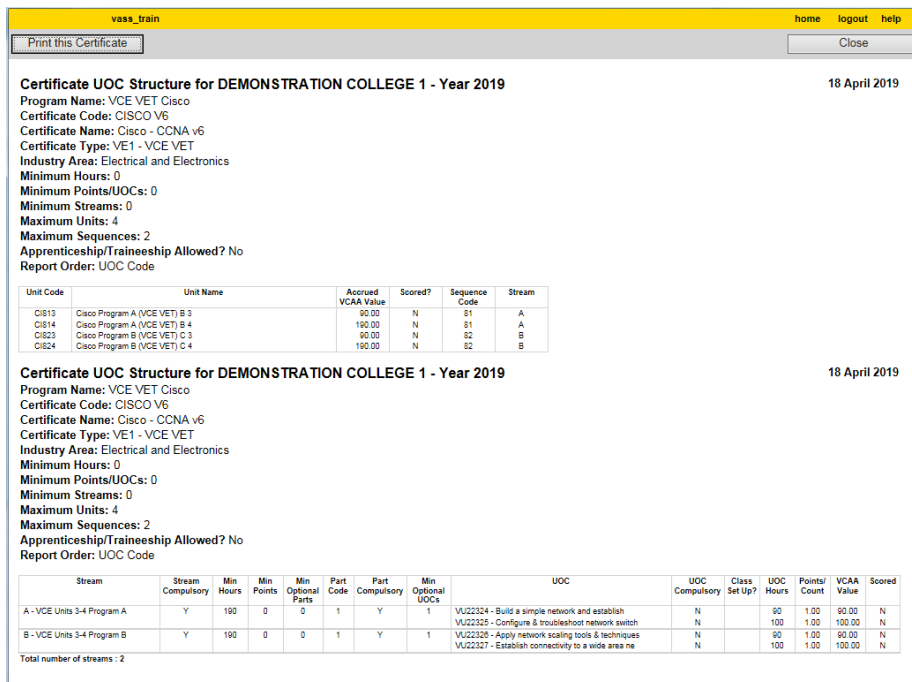


Figure 20: Certificate UoC Structure Report



## VET Eligibility

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

Students expecting to complete their certificate 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 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.

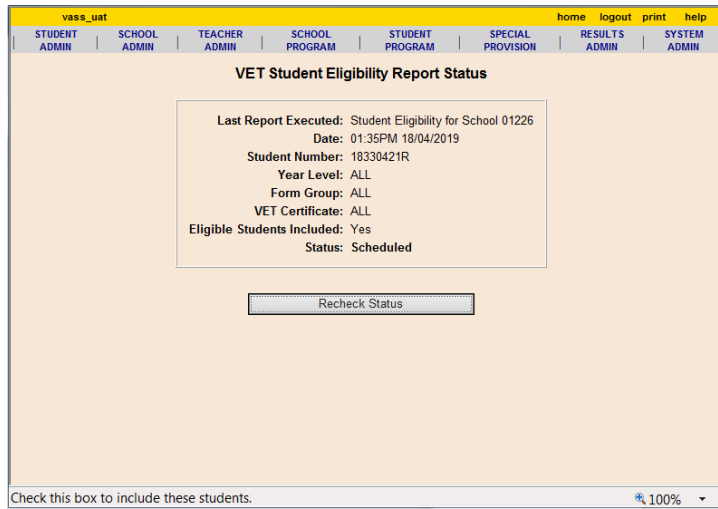


Figure 22a: Student Eligibility Report Scheduled screen

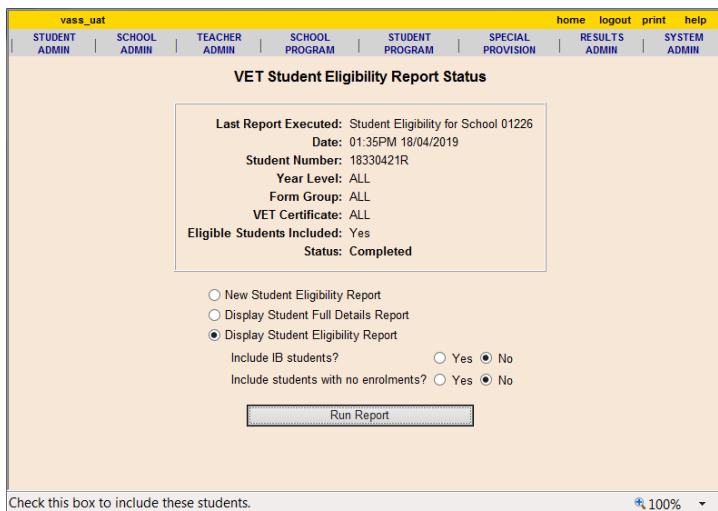


Figure 22b: Student Eligibility Report Completed screen

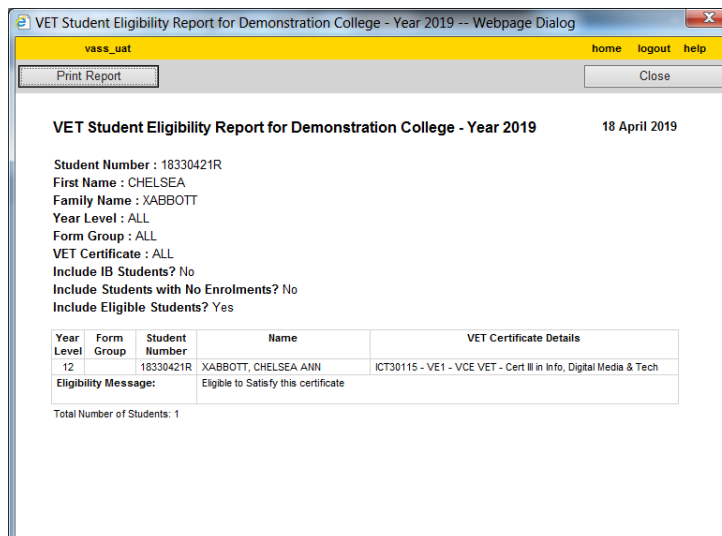


Figure 22c: Student Eligibility Report screen

## UoC Class Lists

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

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

RTO VCAA Code	RTO National Code	RTO Name	Student Number	Family Name	Given Names	Year Level	Form Group
01174	4687	XBox Hill Institute	17199499J	XABEL	COURTNEY AJIN	11	10W
01174	4687	XBox Hill Institute	18285931W	XADAMS	HARRISON ETHAN	11	10F
01174	4687	XBox Hill Institute	17190775W	XADDISON	SHAUN CAMERON	12	

Total Number of Students : 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)

Figure 24: VET Certificate Enrolment List Parameters screen

vass_uat													home	logout	help
Print Report													Close		
<b>VET Certificate Enrolment List for Demonstration College - Year 2019</b>													18 April 2019		
Certificate Code : ALL															
Certificate Type : ALL															
RTO : ALL															
Assessment Plan Status : ALL															
Apprenticeship or Traineeship Students Only ? No															
Certificate Details: 22209VIC - VE1 - VCE VET - Certificate II in Engineering Studies															
RTO VCAA National Code	RTO Code	RTO Name	Assessing Group	Student Number	VSN	Family Name	Given Names	Year Level	Form Group	Ass Plan Status	Cert Result	UOC Count	UOC Hours	App/Train?	
01174	4687	XBox Hill Institute	RTO	17129656F	680490805	XAVARD	DYLAN NOEL	12			N	9	380		
01174	4687	XBox Hill Institute	RTO	17199499J	275614630	XABEL	COURTNEY ANN	11	10W		N	9	380		
01174	4687	XBox Hill Institute	RTO	18285931W	194908410	XADAMS	HARRISON ETHAN	11	10F		N	9	380		
01174	4687	XBox Hill Institute	RTO	17190775W	618412589	XADDISON	SHAUN CAMERON	12			N	9	380		
Total Number of Students: 4															
Certificate Details: 22338VIC - VE1 - VCE VET - Certificate II in Building and Construction															
RTO VCAA National Code	RTO Code	RTO Name	Assessing Group	Student Number	VSN	Family Name	Given Names	Year Level	Form Group	Ass Plan Status	Cert Result	UOC Count	UOC Hours	App/Train?	
12106	4603	XAccess Skills Training	Home	17129656F	680490805	XAVARD	DYLAN NOEL	12			N	1	20		
Total Number of Students: 1															
Certificate Details: AUR20716 - VE1 - VCE VET - Certificate II in Automotive Vocational Preparation															
RTO VCAA National Code	RTO Code	RTO Name	Assessing Group	Student Number	VSN	Family Name	Given Names	Year Level	Form Group	Ass Plan Status	Cert Result	UOC Count	UOC Hours	App/Train?	
01226	6659	Demonstration College	Home	16187721G	782595374	XBLAY	EH NAY	12				8	185		
Total Number of Students: 1															
Certificate Details: ICT30115 - VE1 - VCE VET - Certificate III in Information, Digital Media & Technology															
RTO VCAA National Code	RTO Code	RTO Name	Assessing Group	Student Number	VSN	Family Name	Given Names	Year Level	Form Group	Ass Plan Status	Cert Result	UOC Count	UOC Hours	App/Train?	
15090	90208	XWorkventures Ltd	RTO	18330421R	276390327	XABBOTT	CHELSEA ANN	12		No plan	N	53	2185		
15090	90208	XWorkventures Ltd	RTO	17336180R	509672801	XADE	ARCHE ANTUN	12		No plan	N	30	1370		
15090	90208	XWorkventures Ltd	RTO	17230282R	605566107	XALDOUS	SKYE	11	10E	Valid	N	11	400		
Total Number of Students: 3															

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	
<b>VET Results/Input Sheets By Student Report Parameters</b>																									
VET Certificate: ALL																									
RTO: ALL																									
Student Number: <input type="text"/>																									
Unit Level: ALL																									
Students with Missing Results Only? <input type="radio"/> Yes <input checked="" type="radio"/> No																									
Include previous years' results? <input type="radio"/> Yes <input checked="" type="radio"/> No																									
Report Type: <input checked="" type="radio"/> List on screen																									
<input type="radio"/> Export list																									
Report Order: <input checked="" type="radio"/> Certificate, RTO, Name, Student Number																									
<input type="radio"/> Certificate, RTO, Year Level, Form Group, Name, Student Number																									
<input type="radio"/> Name, Student Number, Certificate																									
Run VET Results/Input Sheets By Student Report																									
https://uat.vass.vic.edu.au/																	100%								

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

## VET Task Score Input Sheets

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

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

Figure 27: VET Task Results Report Parameters screen

Print this Page Close

**VET Task Results Report for Demonstration College - Year 2019** 18 April 2019  
**Certificate/Stream/RTO 1 of 1 selected**

Certificate : ICT30115 VE1 - VCE VET - Certificate III in Information, Digital Media & Technology  
 Stream : B - VCE VET Units 3-4  
 RTO : 90208 - XWorkventures Ltd  
 Assessing Group : RTO  
 Missing Results Only : No

A task score may only be entered if the student has an S result for all assigned UOCs, otherwise enter NA.  
 NA is used when a student submits work for assessment after the due date or when the work submitted on the due date does not score against any of the assessment criteria.

Student Number	Name	Plan Status	Total Score	Task	Wght %	Score	Wght Score	UOCs
17230282R	XALDOUS, SKYE	Valid		01-Work performance	50.00			BSBIPR301-Comply w org requirem'ts for protection/use of intellectual property ICPDMT346-Incorporate video into multimedia presentations ICTBWN301-Perform tests on optical communication system and components
				03-Work project	25.00			ICTBWN302-Install optical fibre splitters in fibre distribution hubs ICTICT301-Create user documentation
				07-Portfolio	25.00			ICTICT302-Install & optimise operating system software ICTPRG301-Apply introductory programming techniques
18330421R	XABBOTT, CHELSEA ANN	No Plan						
17336180R	XADIE, ARCHIE ANTUN	No Plan						

Total number of students : 3

Figure 28: VET Task Results Report (input sheet)

# Assessing Group Reports

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

## Assessing Group Report

### School Program > VET > Assessing Group Report

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

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

An Assessing Group can be:

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

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

- Where you are forming a 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

vass_uat					home	logout	help	
Print Report							Close	
<b>Assessing Group Report for Demonstration College - Year 2019</b>						18 April 2019		
Certificate Code : ALL								
Certificate Type : ALL								
Certificate Details: 22209VIC - VE1 - VCE VET - Certificate II in Engineering Studies								
Home School Code	Home School Name	RTO Code	RTO Name	Students				
01622	XLilydale Heights College	01226	Demonstration College	1				
Number of schools: 1								
Certificate Details: SIT20316 - VE2 - SBAT - Certificate II in Hospitality								
Home School Code	Home School Name	RTO Code	RTO Name	Students				
01226	Demonstration College	14111	XAMI Education	0				
Number of schools: 1								
Certificate Details: SIT20416 - VE2 - SBAT - Certificate II in Kitchen Operations								
Home School Code	Home School Name	RTO Code	RTO Name	Students				
01226	Demonstration College	12183	XCeres	1				
Number of schools: 1								
Number of certificates: 3								

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.

vass_uat								home	logout	help
Print List		Print ALL Lists		Print FROM this List				Close		
								<a href="#">Next &gt;&gt;</a>		
<b>UOC Enrolment List for Demonstration College - Year 2019</b>								18 April 2019		
<b>UOC 1 of 25 selected</b>										
Certificate Code : 22209VIC										
Certificate Type : VE1 - VCE VET										
Certificate Description : Certificate II in Engineering Studies										
UOC Code : MEM12024A										
UOC Description : Perform computations										
Home School Code	Home School Name	RTO VCAA Code	RTO Name	Student Number	Family Name	Given Names	Year Level			
		01174	XBox Hill Institute	17129656F	XA'VARD	DYLAN NOEL	12			
		01174	XBox Hill Institute	18330421R	XABBOTT	CHELSEA ANN	12			
		01174	XBox Hill Institute	17199499J	XABEL	COURTNEY ANN	11			
		01174	XBox Hill Institute	18285931W	XADAMS	HARRISON ETHAN	11			
		01174	XBox Hill Institute	19243540G	XADAMSON	JAMEE JAMES	11			
		01174	XBox Hill Institute	17190775W	XADDISON	SHAUN CAMERON	12			
01622	XLilydale Heights College			18343227R	XAMET	BRIANNA JADE	11			
Total Number of Students : 7										

**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 this Student | Print ALL Students | Print FROM this Student | Close

[Next >>](#)

**Student VET Results Report for Demonstration College - Year 2019** 18 April 2019  
**Student 1 of 7 selected**

Certificate : 22209VIC - VE1 - VCE VET - Certificate II in Engineering Studies  
 Report Order : Home School

Student Number : 17129656F  
 Student Name : XAVARD, DYLAN NOEL  
 Home School : 01226 - Demonstration College  
 RTO : 01174 - Xbox Hill Institute  
 Certificate Result : N  
 Assessment Plan : Not Required

Year	Unit Code	Name	Result
2019	EG163	ENGINEERING STUDIES (VCE VET) D 3	
2019	EG164	ENGINEERING STUDIES (VCE VET) D 4	

Number of VCE/VET units in current year: 2

Year	Stream Code	Name	Result
2019	B	VCE VET Units 3-4	N
	UOC		VCAA Value
	MEM12024A	Perform computations	30.00
	MSAENV272B	Participate in environmentally sustainable work practices	30.00
	MSS402040A	Apply 5S procedures	40.00
	VU20903	Produce engineering components/products using fabrication/machining	60.00
	VU20904	Perform cutting, grinding and turning operations	60.00
	VU20905	Assist with the design of a basic mechanical system	60.00
	VU20910	Produce basic engineering sketches and drawings	20.00
	VU20911	Handle engineering materials	20.00
VU20915	Perform basic welding/thermal cutting processes	60.00	

Number of streams : 1  
 Number of streams with tasks in current year: 0  
 Number of streams with GAs in current year: 0

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.



**Assessing Group Task Results Report for Demonstration College - Year 2019**  
 Certificate/Stream/Home 1 of 1 selected  
 18 April 2019

Certificate : ICT30115 VE1 - VCE VET - Certificate III in Information, Digital Media & Technology  
 Stream : B - VCE VET Units 3-4  
 Report Order : By Home School  
 Home School : 01226 - Demonstration College  
 RTO : ALL  
 Missing Results Only : No

NA is used when a student submits work for assessment after the due date or when the work submitted on the due date does not score against any of the assessment criteria.

Student Number	Name	Plan Status	Total Score	Task	Wght %	Score	Wght Score	UOCs
17230282R	XALDOUS, SKYE	Valid		01-Work performance	50.00			BSPBR301-Comply w org requirements for protection/use of intellectual property ICPMT346-Incorporate video into multimedia presentations ICTBWN301-Perform tests on optical communication system and components
				03-Work project	25.00			ICTBWN302-Install optical fibre splitters in fibre distribution hubs ICTICT301-Create user documentation
				07-Portfolio	25.00			ICTICT302-Install & optimise operating system software ICTPRO301-Apply introductory programming techniques
18330421R	XABBOTT, CHELSEA ANN	No Plan						
17336180R	XADE, ARCHE ANTUN	No Plan						

Total number of students : 3

Figure 32: Assessing Groups – Task Scores Report

## 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.

**Assessing Group UOC Results Sheets Report Parameters**

VET Certificate: ICT30115 - VE1 - VCE VET - Cert III in Info, Digital Media & Tech

Home School: ALL

RTO: ALL

UOC Code:

Student Number:

Display Missing Results Only?  Yes  
 No

Report Order:  By Home School (per home school per page)  
 By Student Name (per UOC per page)

Run UOC Results Sheets Report

Please select the certificate you want to match. 100%

Figure 33: Assessing Groups – UOC Results parameters

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Print this Page Print ALL Pages Print FROM this Page Close

[Next >>](#)

**Assessing Group UOC Results Sheets Report for Demonstration** 18 April 2019  
**College - Year 2019**  
**Page 1 of 53 selected**

Certificate : ICT30115 - VE1 - VCE VET - Certificate III in Information, Digital Media & Technology  
 Home School : 01226 - Demonstration College  
 RTO : ALL  
 UOC : BSBEBU401 - Review and maintain a website  
**Missing Results Only : No**  
**Report Order : By Home School (per home school per page)**

Requisite UOCs  
 None

Student Number	Name	Result
12345678	SMITH, CHELSEA ANN	
12345679	JACK, ANNE ANTON	
12345680	WALTON, SHANE	

Total Number of Students : 3

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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Print Report Close

**School Program Summary for Demonstration College - Year 2019** 18 April 2019

Report Selection : VET Summary only  
 Unit Level : ALL  
 Semester : ALL  
 Teacher :

Certificate Code	Certificate Name	UOC Code	UOC Name	Min UOC Hours	Class Code	Class Size	Time Block
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	MEM12024A	Perform computations	30	B	5	
22209VIC VE1 - VCE VET	Certificate II 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	B	4	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	MSAENV272B	Participate in environmentally sustainable work practices	30	SA	2	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	MSS402040A	Apply 5S procedures	40	B	4	
22209VIC VE1 - VCE VET	Certificate II 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	B	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 II in Engineering Studies	VU20904	Perform cutting, grinding and turning operations	60	B	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	B	4	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	VU20905	Assist with the design of a basic mechanical system	60	SA	2	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	VU20910	Produce basic engineering sketches and drawings	20	B	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	B	4	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	VU20911	Handle engineering materials	20	SA	2	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	VU20915	Perform basic welding/thermal cutting processes	60	B	4	
22209VIC VE1 - VCE VET	Certificate II in Engineering Studies	VU20915	Perform basic welding/thermal cutting processes	60	SA	2	
22338VIC VE1 - VCE VET	Certificate II in Building and Construction	CPCCCM1012A	Work effectively and sustainably in the construction industry	20	A	1	
22338VIC VE1 - VCE VET	Certificate II in Building and Construction	CPCCCM1014A	Conduct workplace communication	20	A	0	
22338VIC VE1 - VCE VET	Certificate II 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 levelling procedures	8	A	0	
22338VIC VE1 - VCE VET	Certificate II in Building and Construction	CPCCDH2001A	Apply OHS requirements/policies/procedures in construction industry	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]**

The screenshot displays the 'Programs Offered by Schools Report Parameters' interface. At the top, there is a navigation bar with 'vass\_uat' on the left and 'home', 'logout', 'print', and 'help' on the right. Below this is a menu bar with tabs for 'STUDENT ADMIN', 'SCHOOL ADMIN', 'TEACHER ADMIN', 'SCHOOL PROGRAM', 'STUDENT PROGRAM', 'SPECIAL PROVISION', 'RESULTS ADMIN', and 'SYSTEM ADMIN'. The main content area is titled 'Programs Offered by Schools Report Parameters' and contains several sections of controls:

- Program Type:** Radio buttons for 'VCE Units', 'Victorian Timetable' (selected), and 'Northern Hemisphere Timetable'. Below these are radio buttons for 'VET Certificates' (selected), 'VCAL Certificates', and 'IB'.
- VCE Unit:** A dropdown menu showing 'AC011 - ACCOUNTING 1'.
- VET Certificate:** A dropdown menu showing '10155NAT-2018 - VE3 - Other VET - Diploma of Practical Rabbincs'.
- VCAL Certificate:** A dropdown menu showing 'Community VCAL (Foundation)'.
- Region:** A dropdown menu showing 'ALL'.
- Sector:** A dropdown menu showing 'ALL'.
- Report Order:** Radio buttons for 'School Name' (selected), 'Suburb, School Name', and 'Sector, School Name'.

At the bottom of the form is a button labeled 'Run Programs Offered by Schools Report'. Below the form, a status bar contains the text 'Please select the program type.' and a zoom level indicator set to '100%'.

**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.