VET IN SCHOOLS (VETiS) EVIDENCE OF STUDENT ASSESSMENT AND ATTENDANCE FOR AUSPICED DELIVERY OF A QUALIFICATION

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| * Checklist 3 is to be used for the collection of student assessment and attendance evidence in relation to VETiS auspiced delivery before the end of Term 3 each year. * There are three (3) Federation University face-to-face contact visits with each auspiced school per year to occur during Term 2, Term 3 and a mandatory Professional Development (PD) session before the end of each year conducted at a FedUni campus. * Checklist 3, along with hard copy evidence of attendance and assessment, must be returned to the FedUni Co-ordinator VETiS and School-based Apprenticeship Training (Ballarat) or Apprenticeship/VETiS Liaision Officer (Horsham) as evidence of course delivery no later than the end of Term 3. * This evidence is required for audit purposes. | | | |
| Name of Secondary School/College/Skills Centre: | | |  |
| Auspiced Provider VETiS Program Teacher: | | |  |
| Date of Meeting: | | |  |
| VETiS Qualification Name and Course Code: | | |  |
| Name of FedUni VETiS Program Coordinator/Teacher: | | |  |
| **Documentation to take with you to this meeting:**  **Campus Solutions students enrolled in group listing**  **Campus Solutions training plan for each student (if not supplied in Term 2)**  **VETiS results timeline from December PD Day, or alternatively organised meeting** | | | |
| **Please check the following:**  Campus Solutions class names and student ID numbers are the same as the secondary school/skills centre attendance sheet. Any student not enrolled by now (April was cut-off) will not have their results recorded for this year and will need to enrol for next year.  Check three (3) student files from each completed unit for the following information (choose a different student for each unit):  LLN Assessment Test & letter from FedCollege  FedUni VET Induction Checklist  FedUni Pre-Training Review  Evidence students have received FedUni Handbook ie emailed the link or given a hard copy  Unit Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Unit Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Unit Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Please ensure you check the following on the assessment tool documentation for each of the above student files:  Start and end dates correspond with *VETiS results timeline*  Unit descriptor and pre-requisite requirements are correct  FedUni assessment tasks correspond with Cumulative Assessor Report  Observation instructions and expected responses are documented  Verbal questioning and expected responses are documented  Assessment coversheet with student’s signature and FedUni ID number is completed for each  assessment tool and unit record of assessment outcome from that unit  Student feedback for each assessment has been signed and Campus Solutions ID on form  Federation University assessment grading is being used on Cumulative Assessor report– S, NS for the  assessment task and either CY,CN,WP,WD for the final results  Retain a recently completed copy of an assessment tool including:   * Completed assessment coversheet/feedback for each assessment * Completed unit record of assessment outcome   **This evidence of assessment must be attached to this checklist when returned to FedUni Coordinator VETiS and School-based Apprenticeship Training (Ballarat) or Apprenticeship/VETiS Liaison Officer (Horsham) as evidence of course delivery.**  Are there any students who need withdrawing from the course or from units Yes No    If yes, details below | | | |
| **Student Name** | **ID Number** | **Withdrawing from VETiS program or unit/s** | |
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| Additional comments: | |
| **FedUni VETiS Program Coordinator/Teacher’s name:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Education Manager’s name:** |  |
| **Signature:** |  |
| **Date:** |  |