VET delivered to Secondary Students (VETDSS) EVIDENCE OF STUDENT ASSESSMENT AND ATTENDANCE FOR AUSPICED DELIVERY OF A QUALIFICATION

|  |
| --- |
| * Checklist 3 is to be used for the collection of student assessment and attendance evidence in relation to VETDSS 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 Federation TAFE campus.
* Checklist 3, along with hard copy evidence of attendance and assessment, must be returned to the Federation College 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 VETDSS Program Teacher: |  |
| Date of Meeting: |  |
| VETDSS Qualification Name and Course Code: |   |
| Name of Federation TAFE VETDSS Lead Program Teacher: |   |
| **Documentation to take with you to this meeting:** **Campus Solutions students enrolled in group listing** **VETDSS 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 needs to have enrolment form completed and processed *(once you have entered program details onto the enrolment form, signed off and included a unit enrolment sheet please forward it to the Co-ordinator, VETiS and School Based Apprenticeship Training (Ballarat) or Apprenticeship/VETiS Liaison Officer (Horsham), not directly to student admin, for checking).* ***No late entries of students******to classes after April.*** Check three (3) student files from each completed unit for the following information (choose a different student for each unit): LLN Assessment feedback letter Federation TAFE VET Induction Checklist Federation TAFE Pre-Training Review  Evidence students have received FedUni Handbook ie emailed the link or given a hard copy Training plan – these are emailed to the Secondary School teacher by Coordinator VETiS  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 *VETDSS results timeline* Unit descriptor and pre-requisite requirements are correct Federation TAFE 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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Additional comments:  |
| **Federation TAFE Lead VETDSS Program Teacher name:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Federation TAFE Program Manager name:** |  |
| **Signature:** |  |
| **Date:** |  |