

Werribee Community and Education Centre Inc Procedure

Procedure name	Establishing and Applying Decisions for Satisfactory Completion and Delay of Satisfactory Completion
Responsible person	VET Coordinator, VCAL Coordinator, L&L Coordinator
Staff involved	All Coordinators and teachers
Frequency of performance	As Required
Related documents	Curriculum documents, Training Packages, Learning, Delivery & Assessment Policy, VCAL Extension Form, Plagiarism/Cheating Policy, Record of Participation Policy

Procedures for establishing and applying decisions for satisfactory completion and delay of satisfactory completion may vary depending on the particular course.

VCAL

(S) Satisfied means satisfactory completion of the curriculum components in accordance with assessment guidelines for accredited curriculum.

N (Not Yet Satisfied) means that not all outcomes have been achieved or there has been a significant breach of attendance rules.

A delay of satisfactory completion occurs when the student has missed classes and/or the work presented does not meet with assessment guidelines. Students must commit to make up lessons missed and complete all outcomes prior to unit results being due at the VCAA on SIAR 5 to achieve an 'S'. An extension form is used to negotiate a new due date for any outstanding work.

VET

A student will achieve a satisfactory completion (Competent) for a unit if:

- He/she meets attendance and participation requirements;
- Submits a completed activity book as required where all the activities meet assessment guidelines. Certificate IV in TAA students will submit a completed portfolio;
- Successfully completes all assessments; and,
- Students enrolled in Certificate III in Children's Services will need to successfully complete a work placement.

A delay in satisfactory completion (Not Yet Competent) for a unit could occur in the following cases:

- A student does not meet attendance and participation requirements;
- Required activity books / tasks are not submitted or not completed. A student will be informed of omissions and given the chance to resubmit within a mutually agreed timeline;

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- Assessments are not completed or are missed. A student will be informed of omissions and given a chance to re-do within a mutually agreed timeline; and/or,
- A student is suspected of plagiarising, cheating or copying.

There is the option for a student to re-negotiate a timeline under special circumstances.

Language Literacy and Numeracy Program (LLNP)

For successful completion of a block of training (200 hrs), a student will have:

- An 80% attendance rate over the block of training;
- Achievement of at least one ACSF indicator from any two ACSF core skills.

If the above requirements are met, the student can move into their next block of 200 hours.

If attendance is unsatisfactory and does not meet the 80%, the following steps should be taken:

- Student attendance is monitored on a weekly basis;
- Phone calls/letter is sent to candidate regarding absences;
- A record is kept of absences both electronically and manually;
- Students are counselled about the attendance requirements; and,
- Students are withdrawn if attendance continues to be unsatisfactory.

If a student only achieves 1 ACSF indicator:

- A waiver is applied for. If the waiver is successful, the student can move into the next block; and,
- If the waiver is not approved, the student is withdrawn from training.

ACFE funded language & literacy - accredited and pre-accredited

Students will be given a satisfactory outcome if:

- They attend classes on a regular basis;
- Participate in classroom activities; and,
- Complete assessments as required and which meet assessment guidelines.

An accredited certificate will be issued for successful completion of units. A participation certificate is issued at the end of the year to all students enrolled in pre-accredited training.

An unsatisfactory outcome is given if:

- A student does not meet attendance and participation requirements; and,
- Assessments do not meet assessment guidelines. In this instance, progress will be discussed with a student who will be given the opportunity to complete another assessment.