

VET Student Participation Procedure

Section 1 - Preamble

- (1) Charles Darwin University ('the University', 'CDU') is committed to creating an environment where every student can connect and succeed.
- (2) Evidence of accurate and complete student participation records is important to ensure valid enrolment and results for each VET unit of competency or accredited course module (unit) and to comply with funding agreements.
- (3) Valid participation occurs when a student is engaged with the learning process specifically related to VET unit requirements and it is evident that there has been a transfer of knowledge to the student.
- (4) Students are informed of participation requirements during enrolment.

Section 2 - Purpose

- (5) This procedure outlines the types of documentation required to be captured and recorded to demonstrate student participation.

Section 3 - Scope

- (6) This procedure applies to all students enrolled in or who have completed VET units and all staff who train and assess VET units.
- (7) For additional requirements relating to international students, refer to the [International Students - VET Course Progression Procedure](#).

Section 4 - Procedure

- (8) Regulators may conduct an audit, review or investigation to confirm the University is compliant. The Department of Education will initiate Evidence of Participation (EOP) audits at regular intervals to confirm and support payment claims made for training and/or assessment delivery to eligible students under the VET Funding Agreement.

Evidence of participation

- (9) All training delivery must be supported by sufficient evidence of 'active engagement' through student attendance and participation to ensure the University complies with legislative and funding requirements.
- (10) Evidence of participation must be demonstrated at the VET unit level.
- (11) Evidence must be kept for all the VET units where a student has:

- a. been assessed as Competent;
- b. been assessed as Not Yet Competent;

- c. been assessed as Competent through the [VET Recognition Procedure](#);
- d. unsuccessfully applied for RPL;
- e. been awarded with a confirmed and authenticated Credit Transfer;
- f. participated in the VET unit and withdrawn prior to completion of the VET unit; or
- g. commenced in and has not yet completed learning and assessment activities.

(12) Evidence of participation are the documents that verifies a student's attendance/engagement for each VET unit. This evidence can be comprised of:

- a. Attendance record (eRollbook or other approved document);
- b. Online learning participation data;
- c. Session plan;
- d. Student contact record;
- e. Student work submitted; or
- f. Workplace assessment record.

(13) All forms of evidence of participation should contain, at the minimum, the following information:

- a. student name;
- b. student ID;
- c. qualification code and title;
- d. unit code and title;
- e. date(s);
- f. location of delivery, if applicable; and
- g. trainer/assessor name and, for hardcopy documents, signature.

(14) Student participation is based on meaningful engagement with the learning topic. Evidence of participation must demonstrate that the student has received training in the learning components of the VET unit.

(15) There is no minimum engagement time requirement that applies to VET units.

(16) The trainer/assessor must ensure that students are engaged early in the learning content for the unit. Evidence of participation should be recorded as soon as possible to ensure funding for students who do not complete VET units. Examples of ways to collect evidence both in face-to-face training and online are:

- a. a reading with a set of following questions;
- b. responding to questions about the unit content;
- c. creating a forum or discussion board entry relating to the unit content; and
- d. participating in a classroom or group learning activity.

(17) This engagement activity must be completed within the first teaching session of the student commencing study in their VET unit and structured in a way that requires the student to complete an activity before the student can continue with the rest of their studies.

(18) An appropriate early activity will ensure that CDU can legitimately assess the student's learning and understanding of the content in their VET unit.

(19) Records must be maintained for both successful and unsuccessful RPL assessments, in accordance with the [VET Recognition Procedure](#). An Assessment Summary Form and RPL Resulting Form must be completed for each RPL

application, including unsuccessful applications.

(20) Records must be retained for credit transfer applications.

(21) The following are not accepted as sufficient evidence of participation in a VET unit:

- a. attendance at an induction or orientation class or activity that only relates to the course as a whole and does not relate to a specific unit;
- b. questions and discussions that solely relate to the unit structure or logistics of training delivery and do not relate to unit content;
- c. evidence of a student logging in and out of a VET unit that does not demonstrate any further direct engagement with the unit content;
- d. discussion with a student about general administrative matters, such as start dates and attendance;
- e. discussion with a student relating to a different VET unit;
- f. dispatch or provision of assessment/assignment material to the student;
- g. students requesting an extension for an assessment; or
- h. documents such as 'catch-all' sets of questions across several VET units.

Attendance record

(22) Attendance records are a primary form of evidence of participation and are used in face-to-face delivery and work placements.

(23) If evidence of participation for a student is requested from an external auditor, the attendance record is the first source to discover and is usually sufficient to confirm participation.

(24) Attendance records can be hard copy or electronic and include roll book, eRollbook, or sign-in sheet. Hard copies should be signed by the trainer/assessor.

(25) For workplace delivery where iAuditor is utilised, a student contact record can be used to record attendance.

(26) The trainer/assessor must enter student attendance details accurately to capture attendance and engagement for each session.

(27) For clustered training and assessment, the attendance record must clearly show participation at the singular VET unit level and a session plan must be provided that clearly demonstrates the planned training at the unit of competency level and on what dates/s the student was in attendance.

(28) Where the attendance record indicates that the student only attended the first class/session of the enrolment period, then additional supporting documentation must be supplied demonstrating there was an engagement in the learning activities of that VET unit. Such an attendance record is not sufficient evidence of participation.

Online learning participation data

(29) Examples of online participation data records include:

- a. login and engagement with learning activities required for the VET unit;
- b. active participation in an online chat or video conference;
- c. participating in discussions about the unit content;
- d. asking a question online that relates to the unit content; and
- e. completion and submission of assessment tasks.

(30) Online learning participation data records would be located and retrieved from Learnline or other learning management systems.

(31) Participation records for online study must show that the student has actively and directly engaged with the VET unit, the number of clicks or time spent in the online environment are not sufficient.

Session plan

(32) Session or training plans alone do not provide adequate evidence of participation.

(33) Session plans may serve as supplementary documentation alongside attendance records or online data to verify the delivery of VET units or clusters at a specific moment in time.

(34) Session plans must accurately record the VET unit of competency being delivered, along with the associated learning activities and assessment tasks for the session.

(35) Training plans should describe the overall training and assessment schedule including VET units' start and finish dates.

Student contact record

(36) Trainer/assessors maintain student contact records to record personal interviews, telephone, email or other modes of engagement with a student about a specific VET unit.

(37) The format of student contact records may differ but could include:

- a. Student file notes;
- b. Student Log;
- c. Trainer/Assessor notes;
- d. Emails;
- e. Diary notes; and
- f. Student Contact diary/record form.

(38) In addition to clause (13) above, evidence of participation in a VET unit on a student contact record must detail the learning activity that was discussed to demonstrate a direct correlation of learning identified in the VET unit.

(39) Trainer/assessors must note how often they contacted the student during the training.

Student work submitted and workplace assessment record

(40) Evidence of work submitted and workplace assessment records relating to engagement by the student in the VET unit could include:

- a. completed learning activity or assessment task;
- b. completed workbooks;
- c. active participation in a real or simulated working environment undertaking practical activities;
- d. completed observation checklists;
- e. completed workplace logbooks;
- f. practical placement workbook related to the unit;
- g. completed RPL assessment; and
- h. completed Learnline activities;
- i. active participation in a workshop.

(41) In addition to clause (13) above, assessment tasks should also include:

- a. Trainer/Assessor's signature;
- b. Student signature; and
- c. The result/outcome of the completed student assessment task.

Alternative forms of evidence

(42) In an extreme event (e.g. critical incident, natural disaster, or other significant event) that prevents the provision of any evidence listed in this procedure, a signed statutory declaration must be provided by the trainer/assessor directly associated with the training delivery, with authorisation by CDU TAFE to confirm the student's participation in the applicable unit(s).

(43) The statutory declaration must explain why required evidence is unavailable and what evidence is being provided and affirmed.

(44) A signed document merely stating that participation within the enrolment has occurred does not meet verification requirements.

Responsibilities

Trainer/Assessor

(45) Trainers/assessors must accurately record student attendance against each VET unit on the same day attendance/participation occurs for all non-online training and assessment delivery.

(46) Trainers/assessors must record and retain student contact details.

(47) Trainers/assessors must proactively enter the first date of participation in the Student Management System for each unit within a week of the start date of the unit.

(48) Trainers/assessors must proactively monitor participation for each unit for both online and face-to-face delivery and contact students who fail to engage before reaching 25% of unit duration.

(49) Trainers/assessors must follow up with students who are absent for three consecutive classes/study activities to develop appropriate support strategies.

(50) Student participation is not time-based but based on meaningful engagement with the learning topic. For example, no rule requires a student to spend half an hour online before this can be recorded as participation.

TAFE Quality team

(51) The TAFE Quality Team under direction of the Senior VET Quality Manager is responsible for undertaking quality checks on the quality and availability of evidence of student participation.

TAFE Enrolments team

(52) The TAFE Enrolments team will audit enrolment data . Audits will be conducted against the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).

Pro Vice-Chancellor and Chief Executive CDU TAFE (PVC TAFE)

(53) The Pro Vice-Chancellor and Chief Executive CDU TAFE is responsible for implementing, monitoring, reviewing, and ensuring compliance with this procedure.

Records management

(54) Evidence of student participation and completion is the property of CDU. All records must be retained according to the [Records and Information Management Policy and Procedure](#) and the relevant retention and disposal schedule.

(55) Records (hard-copy and digital) must not be removed from the premises, except in the case of remote delivery, and must be available for review at any time. On completion of remote delivery, records must be returned and retained on University premises.

(56) Where it is not possible to retain student assessment evidence such as, e.g., artwork, welding sample or perishable items, evidence such as an assessor's completed marking guide, criteria, images with annotations and observation checklist for each student is sufficient.

(57) Employees must manage records in accordance with the [Records and Information Management Policy and Procedure](#). This includes retaining these records in a recognised CDU recordkeeping information system.

(58) CDU records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedules](#). Before disposing of any records, approval must be sought from Records and Archives (records@cdu.edu.au).

Section 5 - Non-Compliance

(59) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct – Staff](#) or the [Code of Conduct – Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2022 –](#) and the [Code of Conduct – Students](#).

(60) Complaints may be raised in accordance with the [Code of Conduct – Staff](#) and [Code of Conduct – Students](#).

(61) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Responsible Executive	Michael Hamilton Pro Vice-Chancellor and Chief Executive CDU TAFE
Implementation Officer	Michael Hamilton Pro Vice-Chancellor and Chief Executive CDU TAFE
Enquiries Contact	Michael Hamilton Pro Vice-Chancellor and Chief Executive CDU TAFE <hr/> CDU TAFE

Glossary Terms and Definitions

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.