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) Maintaining accurate and complete records of student participation is essential for ensuring valid enrolment and results for each VET unit of competency or accredited course module (unit) and to meet funding agreement requirements.

(3) Valid participation occurs when a student is engaged in the learning process related specifically to VET unit requirements, demonstrating a clear transfer of knowledge to the student.

(4) Students are informed of participation requirements during enrolment.

Section 2 - Purpose

(5) This procedure outlines the necessary documentation to record student participation and comply with the Northern Territory Government Public Provider Vocational Education and Training Delivery Guidelines.

Section 3 - Scope

(6) This procedure applies to all students enrolled in or who have completed VET units and to all VET lecturers involved in the training and assessment of these units.

(7) For additional requirements relating to international students, refer to the International Students - VET Course Progression Procedure.

Section 4 - Procedure

Evidence of participation

(8) All training delivery must be supported by sufficient evidence of 'active engagement' through student attendance and participation to ensure the University complies with the National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 and the CDU-NTG Standard Five Year Grant Funding Agreement.

(9) Evidence of participation must be demonstrated at the VET unit level.

(10) 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e. participated in the VET unit and withdrawn prior to completion of the VET unit; or
f. commenced in and has not yet completed learning and assessment activities.

(11) Evidence of participation is documentation that verifies a student's attendance and engagement for each VET unit. This evidence can be comprised of:

a. Attendance record;
b. Online learning participation data;
c. Session plan;
d. Student contact record;
e. Student work submitted; or
f. Workplace assessment record.

(12) All forms of evidence of participation should contain, at a 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. VET lecturer name.

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

(14) Student participation is not time-based but based on meaningful engagement with the unit learning requirements. Time-based Learnline activity analytics alone are not suitable as evidence of engagement, instead use the Learnline progression report to identify a students engagement with the learning and assessment activities.

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

(16) The VET lecturer must ensure that students are engaged with the learning content for the unit from the outset. 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 accompanied by a set of questions to follow;
b. responding to questions about the unit content;
c. creating a forum or discussion board entry relating to the unit content;
d. participating in a classroom or group learning activity; and
e. attending a class where meaningful content is delivered.

(17) 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; or
g. documents such as 'catch-all' sets of questions across several VET units.

(18) 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.

Attendance record

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

(20) Attendance records are a primary form of evidence of participation and are used in face-to-face delivery and work placements and can be used to confirm participation at the VET unit level.

(21) Attendance records may be in hard copy or electronic formats and include a roll book, eRollbook, sign-in sheet, workplace attendance record, or contact record sheet. The VET lecturer must sign hard copies.

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

(23) The VET lecturer must enter student attendance details accurately to capture attendance and engagement for each session.

(24) If the attendance record shows that a student only attended the first class or session of the enrolment period, the VET lecturer must provide additional supporting documentation to demonstrate the student's engagement in the learning activities for that VET unit. An attendance record alone is not sufficient evidence of participation.

Online learning participation data

(25) 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.

(26) Participation records for online study must demonstrate 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

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

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

(29) Training plans should detail the overall training and assessment schedule, including the start and completion dates of the VET units.

Student contact record

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

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

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

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

(33) Students' requesting an extension for an assessment is insufficient evidence of participation.

Student work submitted and workplace assessment record

(34) Another primary source of evidence is the student work submitted or records from workplace assessments that demonstrate the student's engagement in the VET unit and 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 checklists;
e. completed workplace logbooks;
f. practical placement workbook related to the unit;
g. assessment submission/cover sheet attached to assessment;
h. completed RPL assessment;
i. completed Learnline activities; and
j. active participation in a workshop.

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

a. VET lecturer signature (not applicable for Learnline submission);
b. Student signature (not applicable for Learnline submission); and
c. The result/outcome of the completed student assessment task.

Alternative forms of evidence

(36) 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 VET lecturer directly associated with the training delivery, whom CDU TAFE authorises to confirm the student's participation in the applicable unit(s).

(37) The statutory declaration must clarify why evidence is unavailable and what evidence is being submitted and affirmed.

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

Records management

(39) Evidence of student participation and completion is the property of CDU.

(40) Records (hard-copy and digital) must not be removed from the premises, except in cases of remote delivery, and must be available for review at all times. On completion of remote delivery, records must be returned and retained on University premises in accordance with the Records and Information Management Policy and Procedure.

(41) 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; importantly, the retained evidence must have enough detail to demonstrate the assessor's judgement of the student's performance against the unit requirements.

(42) Employees must retain all records per the requirements set out in the Guidelines – Retention of VET Student Assessment Evidence (Guidelines), the Retention & Disposal Schedule - Vocational Education and Training Services, and the Records and Information Management Policy and Procedure. Refer to the Guidelines in the first instance.

Section 5 - Non-Compliance

(43) Non-compliance with governance documents is considered a breach of the Code of Conduct - Employees 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.

(44) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(45) 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	Current
Effective Date	30th October 2025
Review Date	30th October 2026
Approval Authority	Academic Board
Approval Date	29th October 2025
Expiry Date	Not Applicable
Responsible Executive	Louise King Provost
Implementation Officer	Lisa Papatraianou Deputy Provost
Enquiries Contact	Lisa Papatraianou Deputy Provost

Glossary Terms and Definitions

"Critical Incident" - Critical Incident means an Incident that poses extreme risk to life, business continuity and / or reputation. It may also have implications at the local, state or national level. A “Critical Incident” is any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety or wellbeing to human life.

"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.

"Governance document" - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called ‘governance documents’ and are often referred to as ‘policy’ or ‘University policy’.

"VET lecturer" - an employee of the University or a third-party partner who is a trainer and/or assessor for vocational education and training (VET) units of competency. VET lecturers include VET Team Leaders and higher education lecturers training or assessing in VET units.