Evidence of Participation Procedure

PURPOSE

To ensure that MADEC records, collects and maintains sufficient evidence to demonstrate a student's participation in each unit of competency/module undertaken as part of their studies. Failure to comply with these requirements may result in a breach of the Service Agreement/Contract and may require funds to be returned to the government funding body.

SCOPE

All staff involved in the management, delivery, assessment and recording of training are responsible for compliance with this policy.

OBJECTIVES

All training delivery must be supported by evidence of participation for each unit of competency/module in accordance with the following specifications.

Evidence must be authenticated by documentation that demonstrates engagement by the student in the learning activity. To be valid evidence provided must contain the student’s name or student number, a unit of competency or module code and the date at which the evidence was obtained.

In providing evidence of student participation per unit of competency/module the following is required as a minimum:

- One (1) piece of evidence if the period between the activity start date and activity end date for the unit is one (1) month or less.
- Two (2) pieces of evidence if the period between the activity start date and activity end date for the unit of competency/module is greater than one (1) month. This includes a piece of evidence within the last month of training delivery.

The only evidence of participation that will be accepted for this purpose is as follows:

- Student work submitted relating to engagement in the unit of competency/module
- MADEC Endorsed Attendance roll
- Assessment Documentation that indicates an actual result
- Computer login demonstrating on-line engagement with the learning activity
- Instructor (trainer and/or assessor) notes

Attendance in ‘orientation’ or similar type activity is not regarded as participation.

A training plan endorsed by a teacher and/or student is not regarded as participation.

Where for the purposes of delivery or assessment, units of competency/modules are clustered together the evidence provided must satisfy participation at the unit of competency/module level. If these units of competency are grouped on an endorsed attendance roll, then the roll must be supported by a lesson plan which clearly differentiates the units of competency and matches the date on the attendance roll.

The Community College Manager is responsible for conducting staff training in relation to this policy.

The Quality Manager will monitor that relevant staff record, collect and maintain sufficient evidence by conducting internal audits to ensure compliance with this policy.
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1. References:
   
   2013 Service Agreement Victorian Training Guarantee Program
   Skills for All Contract

Custodian
Marion Wilson
Community College Manager