TAFE delivered HSC VET (TVET) Program - Assessment and Reporting 2013

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1. Abstract

1.1 The TAFE delivered HSC VET (TVET) Program enables school students to concurrently undertake a Higher School Certificate (HSC) at school and an Australian Qualifications Framework VET qualification with TAFE NSW.

1.2 TVET course assessment and reporting must meet requirements determined by both the Board of Studies and TAFE NSW.

2. Applicability

2.1 TAFE delivered HSC VET (TVET) courses are available for students attending government and non-government schools.

2.2 TVET courses are generally undertaken by students in Years 11 and 12 (Stage 6). TVET courses may also be undertaken by students in Year 9 and 10 (Stage 5) in accordance with Board of Studies Guidelines. Refer to Board of Studies website http://www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html

2.3 This policy also applies to students who are enrolled in VET courses that provide credit towards the Record of School Achievement (RoSA).

2.4 This policy applies to school students who are enrolled in TVET courses in 2013.

3. Superseded Documents


4. Context

4.1 Through the TVET Program, TAFE NSW may deliver courses leading to a full VET qualification or share the delivery of a qualification with a school or school system registered training organisation (RTO).

4.2 TVET courses are categorised as follows:

- Board developed industry curriculum framework courses
- Board endorsed courses.

4.3 Institute TVET course profiles are negotiated at the local level with representatives from DET regions and schools, the Catholic Education Commission and the Association of Independent Schools.

4.4 TAFE NSW Institutes undertaking delivery of HSC courses are required to confirm that all Board of Studies requirements have been met.

Confimation documentation must be completed for all intakes of candidates at every location at each institute offering HSC or part thereof (refer to NSW TAFE Commission Gazette, No. 1 of 2002, 16 January).

5. Policy statement

This policy sets out the assessment and reporting requirements for TAFE delivered HSC VET (TVET) Program courses.

6. Procedures and standards

6.1 TVET implementation

The school is responsible for student course entries with the Board of Studies, including entry to the optional examination where applicable through Schools Online.

The TAFE NSW Institute Manager, Faculty Director or Head of Studies is responsible for ensuring that:

- students are registered in a TVET course through Mainstream Enrolments via the Internet (MEVI) and enrolled in the Student Information System (SIS)
- teachers maintain Class Rolls/CLAMS according to gazetted procedures
- schools are notified of the BOS courses being delivered
- schools are notified of student attendances
- student Progress Reports are provided to schools and students
- students are given written assessment scheme advice at the beginning of the course
- assessment schemes meet the requirements of both the Board of Studies and TAFE NSW
- students are made aware of the HSC and TAFE NSW Examination Timetables as appropriate.

6.2 Mainstream Enrolments via. the Internet (MEVI)

TAFE Institute Consultants - TVET have responsibility for managing the entry of course details on Mainstream Enrolments via the Internet (MEVI) and associated systems.

It is essential that this code be used in the creation of the CLAMS Roll Book to facilitate tracking of TVET students and accurate reporting to the Board of Studies.

§ Late 2013/early 2014 MEVI and associated systems are expected to be replaced by the SALM (Student Administration and Learning Management) system – further advice to be provided when available.
6.3 **Board developed industry curriculum framework courses**

Industry curriculum frameworks are developed by the Board of Studies and contain a range of HSC VET courses in the industry area, including specialisation and extension courses.

**6.3.1 Board developed industry curriculum framework courses - assessment**

TAFE NSW courses are assessed in accordance with the TAFE syllabus documents and results are reported on the TAFE NSW Student Information System (SIS).

Where TAFE NSW institutes deliver 240 hour framework courses, the Institute should provide a trial examination for the purposes of preparing students who wish to sit for the optional HSC examination, and for the provision of an estimated examination mark in the event of an illness/misadventure appeal relating to the HSC examination.

Only students who have completed the 240 hour course will be eligible to sit for the optional HSC examination.

The TAFE NSW Institute Manager, Faculty Director or Head of Studies is responsible for ensuring that mandatory work placement requirements for these courses are met.

Satisfactory completion of framework courses, including specialisation and extension courses, is recorded on the HSC Record of Achievement without an examination mark.

Students who sit the optional examination will have the examination reported separately on the Record of Achievement with the exam mark and performance band achieved. Results can be included as part of the student’s Australian Tertiary Admission Rank (ATAR).

Students who successfully meet assessment requirements also receive the relevant national training package qualification credential.

**6.3.2 Board developed industry curriculum framework courses - reporting**

TAFE NSW institutes are required to report the following to the Office of the Board of Studies.

- Work placement hours completed for preliminary and HSC year students undertaking a framework course with the institute.

Reporting less than mandated hours for a student DOES NOT automatically result in an N determination. The N determination process must still be followed (refer to 6.9 Course completion criteria.)

Refer to Appendix 14.1 for the latest date by which to report student work placement hours.

- HSC examination estimated marks for each student entered for the examination.

The mark should reflect the student’s achievement on one or more tasks similar in nature to the HSC examination and is only used in the event of successful illness or misadventure appeal by the student. The estimated mark must be based on objective evidence and should not be varied subjectively.

Refer to Appendix 14.1 for the latest date that estimates must be received by the Board of Studies. Students must not be given their estimated HSC examination mark under any circumstances. If the estimate is used in the event of a successful illness or misadventure appeal, the raw estimate is subject to moderation by the Office of the Board of Studies. Refer to Board Bulletin Volume 10 No. 1, Official Notice 14/01, March 2001.

- N determinations for students who have not met course requirements, including work placement (refer to 6.9 Course completion criteria).

Refer to Appendix 14.1 for the latest date for the Institute Manager/ Faculty Director/ Head of Studies to notify students of the intention to issue an N determination.

The TAFE NSW Institute Manager, Faculty Director or Head of Studies is responsible for ensuring that student results are entered on CLAMS or TAFE NSW mark sheets. Results should be entered at the end of the module/unit or at the end of the semester in which the module/unit is completed. Most HSC VET courses are completed by the end of Term 3. Head Teachers should finalise result entries promptly in order to allow for timely processing of the qualifications.

**6.4 Board endorsed courses**

The term Board endorsed course refers to any course, not developed by the Board but endorsed as suitable to be credentialled for the Higher School Certificate or Record of School Achievement.

TVET Board endorsed courses comprise units/modules from TAFE NSW courses. These courses contribute to the Higher School Certificate but do not contribute to the calculation of the ATAR. These courses are reported on the HSC Record of Achievement with the notation Refer to Vocational Documentation.

TAFE NSW issues notification of unit of competency/module results to students at the
end of the semester for units/modules completed in that semester.

6.4.1 Board endorsed courses - assessment

Units/modules are assessed according to TAFE NSW module assessment schemes and results reported on the TAFE NSW Student Information System (SIS).

The TAFE NSW Institute Manager, Faculty Director or Head of Studies is responsible for ensuring that any mandatory work placement requirements for these courses are met.

6.4.2 Board endorsed courses - reporting

The TAFE NSW Institute Manager, Faculty Director or Head of Studies is responsible for ensuring that non-completion of course requirements is reported to the Board of Studies for each student undertaking a Board Endorsed Course. The Board of Studies criteria, used to determine if a student has satisfactorily completed a course, are set out in Section 6.10 on Course Completion Criteria. Reporting of satisfactory course completion is based solely on the TAFE NSW units/modules studied in that year.

6.5 Appeals and checks of HSC results

Students can appeal to the TAFE Institute if an N determination has been made. If the appeal is upheld, the student may appeal to the Board of Studies.

Refer to Section 11 of the Board of Studies Assessment, Certification and Examinations (ACE) Manual.

Immediately following the release of HSC results, on payment of a fee, HSC students can apply for a recheck of clerical procedures in relation to their HSC VET examination.

It is emphasised that a review will involve clerical checking only.

Refer to Section 9.5 of the Board of Studies Assessment, Certification and Examinations (ACE) Manual.

6.6 Shared Course Delivery

TAFE NSW delivery of an HSC VET course may supplement school delivery eg the school may deliver some units of competency and TAFE NSW deliver the remainder, or the school may deliver a 240 hour course and TAFE NSW may deliver a specialisation study or an extension course from within the same industry curriculum framework.

Where a school engages in shared delivery of a VET course with a TAFE NSW institute and the school system RTO has, as part of its scope of registration, the potential to issue a qualification, the qualification may be issued through the Board of Studies VET Credentialing System (eBOS VCS) or by TAFE NSW.

Where the qualification is not on the school or school system RTO scope, TAFE NSW will issue the qualification, incorporating through national recognition the units of competency achieved by students through school delivery.

To facilitate the recognition process, TAFE NSW Head Teachers are required to complete the appropriate TAFE NSW forms to recognise the units of competency achieved by students at school, so that student transcripts can be issued by TAFE NSW.

To facilitate agreement on RTO responsibilities for sharing delivery of a TVET course, including work placement responsibility, a form is provided in the current TAFE delivered HSC VET courses (TVET), Guidelines for schools and TAFE Institutes (refer to Appendix 4).

6.7 TAFE Result Codes

A valid result or code must be recorded for each student in line with the TAFE NSW Results Code Policy. The TAFE result code, Received Tuition (RT), may be recorded for students with a disability when a student has achieved some progress towards the outcomes, has a record of diligent participation, but has not achieved all the outcomes of the unit. Where all outcomes have not been achieved, rather than a Fail (F), the student may be given an RT.

The award of RT must occur in consultation between the teacher and the Disabilities Teacher Consultant or Head Teacher with the decision signed off by both parties to the decision and noted in CLAMS or the roll book. RT does not constitute a pass in the unit, does not enable advanced standing and does not contribute to course completion for TAFE purposes.

The explanation of the term RT on the back of the Transcript of Academic Record will state: ‘You have applied yourself with diligence and have achieved some progress towards completion of the unit outcome.’ (The term “unit” is used throughout the Transcript to include both units of competency and modules.) Refer to NSW TAFE Commission Gazette Issue 4, 9 March 2005.

6.8 Progress Reports

TAFE NSW institutes are required to provide Progress Reports for each student in a TVET course. The reports, generated from the TAFE NSW Student Information System (SIS) or CLAMS, are equivalent to a student school
report and provide feedback on attendance and progress in the course.

For full year courses the reports should be made available at the end of the semester and at the end of the course. For shorter courses, the reports should be made available at the end of the course. No qualitative information (about student attitudes or behaviour) should be added to the report.

6.9 Board of Studies course completion criteria

To be deemed to have satisfactorily completed a course, students must have:

- followed the course developed or endorsed by the Board of Studies
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- completed the specified mandatory work placement component.

If at any time it appears that a student is at risk of being given an N determination, the TAFE NSW Institute Manager, Faculty Director or Head of Studies must:

- give the student a written warning of what will happen if the student does not complete the required amount of work, allow time for the problem to be corrected, and alert the student to the possible consequences of an N determination
- make sure that the student receives a copy of the warning either by mail to the student's address or by hand directly to the student
- ask the student for a written receipt for the warning
- keep a copy of the warning notice, and send the school principal a copy of the letter provided to the student. The school principal is responsible for advising the student's parent or guardian.

Before an N determination can be made, at least two warning letters must have been sent to the student.

If a student has not satisfactorily completed an HSC course the TAFE NSW Institute Manager, Faculty Director or Head of Studies must:

- make an N determination which will mean that the course cannot contribute in that year to the HSC, perhaps rendering the student ineligible for a Higher School Certificate.

- advise the student of the decision and the consequences; provide the student with a copy of the appeal form and explain the student's right to appeal against the determination to the TAFE NSW college/campus and ultimately to the Board of Studies if they are not satisfied with the TAFE NSW college/campus review; notify the Board of Studies of the issuance of the N determination.

The TAFE NSW Institute Manager, Faculty Director or Head of Studies can revoke an N determination at any time if the student satisfactorily completes all components of the course.

Board of Studies Course Completion dates

Summary of dates only, please refer to Board of Studies Dates and Events for all information

<table>
<thead>
<tr>
<th>Action 2013</th>
<th>RoSA</th>
<th>Prelim</th>
<th>HSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final date by which TAFE NSW officers must notify students of an N determination</td>
<td>15 Nov</td>
<td>11 Oct</td>
<td>30 Aug</td>
</tr>
<tr>
<td>Latest date by which students may lodge an appeal with TAFE NSW against N determination</td>
<td>19 Oct</td>
<td>15 Oct</td>
<td>3 Sept</td>
</tr>
<tr>
<td>Latest date by which students must be notified of the outcome of the TAFE NSW review of N determination</td>
<td>25 Nov</td>
<td>21 Oct</td>
<td>9 Sept</td>
</tr>
<tr>
<td>Latest date for TAFE NSW to submit N determination appeal forms where appeal denied and BOS review requested</td>
<td>29 Nov</td>
<td>22 Oct</td>
<td>13 Sept</td>
</tr>
<tr>
<td>Notification of BOS decisions on appeals</td>
<td>NA</td>
<td>NA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Attendance itself is not one of the criteria for satisfactory course completion. However, it is possible that if a student is regularly absent the course completion criteria may not be met.

Due to the differences in course completion criteria for TAFE NSW and the Board of Studies, it is possible for a TVET student to fail one or more TAFE units/modules, and still have the course counted towards their Record of School Achievement or Higher School Certificate.
6.10 Illness/misadventure appeals

Students may lodge an illness/misadventure appeal if they believe that circumstances occurring immediately before or during the Higher School Certificate examination, and which were beyond their control, diminished their examination performance. These provisions apply also to students undertaking TAFE NSW units/modules which include Category A or B examinations. Refer to Appendix 14.1 for the final date for submission of an illness/misadventure appeal.

7. Responsibilities and delegations

These are merged with the procedures and standards.

8. Timeframe

Not applicable.

9. Monitoring, evaluation and reporting requirements

This document is reviewed on an annual basis.

10. Optional guidelines

Not applicable.

11. Transition arrangements

Not applicable.

12. Associated documents and forms

NSW TAFE Commission Gazette, No. 1 of 2002, January 16 02.01.G2 'TAFE Provided Components - Higher School Certificate'

NSW TAFE Commission Gazette, No 4 of 2005, March 9 05.4.G3 'Result Codes' (or later editions if applicable – this reference will be updated pending TAFE advice).

13. Further information

For further information about:
- this document, contact the Senior Coordinator, VET in Schools on (02) 9266 8944
- TVET program guidelines, refer to the current TAFE delivered HSC VET (TVET), Guidelines for schools and TAFE Institutes
- TVET for students in Juvenile Justice Centres and schools/centres for behaviourally disordered students, contact the Leader, VET in Schools on (02) 9266 8510
- TVET courses in your institute, contact the TAFE Institute Consultant - TVET
- the TAFE HSC, contact the college/campus TAFE HSC Coordinator
- RoSA or HSC requirements, contact a Board of Studies Liaison Officer
### 14. Appendices

#### 14.1 2013 TVET Critical Dates

**HSC (Year 12) – Critical Dates**  
Summary of dates only, please refer to Board of Studies Dates and Events for all relevant information  

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 April</td>
<td>Latest date for submission of applications for special exam provisions for the HSC</td>
</tr>
<tr>
<td>6 May</td>
<td>HSC Exam timetable available on BOS website</td>
</tr>
<tr>
<td></td>
<td>N Determination Forms available from Schools Online *</td>
</tr>
</tbody>
</table>
| 30 August  | Latest date by which students are to be informed in writing by TAFE NSW Institute Managers, Faculty Directors or Head of Studies of the intention to issue an N determination.  

Students are to be provided with copies of appeal forms

<table>
<thead>
<tr>
<th>3 September</th>
<th>Latest date for students to lodge appeals against an N determination with the TAFE NSW Institute Manager, Faculty Director or Head of Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 September</td>
<td>Latest date for TAFE Institute Managers, Faculty Director or Head of Studies to notify students of the outcome of the institute review of N determinations.</td>
</tr>
</tbody>
</table>
| 13 September| Latest date for  

- TAFE Institute Managers, Faculty Director or Head of Studies to submit N determination appeal forms and related documentation to the Board of Studies where the institute appeal was declined and a Board review requested  

- schools/TAFE to submit examination estimates for students entered for the optional exam in 240 hour industry curriculum framework courses  

- schools to amend student HSC course entries on Schools Online

<table>
<thead>
<tr>
<th>14 October</th>
<th>HSC written examinations commence</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 November</td>
<td>Final date for TAFE Institute Consultants – TVET to notify the Board of Studies of mandatory work placement hours.</td>
</tr>
<tr>
<td>At end of HSC examinations</td>
<td>Latest date for submission of HSC Illness/Misadventure Appeals</td>
</tr>
</tbody>
</table>
| 18 December | HSC results available to students by SMS, telephone and internet  

Notification of Board’s decision on appeals for illness/misadventure |
| 15 January 2014 | Students receive HSC Student Result Summary in the mail                                                                 |

* Copies of the N determination package can be requested by sending an email to Jo Moses, Senior Coordinator, VET in Schools,  
[joanna.moses@det.nsw.edu.au](mailto:joanna.moses@det.nsw.edu.au)
Preliminary (Year 11) – Critical Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 October</td>
<td>Latest date by which students are to be informed in writing by TAFE NSW Institute Manager, Faculty Director or Head of Studies of the intention to issue an N determination. Students are to be provided with copies of appeal forms.</td>
</tr>
<tr>
<td>15 October</td>
<td>Latest date for students to lodge appeals against an N determination with the TAFE NSW Institute Manager, Faculty Director or Head of Studies.</td>
</tr>
<tr>
<td>21 October</td>
<td>Latest date for TAFE Institute Managers, Faculty Director or Head of Studies to notify students of the outcome of the institute review of N determination appeals. TAFE NSW Student Systems must also be notified.</td>
</tr>
<tr>
<td>25 October</td>
<td>Final date for amendments to student Preliminary course entries on Schools Online.</td>
</tr>
</tbody>
</table>

Record of School Achievement – Critical Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 November</td>
<td>Latest date by which students are to be informed in writing by TAFE NSW Institute Manager, Faculty Director or Head of Studies of the intention to issue an N determination. Students are to be provided with copies of appeal forms.</td>
</tr>
<tr>
<td>19 November</td>
<td>Latest date for students to lodge appeals against an N determination with the TAFE NSW Institute Manager, Faculty Director or Head of Studies.</td>
</tr>
<tr>
<td>25 November</td>
<td>Latest date for TAFE Institute Managers, Faculty Director or Head of Studies to notify students of the outcome of the institute review of N determination appeals.</td>
</tr>
<tr>
<td>29 November</td>
<td>Latest date for TAFE Institute Managers, Faculty Director or Head of Studies to submit N determination appeal forms and related documentation to the Board of Studies where the institute appeal was declined and a Board review requested.</td>
</tr>
</tbody>
</table>

* Copies of the N determination package can be requested by sending an email to Jo Moses, Senior Coordinator, VET in Schools, (joanna.moses@det.nsw.edu.au)