



VCAL MONITORING AND ANALYSIS OF STUDENT RESULTS POLICY

PURPOSE

To ensure that Skillinvest captures, analyses and secures as well as publicises important information relating to VCAL students' progress, results and outcomes in compliance with the minimum standards for a Non-School Senior Secondary Provider (NSSSP).

DEFINITIONS

Home School – refers to the Secondary School in which the student is enrolled in partnership with Skillinvest.

Victorian Assessment Software System (VASS) – an online Victorian State Government website that allows providers of VCE, VET and VCAL to enter and upload information relating to student details and results.

OBJECTIVES

- To ensure information relating to the participation, completion and student outcomes (including access to further education and employment) as well as student satisfaction is obtained;
- To ensure that the above information is utilised for the purposes of assessing the VCAL programs and staff performance as well as for the purposes of continuous improvement;
- To ensure all information is obtained and secured;
- To ensure that the analyses of students' results is made publicly available on an annual basis.

POLICY

Skillinvest will capture the following information regarding students enrolled in their VCAL courses:

- Attendance and participation;
- Completion rates;
- Student outcomes (including access to further education and/or employment);
- Student satisfaction.

Any information obtained outside of what is maintained in Skillinvest's student database and available through VASS will only be obtained with the written permission of the student, or their parent or guardian in the event the student is under the age of 18.

Information obtained for the purposes of monitoring and analysing student results in accordance with this Policy will only be used for this express purpose. Further, this information will be stored securely and disseminated in strict accordance with Skillinvest's Privacy Policy.

Student information obtained in accordance with the above will only be used for the purposes of:

- Evaluating individual student attendance, progress, results and outcomes;
- Evaluating the performance of Skillinvest VCAL programs (including the relevance and sufficiency of Skillinvest's curriculum and course content);
- Evaluating the performance of Skillinvest Educators;
- Identifying potential areas of improvement.

Any areas of improvement identified will be recorded on Skillinvest's Continuous Improvement Register which will in turn be reviewed on a monthly basis as a standing item on the RTO Managers Meeting Agenda.

Skillinvest staff will undertake periodic reviews and analyses of the information obtained in accordance with the following frequencies:

- **Annual Reviews** – undertaken by General Manager, Training Manager & VCAL Coordinator:
 - Aggregated statistics for participation, completion and student outcomes;
- **Biannual Reviews** – undertaken by Training Manager & VCAL Coordinator:
 - Student satisfaction;
 - VCAL Staff performance[^];
 - Individual student reports for Parent Educator Interviews (utilising quarterly individual student progression data);
- **Quarterly Reviews** – undertaken by VCAL Coordinator & VCAL Staff:
 - Individual student attendance;
 - Individual student progression;

[^] Skillinvest staff performance appraisals are conducted twice annually.

It is noted that as a NSSSP, Skillinvest has a contractual obligation to advise the Home School of any student that has an unexplained absence exceeding 5 consecutive days. The Home school is then responsible for reporting any such instances to the Department of Education & Training.

The aggregated statistics for participation, completion and student outcomes will be summarised and uploaded onto the Skillinvest website annually and by no later than the 31st of December of the respective school year.

POLICY EVALUATION & REVIEW

This policy was last updated in Term 3 2019 and is scheduled for review in Term 3 2023.