

- PROCEDURE -
Resulting

Procedure Statement

Purpose

This procedure provides a TAFE SA framework for recording student outcomes. An approved range of results for VET and Higher Education awards and non-accredited training will be used that ensures compliance with Commonwealth, state and territory government requirements for the timely reporting of student outcomes.

Adherence to this procedure will ensure timely provision of resulting outcomes to students, and TAFE SA's reporting is accurate and complies with regulator and funding body requirements.

Scope

This procedure applies to all TAFE SA staff involved in the entering and reporting of results for students enrolled in all nationally recognised, accredited and non-accredited courses, units of competency, Higher Education subjects and units of study assessed by TAFE SA, including courses or units delivered under third-party arrangements.





Roles and Responsibilities

Position	Responsibility
Educational Managers	<p>Ensure results are entered into SIS by the published date.</p> <p>Ensure grade changes in the ICT portal are actioned in the same Academic Year.</p> <p>Ensure data integrity reports are monitored and updated to meet the published resulting deadlines each academic year.</p>
Lecturers	<p>Timely and accurate entry into the approved system (SIS) of attendance tracking for each student enrolled in a unit or subject, must be completed within 1 week of attendance.</p> <p>Timely and accurate determination of a Final Result must be recorded via the approved process (SIS), for each student enrolled in a course, within two weeks of finalising the assessment process for each unit of competency/subject delivered.</p> <p>Ensure the accuracy of the results that they enter into the approved system (SIS).</p> <p>Complete RPL Application (TAFESIS012) forms to submit RPL results. Forms must be complete and submitted to administration staff for entry to SIS.</p> <p>Complete Application for Credit Transfer forms (TAFESIS019 or TAFESIS019_2) to submit Credit Transfer results. Forms</p>

	<p>must be complete and submitted to administration staff for entry to SIS.</p> <p>If a grade is incorrect, an amendment to grade change form (TAFESIS020) is completed via the ICT Portal, approved by Educational Manager, then the student's final result is amended.</p> <p>All staff assigned authority to enter, access or issue data relating to student results, are required to comply with protocols associated with the Student Information System (SIS) and the Australian Government and South Australian Government Privacy legislation which is set out in the TAFE SA Policy on Personal Information of Students and TAFE SA Privacy Policy and Procedures.</p> <p>Refer to Assessment Policy for responsibilities in relation to retention of evidence of assessment required for auditing purposes.</p>
Educational administrative staff	<p>Accurate entry of RPL that has been approved by the lecturer. Administration staff must receive a fully completed RPL Application (TAFESIS012) form before entering RPL into SIS.</p> <p>Accurate entry of Credit Transfer that has been approved by the lecturer. Administration staff must receive a fully completed Credit Transfer form (TAFESIS019 or TAFESIS019_2) form before entering Credit Transfer into SIS.</p> <p>Storing the following forms in Banner Document Manager (BDM): RPL Application (TAFESIS012) Credit Transfer Application (TAFESIS019 and TAFESIS019_2)).</p> <p>To seek clarification from an Educational Manager or Business Operations Manager if inconsistencies are identified in lecturer resulting.</p>
Data Services staff	<p>Accurate entry of grade changes via the (TAFESIS020) form that have been approved by the Educational Manager via the ICT Portal</p> <p>Uploading the processed SIS Grade Change Form in BDM.</p> <p>The Team Leader, Data Services is responsible for planning, executing and reporting data integrity auditing.</p>

Risks and controls

The following table shows the possible risks (unwanted or incorrect outcomes) identified that could arise from the process and the controls to reduce or remove the risks

Control reference number	Risk	Control	Step no. in procedure
 Control 1	Resulting does not occur in line with stated timelines	BI dashboard includes reports which enable Education Operations to monitor resulting activity	1
 Control 2	Resulting does not occur in line with stated timelines	Reminder communication from the ED Education Operations ahead of peak resulting periods	1
 Control 3	Incorrect result codes are used	All lecturers are required to complete the <i>Make Resulting Decisions 2020</i> course in Lumitt	2
 Control 4	Incorrect result codes are used	Guidance material is published on the intranet: https://in.tafesa.edu.au/sis/resulting_attendance.php	2

Procedure Detail

TAFE SA is required to provide quality training and assessment across all its operations and to ensure students have access to current and accurate records of their participation, results and qualifications.

Assessment will be conducted in accordance with the [TAFE SA Assessment Policy](#).

TAFE SA will accept and provide credit to learners in accordance with the principle of national recognition.

1. Resulting deadlines

TAFE SA will issue a Final Result Decision within two weeks after finalising the assessment process for each unit of competency or subject delivered to a student.

All results for a calendar year must be entered by the 22 January, or the next business day, of the following year in order to enable TAFE SA to submit its Annual Total VET Activity Statement. Higher Education results are to be completed in line with dates published on the Higher Education Reporting Calendar.

Where a result for semester 1 activity is unable to be finalised by the end of semester 1 (for example due to year-long competencies (CRNs) or due to extenuating circumstances), no result should be recorded until the assessment process has been finalised.

2. Result Codes

Results will comply with the national reporting requirements for VET and Higher Education.

In order to meet these requirements and to provide necessary data on student enrolment, educational participation, and completions to students, regulatory and funding bodies, TAFE SA has established the following grading schema and codes for:

- VET graded and non-graded units of competency
- Higher Education
- Non-accredited training.

2.1 Correct use of VET Result Codes

PA	<p>Pass achieved – non graded.</p> <p>All learning outcomes of the unit of competency have been achieved. The student has been assessed and satisfies all the requirements for the unit of competency.</p>
F	<p>Fail – Competency outcomes not achieved.</p> <p>To issue a Fail result the following must apply:</p> <p>The student has attempted ALL of the requirements for the assessment and has been assessed as not competent.</p> <p>For example, this code would apply if a student attempted ten out of ten required assessments and was assessed as not competent in one or more of the assessments. However if the student had only attempted nine of the ten assessments, this code would not be used, as the student must attempt all of the assessments in order to receive a 'Competency not achieved / fail' code.</p> <p>(In this case, a student would be resulted with a W – Withdrawn)</p>
W	<p>Withdrawn – Competency not completed.</p> <p>Withdrawn is reported for students under two possible scenarios. The first scenario is that the student has engaged in some learning activity, and has</p>

	<p>then notified the training organisation of their withdrawal before completing all of the assessment criteria.</p> <p>The second scenario is where the student has engaged in some learning activity and then stopped attending or submitting assessments (that is, discontinues) without notifying the training organisation. In this situation, a student does not attend the final assessment and has not made contact with the training organisation to formally withdraw or arrange continuing status. The Withdrawn code applies in this situation, even if the student has completed some assessments and been assessed as not competent for one or more assessments.</p>
AP	<p>Academic Pass – Academic component of competency satisfactorily completed.</p> <p>Funding attached to an AP result is restricted to Units of Competency that have been approved / authorised by DIS (Result Code 70 and Academic Pass (AP) list by Training Package) and have a Training Package requirement for an on job assessment or vocational placement. <u>The result code 70AP cannot be applied to secondary school students enrolled in qualifications.</u></p> <p>Upon completion of the Industry Skill Assessment, the AP result may be amended in SIS if this is completed within the same academic year as the original AP result. This must be entered within two weeks of the Industry Skills Assessment. If completion is outside of the academic year, the student must be re-enrolled and resulted appropriately in order for reporting to occur. The start date of the UoC Enrolment must not change.</p> <p>If the Industry Skills Assessment is completed successfully the Result Code must be changed to a PA – Pass</p> <p>If the Industry Skills Assessment is completed unsuccessfully the Result code must be changed to an F – Fail.</p>
MS	<p>Unit of competency started</p> <p>A unit should only be resulted with an MS if a lecturer has not completely delivered and assessed the unit of competency within the academic year.</p> <p>This code indicates that a student has commenced study but will be re-enrolled in the following year to complete the unit and assessment. Fee exemption may be required. Documented evidence of educational participation must be available when using this result.</p> <p>A MS can be updated within the Academic Year if the delivery and assessment has been completed.</p>

D/C/P	<p>Pass Achieved with Distinction / Credit / Pass – Graded Assessment</p> <p>TAFE SA will apply a non-graded assessment resulting schema on all competency-based assessment, unless specific approval for the application of graded assessment has been provided by the Executive Director, Quality Teaching and Learning.</p> <p>The criteria to be considered in the approval of graded assessment will be evidence that the application of graded assessment:</p> <ul style="list-style-type: none"> • is educationally sound • better meets student needs though pathways to higher education and/or employment, and • is supported by clearly articulated proposed grading criteria that differentiate the levels of achievement. <p>Educational Managers will require the support of their Business Unit Director prior to submitting a request for approval of graded assessment to the Executive Director, Quality Teaching and Learning.</p>
RE	<p>Competency assessment resulted elsewhere</p> <p>This result code is used if a student is enrolled and resulted more than once in the same unit. It designates that the final result for the unit is recorded in another class and the entry of RE is only to record the student's attendance in the class.</p>
OB	<p>Observer status</p> <p>Observer status signifies no assessment was undertaken and student can get no status for the unit.</p> <p>This code can only be used for Full Fee Paying students, AMEP and SEE Funded Students</p> <p>Students must indicate at the time of enrolment that they do not wish to be assessed.</p>
NS	<p>Not start – enrolled but did not commence study</p> <p>Used for any enrolment for which no documentation (attendance or assignments, and assessments) can be produced to substantiate that a student has undertaken any activity in the unit.</p>
ST	<p>Status Granted</p> <p>Status is training credit for a unit of competency previously completed by a student and includes granted application for mutual recognition. If a student wishes to use a unit of competency previously completed, against a new</p>

	<p>qualification (providing it meets training package/curriculum rules) a credit transfer must be processed in order for that unit to appear against the qualification on the students' academic record.</p> <p>All units required to meet training package or curriculum requirements must appear against the qualification on the students' academic record in order to gain a parchment.</p>
RP	<p>Recognition of Prior Learning (RPL) granted (pass)</p> <p>The student has been assessed and recognition of prior learning for the outcomes of a competency has been granted on the basis of previous formal training, experience or work.</p>
RF	<p>Recognition of Prior Learning (RPL) not granted (fail)</p> <p>The student has been assessed and recognition of prior learning for the outcomes of a competency has not been granted on the basis of previous formal training, experience or work.</p>
RW	<p>Recognition of Prior Learning (RPL) withdrawn</p> <p>The student has applied for recognition of prior learning and submitted evidence and has subsequently decided not to proceed with the application.</p>

2.2VET Result Codes on transcripts

Code	Publication on TAFE SA Academic Transcript	AVETMISS code	Outcome Printed on USI Transcript
PA Pass Achieved	PA	20 Competency Achieved	CA
F Fail	F	30 Competency not achieved	NYC
W Withdrew	W	40 Withdrawn	W
AP Academic Pass	AP	70 Continuing Enrolment	Cont
MS Unit of Competency Started	MS	70 Continuing Enrolment	Cont
D Distinction-Graded Assessment	D	20 Competency Achieved	CA
C Credit – Graded Assessment	C	20 Competency Achieved	CA

P Pass – Graded Assessment	P	20 Competency Achieved	CA
RE Resulted Elsewhere	Not recorded	Not reported	Not recorded
OB Observer Status	OB	81 Non-assessable enrolment	Not recorded
NS Enrolled did not start	Not recorded	85 Not yet Started	Not recorded
ST Status	ST	60 Credit transfer / national recognition	CT
RP RPL Granted	RP	51 RPL Granted	RPL
RF RPL Not Granted	RF	52 RPL Not Granted	RPLN
RW RPL Withdrawn	RW	40 ithdrawn	W

2.3 Higher Education Result Codes

Code	% Range	Grade Points	Description	Publication on Academic Transcript	HEIMS code *
HD High Distinction	85-100%	7	Outstanding, exceptional work in terms of understanding, interpretation, presentation, and originality.	HD	3
D Distinction	75-84%	6	A very high standard of work in terms of presentation, originality and interpretation.	D	3
C Credit	65-74%	5	A high standard of work in terms of presentation, originality and insight.	C	3
P Pass	50-64%	4	Demonstrates an adequate level of insight and presentation.	P	3
F Fail	0—49%	1	Fails to meet the minimum requirements specified for the subject or	F	2

			<p>Formally withdraws after 66% of the study period for the subject has passed.</p> <p>or</p> <p>Commences but stops attending or submitting assessments without notice of withdrawal.</p> <p>If no evidence exists that the student commenced study in the subject an NS result applies.</p>		
NGP Non-Graded Pass			<p>This result is awarded when a subject is assessed on a pass/fail basis where a satisfactory level of performance and participation has been achieved.</p> <p>The result may encompass any level of achievement from satisfactory to outstanding, i.e. 50-100%.</p>	NGP	3
W Withdraw			<p>Withdrew without academic penalty</p> <p>Student formally withdrew after census date and before 66% of the study period for the unit had passed.</p> <p>Only to be used if evidence exists that the student commenced study and then withdrew during the specified timeframe.</p>	W	1
MS Module started			<p>Subject started</p> <p>A subject should only be resulted with MS if a lecturer has not completely delivered and assessed the subject within the academic study period.</p> <p>This code indicates that a student has commenced study and will be re-enrolled in the following study period to complete the subject and assessment. Fee exemption may be required.</p> <p>Only to be used if evidence exists that the student commenced study.</p>	MS	4

NS Not started			Enrolled in the subject but did not commence study or Enrolled and withdrew from the subject on or before census date.	Not recorded on Academic Transcript	1
ST Status			Status granted Status is credit for study previously completed by a student.	ST	3

* HEIMS code definitions:

1. Withdrew without penalty
2. Failed
3. Successfully completed all requirements
4. Subject / Unit of study to be commenced later in the year, or still in the process of completing, or completion status not yet determined

2.4 Non-Accredited Training Codes

Code	Usage	Publication on Academic Transcript	AVETMISS code
X	Successful completion	X	81- Satisfactorily Completed Non-assessable enrolment
XW	Withdrawn – did not complete	XW	82 – Withdrawn or not satisfactorily completed Non-assessable enrolment
NS	Did not commence	Is not recorded on Academic Transcript	

3 Credit transfer

3.1 TAFE SA accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued via the Unique Student Identifier portal.

- 3.2 Evidence presented by students in support of credit transfer can be authenticated by:
- contacting the issuing organisation, with the student's consent to release information, requesting that they verify the issued document, or
 - directly accessing the student's USI transcript online, providing the student has provided consent for TAFE SA to access this.
- 3.3 Credit transfer will be processed at the earliest opportunity to ensure transparency for both students and staff in relation to each individual student's course progress.

4. Data Integrity

Data integrity reports will be available via the BI Portal to enable Educational Managers and Business Operations Managers to monitor resulting activity.

A review of grade changes will occur following each semester where a sample of grade changes entered into SIS will be independently audited by the Team Leader, Data Services. Outcomes will be reported to the Academic Board.

5. Privacy of personal information

Academic information, including results, is not made available to interested parties other than the student unless:

- the student is under a contract of training or a school-based contract (e.g. TGSS / VET for schools) in which case, the employer / school is legally entitled to receive a copy,
- TAFE SA is directed to provide the information by a court order, or
- the student has signed the Student Consent to Release Personal Information declaration giving TAFE SA authority to forward academic information to another party,
- the student is a minor and has a legal guardian
- an agency requesting information is subcontracting training to TAFE SA which is required to provide results to the agency.
- TAFE SA is required to provide this information for statistical reporting purposes including the reporting of training activity to State and Commonwealth regulators and funding bodies.

Academic information, including results, are considered by TAFE SA for academic monitoring and quality assurance purposes.

Definitions

Term	Definition
AQF	Australian Qualifications Framework
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard. The national guidelines for the collection of participant and training information in the vocational education and training system.
BDM	Banner Document Manager
CRN	Course Reference Number
DIS	Department for Innovation and Skills
Final Result Decision	<p>The final result (after any resubmissions/re-sits have been assessed).</p> <p>The final result decision entered into SIS is a permanent record of student performance.</p>
HEIMS	Higher Education Information Management System
Published Date	Critical dates for completion of resulting each semester published on the TAFE SA Intranet.
SIS	Student Information System
TGSS	Training Guarantee for SACE Students
VQF	<p>The vocational education and training (VET) Quality Framework (VQF) is aimed at achieving greater national consistency in the way Registered Training Organisations (RTOs) are registered and monitored and in how standards in the vocational education and training (VET) sector are enforced.</p> <p>The VET Quality Framework comprises:</p> <ul style="list-style-type: none"> • <u>Standards for Registered Training Organisations (RTOs) 2015</u> • <u>Fit and Proper Person Requirements</u> • <u>Financial Viability Risk Assessment Requirements</u> • <u>Data Provision Requirements</u>, and • <u>Australian Qualifications Framework (AQF)</u>.

Associated Documents and References

Reference Number	Document/Reference Title
Standards for RTOs 2015	<i>National Vocational Education and Training Regulator Act 2011: Standards for Registered Training Organisations (RTOs) 2015</i> Users' Guide to the Standards for RTOs 2015
TEQSA Act	<i>Tertiary Education Quality and Standards Agency Act 2011</i> https://www.legislation.gov.au/Details/C2017C00271
Higher Education Standards Framework	Higher Education Standards Framework (Threshold Standards) 2015 (Cwlth) https://www.legislation.gov.au/Details/F2015L01639
National VET Data Policy	https://docs.employment.gov.au/documents/national-vet-data-policy
PPMF TAFESA 1098	TAFE SA Assessment Policy
PPMF TAFESA 1097	TAFE SA Issuance Policy

Document Control

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Appendix

<https://in.tafesa.edu.au/sis/documents/VETResultingflowchart.pdf>

<https://in.tafesa.edu.au/sis/documents/HigherEdResultingflowchart.pdf>