Last day for VET Assessment Plans: 26 July

1. VET Assessment Plans

Schools can check the Assessment Plan status for students enrolled in scored VCE VET Unit 3 and 4 sequences by running the following reports:

* RESULTS ADMIN > VET Reports > Task Scores or
* STUDENT PROGRAM > VET Reports > Certificate Enrolment Lists.

Students undertaking a scored VCE VET (VE1) program at Unit 3 and 4 level must have a valid assessment plan to enter task scores for Graded Assessment 1.

Students completing scored assessment for the purpose of receiving a study score in the current year must have a ‘Valid’ assessment plan status.

An ‘Invalid’ status means that an Assessment Plan has not been correctly entered.

A ‘No Plan’ status means that an Assessment Plan has not been entered. This is the default status. Schools must ascertain whether their students intend to complete scored assessment.

Students who choose to complete an unscored program do not need an Assessment Plan entered. However, an NA still needs to be entered in the Total School Score field (for the relevant VET Certificate). You can enter an NA by using the menu path:

* RESULTS ADMIN > VET Results Entry > By Class > Task Score or RESULTS ADMIN > VET Results Entry > By Student (before the *VET Assessment Plan* deadline, not the VET Task Score entry deadline).

There is also a button [*Not Scored Assessment*] in the *Modify Assessment Plan* screen that can be used to access the Task Score screen when entering NA for students who will not undertake scored assessment. STUDENT PRGRAM > VET > Modify Assessment Plan

A blank Assessment Plan status means that the student does not have a complete Unit 3 and 4 sequence enrolment – therefore an Assessment Plan is not required.

Schools must ensure all students who are expecting to obtain a study score this year from an enrolment in a scored VET certificate do not have a blank or No Plan Assessment Plan status.

Preparing assessment plans:

VET Assessment plans are entered using: STUDENT PROGRAM > VET > Modify Assessment Plan. The Assessment Plan status will initially be set to No Plan.

It is possible to create a template of an assessment plan that can then be applied to more than one student enrolled in the same certificate. To create a template, all the UoCs that will be included in the assessment plan must have the same class code.

Once the UoC classes have been created with the same class code, the first student has the assessment plan assigned to their VET enrolment.

Once the assessment plan is saved for the first student, click on [*Save as a Class Template*] button to save the template.

When the next student enrolled in the exact same combination of UoCs as in the Assessment Plan template is selected, a dialog box will appear asking to ‘*Apply the Class Template as the students Assessment Plan*’? Click [Yes] then [Save].

Setting up an assessment plan:

* Against the UoC, select the required Task from the pull-down menu.
* Continue this process until all required UoCs have been assigned a task.
* Click [Save] and follow the screen prompts. The Assessment Plan status will be automatically updated.
* If the Assessment Plan is valid then the status will be updated to Valid Plan.

If the plan is invalid, the status will be displayed as *Invalid Plan*. There are a number of reasons why an Assessment Plan could be invalid. A brief checklist for entering an Assessment Plan includes:

* Ensuring that the correct number of assessment tasks has been assigned. A single assessment task can be assigned to more than one UoC, but no more than three different Assessment Tasks can be used in the one plan.
* If the words Invalid Plan are displayed in red, the student’s Assessment Plan details will need to be modified. The reason the plan is invalid will also be displayed in red.

The RTO may need to be contacted to determine which tasks need to be changed so that exactly three different tasks are displayed in order to have a valid assessment plan.

Do not assign too many UoCs to any one single assessment task. Each program has a maximum amount of hours that can be allocated to one single assessment task.

Further information about [scored VCE VET certificates](http://www.vcaa.vic.edu.au/Pages/vet/index.aspx) is available on the VCAA website.

VET Assessing Groups

Schools must indicate where the delivery of VET qualifications is taking place by selecting an assessing group when entering VET programs on VASS.

An Assessing Group can be:

* **Home School**: your teacher delivers VET curriculum and administers scored assessment.
* **RTO**: Students attend TAFE/RTO for delivery of VET curriculum and scored assessment (TAFE/RTO teacher delivers VET curriculum and administers scored assessment).
* **Other**: A VET cluster agreement exists between schools where Students attend another school for the delivery and administration of VET curriculum/scored assessment *(the “Other” schoolteacher delivers VET curriculum and administers scored assessment).*

Classes for the Units of Competence (UoC) must be set up.

For all scored VCE VET programs, assessing group data will be used for reporting on VASS and for statistical moderation. To ensure this data is accurate, please ensure the following selections are made:

If you are an RTO who:

* has student enrolments from your RTO in a VET certificate you are delivering, you must select your Assessing Group as **Home**
* is delivering a VET certificate but have no student enrolments from your RTO in the program do not add VET certificate details to VASS. The enrolment process will be managed by the students’ home schools.

For cluster arrangements:

* If you are the school delivering VET certificate in a cluster arrangement, you must select your Assessing Group as **home** and schools you are delivering to should select other.

It is critical that the correct assessing group is selected, particularly for students completing scored assessment for the purpose of receiving a study score in the current year, as this will determine the statistical moderation group your VCE VET students are moderated against.