



This Regulation is made pursuant to Statute 5.3 – *Assessment and Academic Progress*.

In this Regulation:

“**AQTF Standards**” mean the Australian Quality Training Framework Standards that apply to accredited vocational education and training programs under the *Education and Training Reform Act 2006 (Vic)*;

“**Assessment**” means an evaluation of a student’s academic performance in each of the assessment tasks prescribed for a unit, by whatever means the faculty board has determined, which may include examination;

“**Competency**” means the specification of knowledge and skill and the application of that knowledge and skill to the standards of performance required in the workplace, and may be achieved by completion of a Unit of Competency;

“**Course**” means a set of Units of Competency specified in the Nationally Endorsed Training Package, approved by the relevant faculty board and accredited by the Academic Board;

“**Nationally Endorsed Training Package**” means an Industry Training Package endorsed by the Australian Government consisting of an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualification Framework qualifications for a specific industry, industry sector or enterprise;

“**Result**” means the final student outcome in a Unit of Competency awarded to a student based on the summation of assessment for that Unit of Competency;

“**Registered Training Organisation (RTO)**” means a training organisation registered in accordance with the Australian Quality Training Framework within a defined scope of registration;

“**Unit of Competency**” means defined industry standards bearing a discrete national alphanumeric code in which students enrol, usually as part of a VET Course or program; and

“**VET Awards**” means awards of the University granted to students who complete all the requirements of a VET Course.

1. This Regulation shall apply to students enrolled in courses leading to VET Awards of the University.
2. Assessment in VET Courses shall be in accordance with AQTF Standards and the requirements of the relevant Nationally Endorsed Training Package.
3. Subject to this Regulation and in accordance with the AQTF Standards, each relevant faculty board:
 - (a) will determine the Assessment tasks in each Unit of Competency in the Course;
 - (b) is responsible for the Assessment of all students enrolled in a Unit of Competency in the Course;
 - (c) will appoint an assessor for each Unit of Competency in the Course.
4. The assessor will:
 - (a) be responsible for the Assessment in a Unit of Competency as prescribed by the faculty board;
 - (b) allocate each student a grade or mark in accordance with the grading system approved by the

Academic Board;

(c) recommend a Result for each student enrolled in the Unit of Competency in a manner approved by the ~~Deputy Vice-Chancellor (Academic) Vice-President~~.

5. Subject to compliance with the AQTF standards, for any individual student in exceptional circumstances and on the recommendation of the assessor, the ~~Dean~~ Principal Officer of a Faculty or nominee may vary:

(a) a Unit of Competency; or

(b) the means of study and assessment.

5.1 The ~~Dean~~ Principal Officer of a Faculty or his/her nominee must provide the student with:

(a) notice of that variation in writing within ~~ten~~40 working days of the recommendation of the assessor;

(b) reasons for the variation.

5.2 The ~~Dean~~ Principal Officer of a Faculty or his/her nominee must also report the variation and the reasons for it to the faculty board.

6. The ~~Deputy Vice-Chancellor (Academic) Vice-President~~ will issue, record and report AQTF qualifications and statements of attainment that:

(a) meet the requirements in the approved AQTF Users Guide, including national codes;

(b) identify the Units of Competency from Training Packages, or competencies from accredited courses, that the student has attained; and

(c) identify the RTO by its national provider number.

7. A student may apply to the relevant faculty board:

(a) to have the administrative accuracy of a Result in a Unit of Competency checked, including the assessment in any part of a Unit of Competency;

(b) for a review of a Result in a Unit of Competency, indicating the grounds for such a review, in accordance with AQTF Users Guide.

8. In respect of an application received by the relevant faculty board pursuant to section 7(b), the faculty board will:

(a) forward the application to an independent mediator for consideration;

(b) if appropriate in the circumstances, appoint an independent panel to make recommendations to the mediator;

(c) advise the applicant in writing of the action taken by it within ten ~~(10)~~ days of receiving the application;

(d) afford the applicant the opportunity to meet with the mediator or panel; and

(e) provide the applicant with a statement of outcome, including reasons for the decision.

9. The faculty board may delegate any powers and duties listed in sections 3 and 8 to another officer of the University.

Made – 12/06/08
Amendment No. (1) – 11/08/11