

STUDENT PARTICIPATION POLICY AND PROCEDURE (VET)



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1 PURPOSE

- 1.1 This policy and procedure provides a transparent framework and clear processes for the determination and ongoing management and administration of student participation at CQUniversity.

2 SCOPE

- 2.1 This policy and procedure applies to all staff responsible for the management and administration of CQUniversity students participating in vocational education and training (VET) units of competency in all modes of delivery encompassing face-to-face delivery, electronic delivery, and online delivery.

3 POLICY STATEMENT

- 3.1 It is a requirement of our funding and regulatory bodies, that full and complete records are:
- entered into our student records system in a timely manner
 - retained appropriately, and
 - reported, to support each student's participation in training, for each unit of competency, from commencement to completion.

4 PROCEDURE

- 4.1 This procedure details the methods, practices and systems to be used, as well as the documents required to be recorded, to support student participation in training for each unit of competency from commencement to completion. The procedure ensures compliance with external reporting requirements and supports claims for training delivery payment. This procedure also details the acceptable evidence for all modes of delivery.

Face-to-face delivery

- 4.2 The record of participation in training for this mode of delivery must contain:
- name of the student/s
 - unit of competency code and name
 - date/s of training
 - duration of training (number of hours against individual units of competence)
 - location
 - staff member's signature (including date of signing), to be captured in an attendance roll, and
 - signature of the student (including date of signing), to be captured in an attendance roll.
- 4.3 Evidence meeting the above requirements can be captured within the following types of records:
- class participation rolls, and
 - student participation logbooks or a student participation (sign-in) register.

Distance and electronic/online education

- 4.4 The record of participation in training for this mode of delivery must contain:
- name of the student/s
 - unit of competency code and name
 - date/s of training, and
 - duration of training.
- 4.5 Evidence meeting the above requirements must be captured within the following types of records:
- log-on and log-off reports (activity Logs, for example through Moodle) – that include the above information with unique sign-on identifier to indicate the student's signature
 - correspondence (e.g. emails) between the student and staff member confirming:
 - the commencement and/or progression through nominated unit/s of competency
 - student name
 - code and name for unit of competency
 - dates and duration, and
 - educational content discussed.

Evidence of participation

- 4.6 The [Department of Employment, Small Business and Training](#) can initiate an evidence of participation audit at any time to support a payment claim for training delivery to eligible individuals under our Pre-Qualified Supplier (PQS) VET Funding Agreement.
- 4.7 When the record of participation in training indicates that a student has only attended the first class or session of a unit of competency, supporting documentation must be supplied showing educational progression in the specific unit of competency. Attendance in an induction or orientation activity alone is not sufficient evidence of participation.
- 4.8 Evidence meeting this supporting documentation requirement could be:
- a lesson plan showing what was covered on that day
 - an attendance roll showing what was covered on that day

- an online log-on and log-off report that includes detail of what the student covered
 - a completed online activity, assignment or test
 - assessments, workbooks, practical placement workbooks, checklists
 - assessment feedback record attached to assessment
 - assessment submission/cover sheet attached to assessment
 - recognition of prior learning (RPL) assessment tool
 - Moodle activities
 - student file notes
 - student log
 - trainer/assessor notes
 - emails, and/or
 - diary notes.
- 4.9 Most importantly, evidence of participation needs to show that the student has engaged directly with the topic at hand.

5 Monitoring attendance (International students only)

- 5.1 Calculation of attendance will be made on each Monday of the course starting from Week 2. If a student is absent for five or more consecutive days without approval, the teacher will notify their Qualifications Coordinator. The Qualifications Coordinator will contact the student to check they are safe and if necessary, warn the student of their attendance obligations. The Qualifications Coordinator will request a meeting the student and keep a written record of this meeting.
- 5.2 On a weekly basis, the teacher will advise International Student Support of any student/s who need to be sent a notification.
- 5.3 International Student Support will notify the student by email of their low attendance and that they are at risk of failing the course and breaching their student visa. Emails will be sent to the CQUniversity designated student email account.
- 5.4 Student will be sent two warning emails. The first warning will be sent when attendance reaches a minimum possible attendance of 90%. The second warning will be sent when attendance reaches a minimum possible attendance of 85%.
- 5.5 On the occasion of each warning sent to the student, the teacher will meet with the student to discuss their attendance record and establish a plan to ensure the student's minimum possible attendance remains above 80%. Written records of meetings, including follow up meetings, will be recorded in the University's Customer Relationship Management System (SugarCRM) by International Student Support.
- 5.6 If a student's minimum possible attendance continues to decline below 80%, the student will be notified in writing (a Notice of Intent to Report) of the University's intention to report the student's unsatisfactory attendance to the Department of Home Affairs.
- 5.7 The student will be given the opportunity to appeal within 20 working days from the date of the letter, as per the [Cancellation of Studies – International Students Procedure](#).
- 5.8 After the 20 working day period, if a student does not submit an appeal or the student's appeal is unsuccessful, International Student Support will advise International Compliance to report the matter to the Department of Home Affairs (via the PRISMS website) as a course variation caused by unsatisfactory attendance.
- 5.9 The teacher may choose not to report a student for attending less than 80% where all the conditions below are met:

- the student produces documentary evidence demonstrating that compassionate or compelling circumstances apply
- the decision not to report is consistent with the University's documented attendance policies and procedures, and
- the student has attended at least 70% of the scheduled course contact hours.

6 RESPONSIBILITIES

Teachers

- 6.1 For face-to-face delivery, student attendance against each unit must be accurately recorded on an endorsed attendance roll on the same day that attendance/participation occurs.
- 6.2 Student attendance against each unit must be recorded every time a student attends a face-to-face class/session, and for every interaction in online or blended delivery modes.
- 6.3 Teachers must proactively contact students to record participation for each unit – for both online/electronic and face-to-face delivery – within the first 10 working days of the start date of the unit.
- 6.4 Teachers must proactively enter the first date of participation in StudentOne, for each unit within the first 10 working days of the start date of the unit. This can be recorded directly into StudentOne or via the Online Student Participation Entry Tool.
- 6.5 Students who have been absent for three consecutive classes/study activities must be followed up to establish appropriate support strategies.
- 6.6 Teachers must not wait for students to undertake an initial recordable participation event for each unit, especially when a student is studying in online or blended modes.
- 6.7 Student participation is not time-based, but is rather based on meaningful engagement with the learning topic at hand. For example, there is no rule that says a student has to spend half an hour online before we can record this as 'genuine' participation.

Compliance, monitoring and review

- 6.8 The Pro Vice-Chancellor (VET Operations and Growth) is responsible for monitoring, reviewing and ensuring compliance with this policy and procedure.
- 6.9 Auditing of enrolment data will be conducted. Audits will be conducted against the [Australian Vocational Education and Training Management Information Statistical Standard](#) (AVETMISS).

Reporting

- 6.10 Outstanding participation reports will be generated prior to VET Funding Agreement closures and provided to the Executive Members of the Tertiary Education Division for resolution.

Records management

- 6.11 All evidence of participation is the property of CQUniversity and is not to be removed from the premises, except in the case of off-campus delivery, and must be available for review at any time.
- 6.12 On completion of off-campus delivery, records must be returned and retained on CQUniversity premises according to the Records Management Policy and Procedure.

7 DEFINITIONS

- 7.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Participation: evidence to support each student's active participation in each Unit of training

Activity start date: the actual date that the training activity starts for a student in a unit of competency (e.g. attends first class, commences online activity, etc.) and not the date that the student is enrolled or the date of the unit availability. This date is only populated once participation is recorded, and provides information about the patterns of activity and participation within the [Department of Employment, Small Business and Training](#) submissions.

Record of participation in training: It is a requirement that full and complete records are retained to support each student's participation in training for each unit of competency from commencement to completion. Acceptable evidence for all modes of delivery are detailed within Section 4 of this document.

8 RELATED LEGISLATION AND DOCUMENTS

'Using the Online Student Participation Entry Tool' StudentOne User Reference Guide.

[Cancellation of Studies – International Students Procedure](#)

9 FEEDBACK

9.1 Feedback about this document can be emailed to policy@cqu.edu.au.

10 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Pro Vice-Chancellor (VET Operations and Growth)
Next Review Date	21/10/2022

Approval and Amendment History	Details
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Notes	This document was formerly known as the Recording Student Participation Procedure (TAFE) (12/06/2014). This document originally had the approving authority of Academic Board.