P022 Evidence of Participation Policy (VET)

1. Purpose

This policy sets out what evidence Collarts keeps to show that each student participated in learning and assessment for each subject, so that reported activity and funding claims are supported.

2. Scope

It applies to every subject delivered to Skills First Students (mandatory) and is applied as good practice to all other VET students, under every delivery model.

This policy applies to delivery models: direct delivery by Collarts staff andthird-party delivery on Collarts' behalf. Where a requirement differs by model or funding source, the policy says so.

3. Definition of Key Terms

Term	Definition
Evidence of Participation (EoP)	Evidence of a student's engagement in learning and/or assessment for a subject that meets Schedule 1, clause 9 of the VET Funding Contract.
Subject	A unit of competency or module.
Activity Start / End Date	The dates reported for the subject in the Student Statistical Report.

4. Principles

- Evidence must clearly show participation in a specific subject.
- Every item of EoP contains the student's name or client identifier, a subject identifier and a date in day/month/year format (Schedule 1, cl 9.4).
- EoP is collected as training happens, not reconstructed afterwards.

5. How many items are needed

If the subject…	Collarts keeps…
runs 30 days or fewer (Activity Start to End Date)	one item of EoP
runs more than 30 days	two items: one dated no later than 30 days after (and not before) the Activity Start Date, and one that is evidence of assessment (primary assessment documentation)
has an RPL outcome	one item: the primary RPL assessment tool
has a withdrawn outcome	one item of EoP
is a literacy, numeracy and digital support subject	one item of EoP

6. Accepted types of evidence (Schedule 1, cl 9.7)

- Work submitted by the student for the subject (or a copy), linked to the student, subject and date.
- Teacher notes of two-way communication about the student's engagement in the subject.

- An attendance roll endorsed by Collarts, signed by the teacher, showing their name, the date and the subject delivered. Attendance at induction or orientation alone isn't enough, and attendance at only the first class needs supporting evidence of engagement.
- Primary assessment documentation showing the result, signed by the teacher who made the assessment (e.g. a completed assessment coversheet or Canvas assessment summary).
- A Canvas login record plus evidence of engagement with learning or assessment activity (e.g. quiz, discussion post) and evidence that Collarts checked the student is continuing to engage. A login alone isn't enough.
- For flexible or distance learning, communication confirming the student has started engaging.
- Only in extreme circumstances (e.g. fire or flood), a statutory declaration from staff, and only as directed by the Department.

"Catch-all" question sets completed on the first day across a cluster of subjects are not accepted (cl 9.9). For clustered delivery, keep a delivery schedule showing which subjects were covered in each session.

7. Collecting and checking EoP

- Trainers record attendance in the VETtrak Trainer Portal on the day and keep assessment evidence in Canvas.
- Student Administration checks EoP for each subject before outcomes are reported and before a student file is archived.
- Withdrawals are processed in writing, with hours attended recorded, and reported by the earlier of two months after withdrawal or the Final Data Submission Date (Schedule 1, cl 10.7).

8. Delivery models

Delivery model	Responsibilities
Direct delivery	Collarts trainers record attendance and assessment; Student Administration checks.
Third-party delivery	Third-party trainers record attendance and engagement in Canvas and VETtrak and submit results within the agreed timeframe. Collarts checks EoP before reporting and samples files each semester.

9. Appeals and complaints

Students can raise concerns about their attendance or participation records with the Head of VET and use the Collarts P003 Complaints and Appeals Policy (VET).

10. References and Related Legislation

- 2026 VET Funding Contract – Skills First Program, Schedule 1, cl 9, 10.7, 11.13 and 11.18
- Department fact sheet: Evidence of participation
- Standards for RTOs 2025 – Outcome Standards 1.1 and 1.4

11. Related Policies and Associated Documents

This policy should be read in conjunction with the following documents:

- SOP022 Evidence of Participation Procedure (VET)

- P027 Skills First Data Reporting and Claims Policy
- SOP020 Course Engagement and Learner at Risk Procedure (VET)
- P020 Course Engagement and Learner at Risk Policy (VET)
- P026 Records Management Policy (VET)

12. Policy Information

This policy is made available to:

- current staff via the Staff Intranet (login required)
- other individuals, including prospective students upon request

Policy Name:	P022 Evidence of Participation Policy (VET) – replaces Evidence of Student Participation / Engagement (VET) Procedure (22/04/2020)
Policy Category:	Academic
Policy Owner:	Head of VET
Responsible Officer:	Head of VET
Endorsed by (date):	March 2026
Approved by (date):	Chief Executive Officer March 2026
Review cycle	1 year, or earlier if the Standards for RTOs or the VET Funding Contract change
Next review:	Q4 2027

Document history

Version	Date	Summary of changes	Approved by
2020	22/04/2020	Evidence of Student Participation / Engagement (VET) Procedure.	Collaborative
26.1	March 2026	Rewritten as a policy on the Collarts template for all delivery models; aligned to 2026 Schedule 1 cl 9 (item count rules, accepted evidence types, RPL and withdrawal rules);	Head of VET