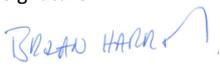


	Title: Industry Engagement Policy (VET)	
	Version: 1.00	Date: 20/9/2017
	Policy Area: Academic	Next Review: 20/9/2019
	Approval: Academic Board	Signature: 

Superseded Policy:
Moderation Policy (9/9/2013)

Introduction:

Vose Seminary values integrity, quality of teaching and training products, collaboration, consultation and delivering high standards across all teaching and learning outcome areas. Accordingly, Vose places a high importance on working closely with key industry stakeholders to ensure that our teaching and learning practices keep up with marketplace best-practice and benchmarks to ensure our graduates are well-placed to move straight into the workforce equipped to meet employer expectations.

Purpose:

With such a large and diverse network of individuals and organisations invested in the success of Vose Seminary, thorough industry and stakeholder consultation is key to our success. Vose regularly consults with industry experts, both informally through networking events, professional development opportunities and formally in specific feedback and consultative spaces. Expert industry representatives volunteer to serve on the Industry Consultation Direction Board, which meets bi-annually. During these meetings, Board Members provide ongoing feedback and direction on courses and assessments, as well as provide validation and moderation of assessments.

Principles:

The consultation principles that underpin this policy are:

- Transparent decision making
- Maintaining industry relevance
- Informing and listening to key partners in aligned industries
- Clarity of communication
- Legislative compliance
- Accountability

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- Procedural certainty
- Methodological and pedagogical rigour

Rationale for Moderation

One of the key functions of stakeholder and industry consultation is moderation of assessments and marking. The purpose of the Vose Seminary moderation process is to ensure that assessment quality is maintained, particularly that evidences are valid and sufficient, the objectives for each unit are addressed in the way students are assessed, stated Vose Seminary granting of competency for each unit are uniformly and consistently applied, and graduate attributes are likely to be attained.

Moderation is a significant element in ensuring the quality of certificate, diplomas and degrees, advanced diplomas, masters by coursework and graduate diploma courses of the Seminary. Moderators' work is based on:

- reading samples of the major assessment (worth at least 40% of the final grade) for each unit in each mode taught at the Vose Seminary each semester,
- comparing the grades and marks awarded by lecturers with Vose Seminary's published learning outcomes, and
- markers' feedback to students.

The reports of the moderators containing their recommendations for regarding competency attainment of students in a given grade band and their observations about the quality of teaching and learning in the Seminary are submitted to the Academic Board and then to the Seminary administration at the conclusion of each teaching period and before results are finalised.

- i. All RPL assessments are to be moderated in full before results (statements of attainment) are finalised.
- ii. All moderators are required to meet Vose Seminary minimum standards. See 1.4.

Moderation Stages

Note: RPL assessment toolkits will have been validated according to Vose Seminary Validation Process prior to use.

Stage 1

1. The assessment documents submitted for moderation will include
 - All evidence submitted by the candidate
 - All assessor records, including not less than the assessment tools used, competency maps and any comments by the assessor
2. When a new moderator is appointed it is the responsibility of the outgoing moderator to forward all assessment procedures previously approved to the incoming moderator through the Principal. Moderators should keep assessment approval forms for at least four years.
3. All moderation documentation, including approval forms will also have a copy stored at Vose according to Vose policy and process and in accordance with the General Direction: Retention Requirements for Completing Student Assessment Items (ASQA).

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Stage 2

4. Samples of assessments requested and their assessor feedback records should be submitted with the assessor's comments to moderators within two weeks of the RPL interview and final tasks being completed.
5. If irregularities occur in compliance with agreed assessment procedures or if the required number or range of assessment items records is not submitted, the moderator will recommend the withholding of final assessment in that unit until they are satisfied that their recommendations have been engaged and/or procedures have been met.

Stage 3

6. Moderators will read all the evidence of the designated moderator instrument and assess the validity and sufficiency of evidence.
7. The range and number of assessment items of the moderation instrument will be submitted as follows:
 - At least one assessment, covering a full unit of competency for each grade, all Not Yet Competent plus a sample of not less than 25% of cohort, no fewer than five assessments are to be submitted for classes numbering six or more.
 - Where unit classes comprise five students or less, all the assessments are to be submitted for moderation.
 - All pieces of work awarded NYC
 - Where a unit is offered simultaneously in two or more modes the above requirement must be applied separately to the student cohorts.
8. Each moderator will submit a report on assessment outcomes in each unit, commenting on: (a) the appropriateness of the assessment decisions in each unit when compared to the institution's learning outcomes, and (b) the quality of the teaching and learning as far as that can be ascertained by the assessment decisions, trainers' feedback to students, and the coverage of the unit outline.
9. Moderators are free to recommend that an individual student who has been designated NYC in the designated moderation instrument be raised to Competent.
10. Any recommendations on the part of a moderator to reduce a Competent to a Not Yet Competent assessments will require consultation between the moderator and the Director of VET and involve the trainer concerned (unless contact with the trainer and assessor proves to be impracticable). Should there be lack of agreement that matter shall be referred to the Academic Board.
11. At the end of each academic year each moderator submits a summary of their observations of the state of their unit field based on their moderating for that academic year which is submitted to the first meeting of the Academic Board in the new academic year.

Moderation Responsibilities

12. The Academic Board can resolve to uphold, amend or set aside the recommendations of moderators to change assessment outcomes, and can seek further information from the Seminary staff about teaching and learning. In turn they submit their resolutions to the Director of VET, together with the original reports from moderators. The approval of the Director of VET is required before marks can be finalised and released by the Vose Seminary office. Should the Director of VET decide not to accept the moderator's recommendations, the matter shall be referred to the Academic Board for decision.

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13. At the conclusion of the consideration of the moderators' comments, the Academic Board submits a general memo to the Seminary staff detailing matters for their attention.
14. The quarterly meetings of the Academic Board will provide opportunities for moderators and staff to confer on any matters relating to the moderation of units in each field of study.
15. The Academic Board appoints each unit moderator normally for a period of five years (renewable).
16. The Director of VET is responsible for ensuring that assessment proposals, submission of exams and sample scripts (with essay markers' comments to students) made available to the relevant moderator. They should also be familiar with the administrative schedule and the moderation policy.
17. Copies of the assessment records must be submitted to the moderator with the sample assessments. Originals are housed in Vose Seminary's appropriate space.
18. Reports and memos of the Academic Board will be discussed with the faculty.
19. The Seminary must ensure that all trainers and assessors, especially those newly appointed and adjuncts are familiar with moderation procedures and requirements.
20. The Seminary should ensure that students are aware of its moderation procedures and that outcomes are not finalised until the Director of Vose Equip has accepted the Academic Boards recommendations, or any disagreement resolved by the Academic Board.. Students should also be made aware of the institution's learning outcomes and course objectives.
21. Vose Seminary will retain copies of all assessed material (essays, assignments, examination scripts etc.) for a period of six months after completion of each audit period, such material to be available to the moderator if requested.
22. Students who are not competent may take the assessment procedures in the succeeding training period providing that: (a) lecturers alert moderators of not yet competent students re-attempting the preceding semester's assessments, and (b) failed students do not submit the same essay or take the same exam or submit the same written assignments.

Commented [CV1]: DB and JB to update this section to reflect most recent changes

Moderator Profile

- Moderators must have Certificate IV TAE40110
- Moderators must be Subject Matter Experts (SME)
- Moderators must demonstrate industry currency and expertise
- Moderators must show continuing professional development in the subject area as well as in training and assessing as per Vose Seminary Trainer and Assessor guidelines.

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Appendix 2: Document History and Version Control Record

Document Title: Industry Engagement Policy (VET)
Source Documents: Audit Ready Stock Policy
Associated Internal Documents: Industry Engagement Surveys
Previous Stakeholder Review Summaries
Student feedback surveys
Trainer and assessor feedback surveys
Employer Satisfaction Surveys
Assessment Validation Audit Report'
Principles of Assessment form
Rules of Evidence form
Assessor Survey form
5 Year Validation Schedule'
Validation Meeting Report' form
Review Meeting Minutes

Associated External Documents AQTF Learner Feedback Forms
[Standard 1.3](#)
[Standard 1.8](#)
[Standard 1.9](#)
[Standard 1.10](#)
[Standard 1.11](#)

Authorised Officer: Compliance and Administration Officer
Approved by: Academic Board
Date of Approval: 30/03/2016
Assigned Review Period: As per the review schedule
Date of Next Review: 01/04/2017

Version Number	Version Date	Authorised Officer	Amendment Details
D0.01	20/09/2017	Director Online Learning	Approved draft
V1.00	20/09/2017	Director Online Learning	Approved creation of Version 1.00 – No changes from D0.01

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