

Graded Result Guidelines

Information for students:

Competence is assessed FIRST:

VET is a competency-based system. Competence is demonstrating to the satisfaction of the assessor that a student can consistently meet **all** the unit requirements – elements, performance criteria, skills and knowledge.

Competence ensures a student is able to consistently *meet* a standard: yes / no.

Once Competence has been demonstrated THEN your assessor will apply a Grade:

Grading, on the other hand, measures the *degree* to which a student exceeds or falls below that standard.

A graded result is required by some universities to allow our students entry to, and credits in, university courses. Grading is a university practice, not a VET practice.

A grade cannot be applied to an assessment decision until competency in the unit has been achieved.

The table below provides an idea of how an assessor would choose the right grade to apply to a student.

Graded result guidelines:

Criteria	Non Graded	Graded		
	Competent [CM]	Competent as a Pass(PA)	Competent with Credit [CR]	Competent with Distinction [DI]
1. Demonstrated breadth and understanding of underpinning knowledge applied to the assessment task <ul style="list-style-type: none"> Application of content covered in theory 	Meets the requirements for all elements, performance criteria, skills and knowledge and critical aspects of assessment within the unit.	Demonstrates an understanding of key concepts and knowledge underpinning the task(s).	Displays a sound understanding of the key concepts and knowledge	Demonstrates a thorough understanding of all key concepts and knowledge underpinning the work tasks.

Graded Result Guidelines

Criteria	Non Graded	Graded		
	Competent [CM]	Competent as a Pass(PA)	Competent with Credit [CR]	Competent with Distinction [DI]
<ul style="list-style-type: none"> • Undertaking of all assessments unaided • Working to industry/enterprise standards • Transfer of skills/knowledge across situations • Readiness to grasp what needs to be done 	<p>This means a satisfactory result must have been achieved for all summative assessments</p> <p>Demonstrates an understanding of key concepts and knowledge underpinning the task(s)</p> <p>Effectively applies these understandings in the performance of the task(s).</p>	<p>This means a satisfactory result must have been achieved for all summative assessments</p> <p>Effectively applies these understandings in the performance of the task(s).</p>	<p>underpinning the work tasks.</p> <p>Proficiently applies these understandings in the performance of work functions</p>	<p>Effectively applies these understandings on the performance of work functions</p>
<p>2. Communication, people networking, language & interpersonal skills</p> <ul style="list-style-type: none"> • Modification of language to suit the situation (can be grammar, spelling and readability for written reports commensurate with ASCF level) • Understanding of receiving and giving of instructions • Ease of relating to those around them and other learners, teachers, employer etc • Respect/understanding and awareness of equal opportunity principles 	<p>Meets the requirements for all elements, performance criteria, skills and knowledge and critical aspects of assessment within the unit.</p> <p>This means a satisfactory result must have been achieved for all summative assessments</p> <p>. Demonstrates an ability to use a range of communication and interpersonal skills appropriate to the audience and situation.</p>	<p>Demonstrates an ability to use a range of communication and interpersonal skills appropriate to the audience and situation.</p> <p>Demonstrates a sound understanding and the correct use of industry and enterprise language in performance of the task(s).</p>	<p>Applies a range of well-developed communication and interpersonal skills appropriate to the audience and situation.</p> <p>Displays a sound understanding and correct use of key industry and enterprise language in performance of the work tasks</p>	<p>Displays an ability to use a wide range of communication and interpersonal skills, and displays a thorough understanding and correct use of key industry and enterprise language in performance of the task(s), and can assist others.</p> <p>Demonstrates a thorough understanding and correct use of key industry and enterprise language in performance of the work tasks</p>

Graded Result Guidelines

Criteria	Non Graded	Graded		
	Competent [CM]	Competent as a Pass(PA)	Competent with Credit [CR]	Competent with Distinction [DI]
<ul style="list-style-type: none"> Display of positive attitude 	Demonstrates a sound understanding and the correct use of industry and enterprise language in performance of the task(s).			
3. Techniques and processes Technology skills and problem solving <ul style="list-style-type: none"> Appropriate application of skills and correct sequencing Accuracy to required standard (in some situations speed is to be considered) Adherence to organisations policies and procedures Correct selection and application of tool Display of time management Display of problem solving Application of OHS principles (relevant to industry) 	Meets the requirements for all elements, performance criteria, skills and knowledge and critical aspects of assessment within the unit. This means a satisfactory result must have been achieved for all summative assessments Performs all technical skills/procedures to the standard required by the industry, including correct use of any equipment.	Performs all technical skills/procedures to the standard required by the industry, including correct use of any equipment.	Effectively performs all technical skills/procedures to the standard higher than required by the industry, including correct use of any equipment.	Displays excellent technical skills/procedures to the standard exceeding industry expectations.
4. Planning and work organisation <ul style="list-style-type: none"> Time management Planning and processing the task Prioritising 	Meets the requirements for all elements, performance criteria, skills and knowledge and critical	Demonstrates a sound understanding of the benefits of effective work organisation.	Demonstrates clearly and accurately a high standard of effective	Demonstrates an excellent understanding of the benefits of effective work organisation.

Graded Result Guidelines

Criteria	Non Graded	Graded		
	Competent [CM]	Competent as a Pass(PA)	Competent with Credit [CR]	Competent with Distinction [DI]
<ul style="list-style-type: none"> Organisational skills (workspace, task) Planning Accountability Problem solving Economical use of tools 	<p>aspects of assessment within the unit.</p> <p>This means a satisfactory result must have been achieved for all summative assessments</p> <p>Demonstrates a sound understanding of the benefits of effective work organisation.</p> <p>Can clearly and accurately articulate the stages in planning and organising a task(s).</p> <p>Applies sound planning and organisational skills in the performance of task(s).</p>	<p>Can clearly and accurately articulate the stages in planning and organising a task(s).</p> <p>Applies sound planning and organisational skills in the performance of task(s).</p>	<p>planning and work organisation.</p>	<p>Effectively applies excellent planning and organisational skills in the performance of task(s) and assists others.</p>
<p>5. Supervision and performance of work tasks and Level of independence and performance of work</p> <ul style="list-style-type: none"> Initiative, Enthusiasm Positive attitudes Ability to work safely unsupervised (level of supervision as required by 	<p>Meets the requirements for all elements, performance criteria, skills and knowledge and critical aspects of assessment within the unit.</p>	<p>Under normal workplace supervision requires additional supervisor-initiated support to complete tasks safely in accordance with workplace requirements.</p> <p>Work performance complies with most enterprise work standards</p>	<p>Under normal workplace supervision seeks limited additional supervisor support to complete tasks safely in accordance with workplace requirements. Work performance complies</p>	<p>Works independently under normal workplace supervision conditions to complete tasks safely in accordance with workplace requirements</p> <p>Work performance complies with all enterprise work standards</p>

Graded Result Guidelines

Criteria	Non Graded	Graded		
	Competent [CM]	Competent as a Pass(PA)	Competent with Credit [CR]	Competent with Distinction [DI]
Training Package instructions, OHS and ASQF level <ul style="list-style-type: none"> • Conformity with industry/enterprise standards • Consideration of others • Following instructions 	<p>This means a satisfactory result must have been achieved for all summative assessments</p> <p>Under normal workplace supervision requires additional supervisor-initiated support to complete tasks safely in accordance with workplace requirements.</p> <p>Work performance complies with most enterprise work standards</p>		with all key enterprise work standards	<p>Works autonomously to safely complete task(s) in accordance with requirements and conditions.</p> <p>Performance conforms with all industry standards to an excellent standard, and assists others</p> <p>Excellent spelling, grammar, and referencing. Few, if any, minor errors. Excellent use of language Excellent written skills-clear and concise</p>