ican learn

RESPONSIBILITIES FOR REPORTING AND RECORDING STUDENT LEARNING OUTCOMES

The maintenance of individual unit outcomes for each student is vital. It is what drives the student record of results, and the eventual issuing of a Qaulification.

At ICAN Learn, tutors are required to maintain individual student records as well as a group summary record and submit these on a monthly basis to the Lead Teacher to ensure that all records in the learning management system are current and can be accessed in a current format at any time by our RTO management team.

The Lead teacher will submit these monthly results to the RTO coordinator on the first week of each month to facilitate timely data entry.

Data is entered into the student record by the RTO co-ordinator on the second week of each month.

The Codes used in ICAN Learn documentation to record student outcomes are in the table below:

CODES	MEANING
NYC	NOT YET COMPETENT (resubmit)
C	COMPETENT
NC	NOT COMPETENT

Follow the flow chart on the reverse of this page

Reporting and recording learning outcomes

RESPONSIBILITIES FOR REPORTING AND RECORDING STUDENT LEARNING OUTCOMES

INDIVIDUAL STUDENT UNIT OUTCOMES

Record of individual student unit outcomes [one per unit for every student]	Submit to lead teacher as units completed [no later than 1 week after unit end dates]

GROUP SUMMARY OF UNIT OUTCOMES

All students and all units on one page [use proforma provided]	Submit monthly to lead teacher on **last week of every month**

Lead teacher

Submits results to RTO coordinator **first week of each month**	Contacts tutors if results inconsistent or not submitted

RTO Co-ordinator

Requests student outcomes in week 1 of every month	Records outcomes in student record of week 2 of every month
Generates Statement of Attainment at completion of course or for completed units if student withdraws	