

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 Qualification.

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 Teaching, Learning and Course Coordinator 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 Teaching, Learning and Course coordinator will submit these monthly results to the Administration and Compliance Coordinator on the first week of each month to facilitate timely data entry.

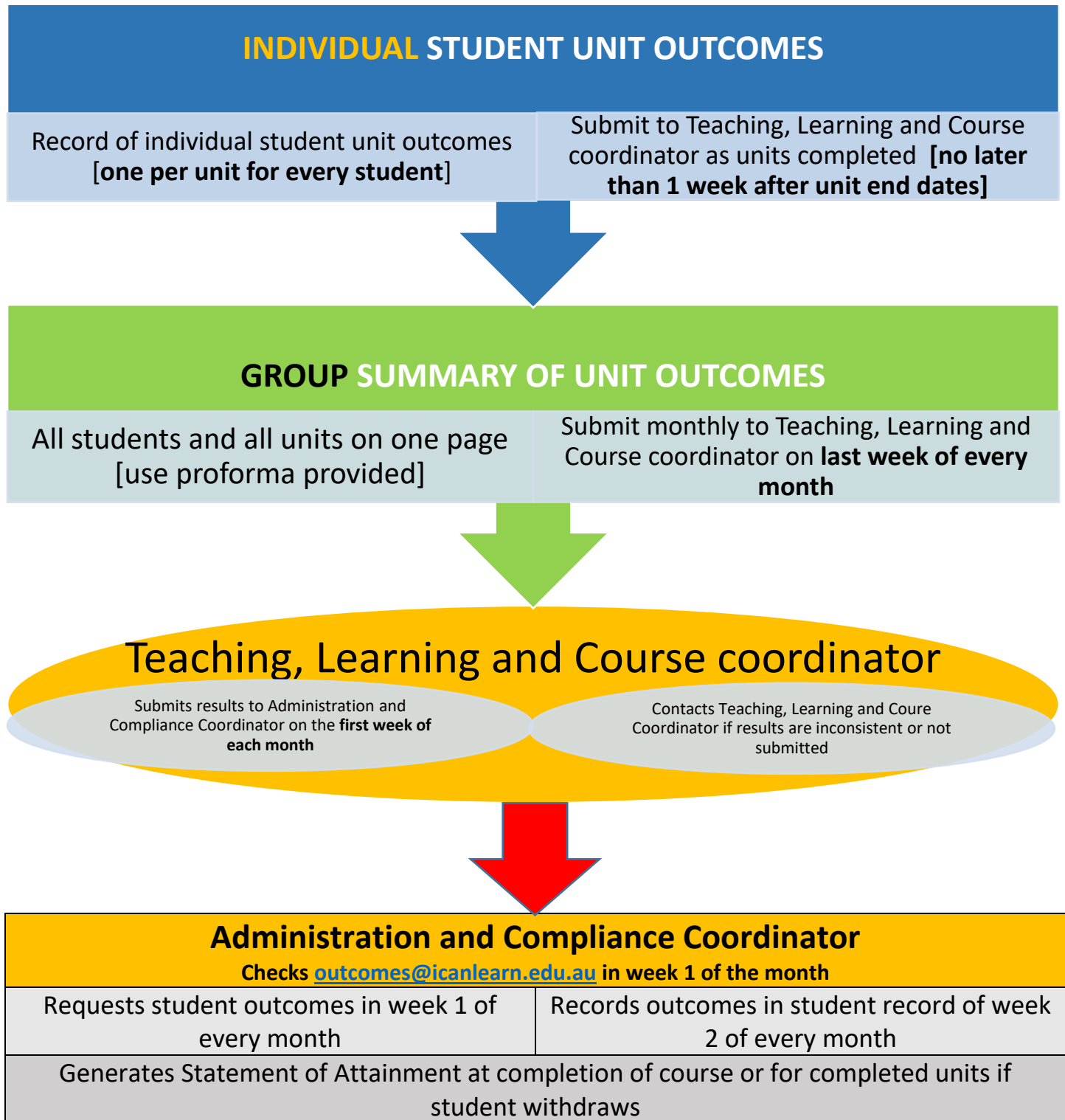
Data is entered into the student record by the RTO co-ordinator on the second week of each month.

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

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Note: all outcomes are submitted to outcomes@icanlearn.edu.au in the absence of the Teaching, Learning and Course coordinator, teachers may be asked to submit results to this email address.