

Reporting Responsibilities Recording Student Learning Outcomes

Maintaining 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, teachers 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 Manager to ensure that all records in the learning management system are current and can be accessed in a current format at any time by the RTO management team.

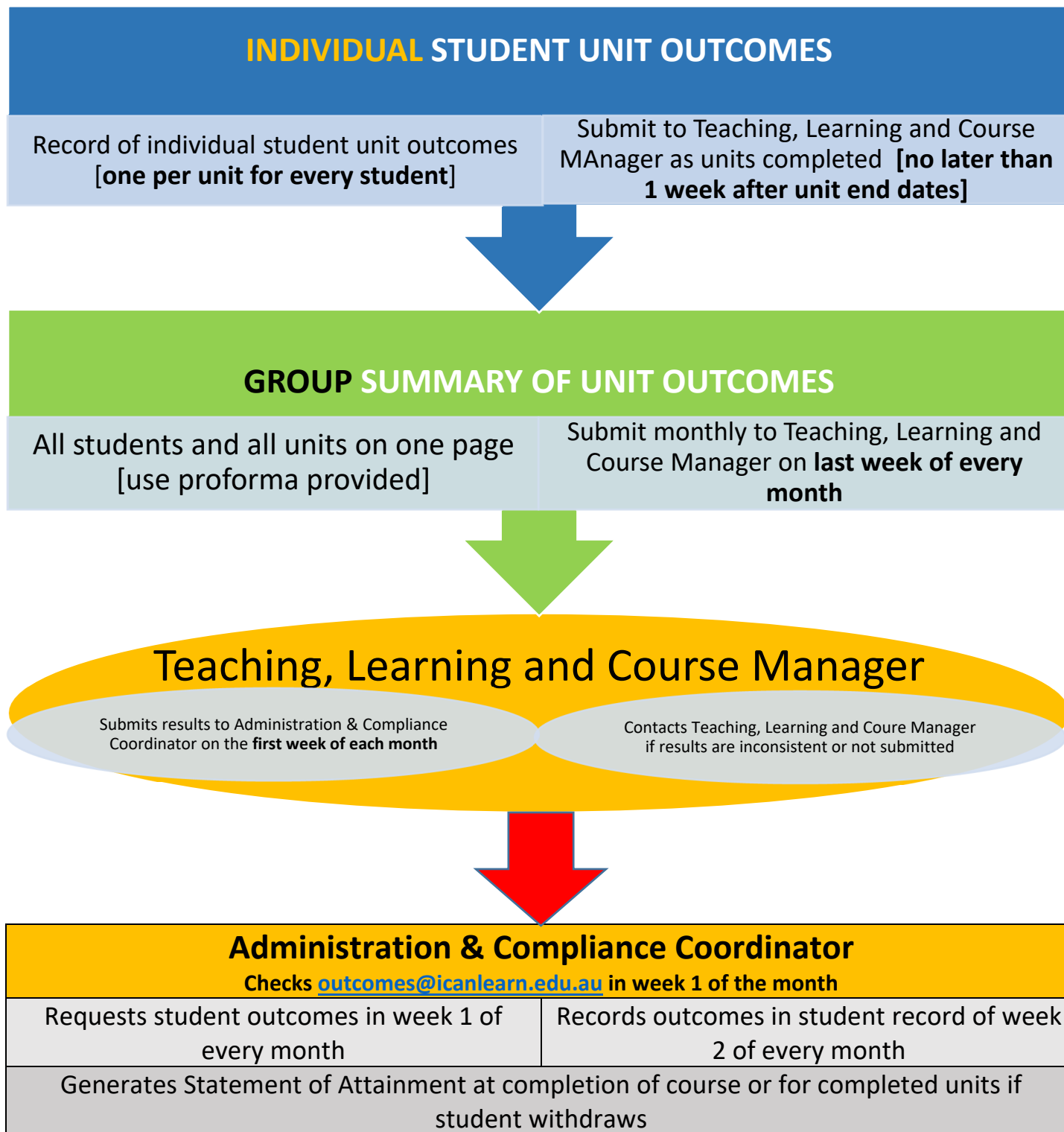
The Teaching, Learning and Course Manager will submit the monthly results to the Administration & Compliance Coordinator on the first week of each month to facilitate timely data entry.

Data is entered into the student record by the Administration & Compliance Coordinator 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



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