

Data integrity for VET

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Data submitted to the Curriculum Council is used to determine if a student has met WACE requirements.

It is essential schools provide accurate information and are urged to be thorough, especially when collecting and uploading results from organisations outside of the school.

To ensure accurate data transfer procedures are in place between schools and registered training organisations (RTOs), the Council will randomly audit schools' data with data it has obtained from an RTO. This audit will take place during the first two weeks of December.

Before the principal certifies that the VET results submitted to the Curriculum Council are correct, the RTO must confirm that they have:

- endorsed the results in the units of competencies
- verified the qualifications achieved by students, in writing, including by email.

The attached form will be used this year.

Declaration form for Year 12 students studying VET and other endorsed programs, 2008

This declaration is to be completed by schools and registered training organisations which have Year 12 students studying units of competency and for claiming credit for completion of endorsed programs.

Declaration by the school Principal and CEO/designated person of the Registered Training Organisation/s

Before the Curriculum Council can accept the results in VET and other endorsed programs a confirmation from the Principal is required. The Principal needs to ensure that the relevant RTO/s have confirmed the accuracy of the school's results.

It is extremely important that the data submitted to the Curriculum Council is accurate as the results achieved contribute towards students' achievement of the WACE.

Given the importance of the accuracy of this data, the Curriculum Council will be randomly auditing the school's supplied data with data that is obtained from the RTO.

For the 2008 Year 12 results data submitted by this school, we certify that (by ticking the box):

	School	RTO1	RTO2	RTO3
<ul style="list-style-type: none"> • results in units of competencies (as uploaded onto SIRS) have been endorsed by the RTO and are an accurate record of student achievement as stated on SIRS report – CSE005. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • qualifications achieved by students have been verified, in writing, by the RTO as stated on SIRS report – CSE007. An email or fax from the RTO is sufficient. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • all claims for completion of endorsed programs have been validated as stated on SIRS report – CSE006. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signatures:

..... <i>VET Coordinator</i> <i>RTO CEO or designated person*</i> <i>RTO CEO or designated person*</i> <i>RTO CEO or designated person*</i>
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Name of school/RTO

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I certify that the above information is correct.

**an email or record of phone confirmation will suffice*

Principal: Date:
(signature)

The school must return this declaration to the Data Coordinator, C&E Branch, Curriculum Council (facsimile: 9273 6318, address: 27 Walters Drive, Osborne Park 6017) at the Curriculum Council no later than Monday 24 November 2008.