

Report sample VET

Understanding this sample

The [Curriculum planning and programming, assessing and reporting to parents K-12](#) policy and the [Curriculum policy standards](#) outline the reporting requirements for students studying Year 11 courses (section 3.1.4, 3.2.4).

Further advice on reporting in VET subjects is available on the [Vocational education and training reports](#) webpage.

This sample will be included as a page for each student studying a school-delivered VET subject.

The appropriate template should be used for the remaining courses in the student's pattern of study. See the [Reporting advice](#) webpage for further samples.

Understanding this report

Learning achievement – VET courses are competency-based, and assessment of competencies is standards-referenced. This means that student performance is assessed against an industry defined standard, rather than being compared against others. The table below shows the achievement scale used to report student progress at this point in their learning.

Upon completing a VET course, students have either “Achieved” competency, or they have not. For a competency outcome of “Not Achieved” to be recorded, the time for completion of all assessment activities must have ended, and the student must have attempted all assessment activities.

Outcome	Result	Achievement description
Achieved	A	The student has completed the unit of competency and has been assessed as competent in all elements
Not achieved	NA	The student has been assessed and is not competent in one or more elements of the unit of competency
Continuing	C	The student is enrolled in the unit of competency and training has commenced, however the final assessment for the unit will be conducted in the next semester or calendar year (whichever is applicable)
Withdrawn	W	The student did not attempt all assessment activities. Assessment for this unit of competency has been finalised.
Recognition of prior learning	RPL	The student has been assessed as competent for the whole unit of competency as a result of recognition of prior skills and knowledge
Credit transfer	CT	The student has been awarded a recognised credential in the unit of competency at the same or another RTO and has provided evidence of this
Did not start	DNS	Training for the unit has not commenced

Social development and commitment to learning

The report also includes a summary of student social development and commitment to learning in each course this semester. This information may support meaningful conversations with the student about their learning. The table below shows the achievement scale used to report student progress at this stage.

Achievement	Description
Consistently	The student demonstrates the behaviour in nearly all situations with minimal or no support.
Usually	The student demonstrates the behaviour in most situations; occasional support may be needed.
Sometimes	The student demonstrates the behaviour irregularly; requires frequent reminders or support.
Rarely	The student demonstrates the behaviour infrequently; requires ongoing support and intervention.

Schools are to determine whether social development and commitment to learning should be included in VET reports as part of a table or within the comment section.

Qualification: SIT20322 Certificate II in Hospitality
NSW Department of Education RTO 90333

Schools to include any additional qualifications relevant to the student's pattern of study.

Work placement hours

20/35

Work placement hours are cumulative over the 240 hour course

Unit results

Unit Code	Units of learning	Result
SITXFSA005	Use hygienic practices for food safety	A
SITXFSA006	Participate in safe food handling practices	A
SITXWHS005	Participate in safe work practices	A
SITXCCS011	Interact with customers	A
SITHCCC023	Use food preparation equipment	DNS
SITHCCC027	Prepare dishes using basic methods of cookery	DNS
SITHKOP009	Clean kitchen premises and equipment	A
SITHCCC027	Work effectively in a commercial kitchen	A
SITXINV006	Receive, store and maintain stock	DNS
SITXCOM007	Show social and cultural sensitivity	C
SITHCCC024	Prepare and present simple dishes	C
SITHCCC025	Prepare and present sandwiches	C
SITHCCC026	Package prepared foodstuffs	DNS

Commitment to learning and social development

Description	Achievement
Is prepared for class, engaged and completes all set tasks	Consistently
Demonstrates respect for other learners and personal responsibility	Consistently
Works well independently	Consistently
Works well as a member of a team	Consistently

Teacher’s comments

Suzie has a great attitude towards her hospitality training. She comes to class ready to learn and always tries her best. She is keen to take on new tasks and shows enthusiasm, especially during service periods and work placement. Suzie works hard to improve her practical skills and has received positive feedback from supervisors in the industry. She takes initiative, works well in groups, and supports her classmates. Suzie could strengthen her skills in customer service and food preparation with ongoing practice. Maintaining a professional and friendly attitude with customers and coworkers, may prepare her for future opportunities in the industry.

Teacher: Mr P Teacher

Head Teacher: Mr T Teacher

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See the [Reporting advice](#) webpage for further samples.