

## Glossary of terms

<b>AQF:</b>	Australian Qualifications Framework is the national policy for regulated qualifications in Australian education and training
<b>Appeal (Assessment Appeal):</b>	a process whereby the student may dispute an assessment decision and seek reassessment
<b>Appeal (Complaint):</b>	a process whereby a student who might be unsatisfied with a complaint resolution may lodge a complaint appeal which will be investigated by the Complaint and Appeals Committee
<b>Assessment:</b>	the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, education or community place as specified in a Training Package or VET accredited course.
<b>Assessment outcome:</b>	the outcome of an assessment judgment such as whether the evidence provided by the student meets the principles of assessment and rules of evidence. The assessment outcome will establish whether the student is competent or not yet competent based on the evaluated evidence.
<b>Assessment methods:</b>	a set of techniques to gather different types of assessment evidence. This may include methods such as questioning, direct observation, structured activities, third-party feedback, simulation, and portfolios.
<b>Assessment task(s):</b>	a set piece of work designed to gather evidence of competency
<b>Assessment requirements:</b>	the endorsed component of a Training Package, or a component of a VET accredited course. Assessment requirements set out the approach to valid, reliable, flexible and fair assessment
<b>AVETMISS:</b>	The Australian Vocational Education Training Management Information Statistical Standard (AVETMISS) for VET Providers is a national data standard that ensures the consistent and accurate capture of VET information about students, their courses, units of activity, and qualifications completed. It provides the mechanism for national reporting of the VET system
<b>Competency:</b>	the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

<b>Continuous Improvement:</b>	a planned and ongoing process that allows the RTO to systematically review and improve its policies, procedures, systems and products to meet its compliance requirements and clients' expectations.
<b>Cooling off period:</b>	defined as a seven (7) calendar day period from the start date of the signed Enrolment Contract
<b>Course deferral:</b>	means the student has chosen to postpone the commencement of the course
<b>Course extension:</b>	the student has required an extension to the agreed study period
<b>Credit arrangements / Credit Transfer:</b>	credit arrangements or credit transfer (CT) means the arrangements that facilitate the movement or progression of learners from one qualification or course to another through a formal process of accepting units of competency which have completed at another RTO.
<b>Industry engagement:</b>	a set of activities that involves partnering with industry bodies, developing networks with relevant employers to facilitate exchange of knowledge and ideas to ensure SOE products are updated and remain industry relevant
<b>LLN:</b>	the term 'Language, literacy and numeracy' (LLN) refers to the five core skills, learning, reading, writing, oral communication and numeracy. An RTO will require that prospective students undertake a LLN test to determine if additional educational and support services are required.
<b>Moderation:</b>	is a quality control process aimed at bringing assessment judgements into alignment
<b>National Standards for RTOs:</b>	a set of standards that ensure nationally consistent, high-quality training and assessment is provided across Australia's VET system. Compliance with the Standards is a requirement for all registered training organisations
<b>NRT:</b>	Nationally Recognised Training is a formal process to ensure training meets the standard required by industry.
<b>Pre-requisite:</b>	the VET system defines a pre-requisite unit as any unit or units in which the learner must be deemed competent prior to the determination of competency in this particular unit
<b>Reasonable adjustment:</b>	is a legislative term that, for VET, refers to a measure or action taken by an education provider to enable learners with disability to participate in education and training on the same basis as learners without disability

<b>Recognition of Prior Learning:</b>	also referred to as 'RPL' is a process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the Training Package or VET accredited courses
<b>RTO:</b>	means a Registered Training Organisation
<b>RTO code:</b>	means the registration identifier given to the RTO on the National Register.
<b>Skill set:</b>	means a single unit of competency or a combination of units of competency from a training package which link to a licensing or regulatory requirement, or a defined industry need.
<b>Statement of Attainment:</b>	is a document that shows the unit(s) of competency that a student has completed as part of a nationally recognised course
<b>Structured Workplace Learning:</b>	a period of learning which is completed at a workplace. This on-the-job period of training enables the student to acquire a set of skills or competencies
<b>Third Party Agreement:</b>	also referred to as 'partnership agreement' is an agreement between an RTO and a third party whereby the third party delivers a range of services including providing marketing, undertaking recruitment, using facilities and resources, and training and assessment of vocational education and training (VET) courses
<b>Third Party Report:</b>	Assessment method used to collect evidence of the student's performance in the workplace
<b>Trainers / Assessors:</b>	are training professionals who hold the required credentials, vocational competencies, current industry skills, current knowledge and skills in vocational training and learning that inform their training and assessment duties
<b>Training Package:</b>	the knowledge and skills required by individuals to perform effectively in the workplace, which are expressed in units of competency. Training packages detail how units of competency are packaged into nationally recognised and portable qualifications that comply with the Australian Qualifications Framework (AQF)
<b>Unit(s) of competency:</b>	the specification of the standards of performance required in the workplace as defined in a VET accredited course or Training Package



- USI:** Unique Student Identifier is an individual education number for life. It provides students with access to online record of their VET training undertaken in Australia.
- Validation:** is a quality review process to confirm that Swinburne Open Education's assessment system is able to consistently produce valid assessment judgements.
- VET:** Vocational Education and Training