

TASC PRINCIPAL AND TLO FORUM

Quality Assurance Meetings
April 2021



OFFICE OF TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

Agenda

WELCOME

QUALITY ASSURANCE MEETINGS

OPERATIONAL MATTERS

2020 Senior Secondary Attainment Profiles

TCE Progression Report – Catholic and independent schools

Listening and responding documents

Correction – UTAS Schools Recommendation Program

AREAS OF INTEREST

Employment with TASC

GENERAL QUERIES

GENERAL PRINCIPLES



Each year course providers report to TASC learners' final ratings against each course's criteria.



In Level 3 & 4 courses external assessment ratings are added to internal ratings and award algorithms are applied.



TASC issues qualifications.

GENERAL PRINCIPLES



TASC has legislative powers and responsibilities under the *Office of Tasmanian Assessment, Standards and Certification Act 2003*.



TASC's relationship is with the course provider, represented by the principal (and their TLO on day-to-day matters) not with individual teachers.



Providers deliver TASC courses and assess learning against course criteria/standards.

QUALITY ASSURANCE

PURPOSE



To maintain and enhance community confidence in the integrity, reliability and validity of qualifications issued by TASC, including the TCE.



A valuable product of QA processes is the formal identification of opportunities that can inform the continuous improvement of policies, procedures and systems for both course providers and TASC.

TASC'S

Quality Assurance Model



Quality Assurance Meetings

(for selected Level 2 courses held in September)



Regional Quality Assurance Workshops



Face-to-face Audits

(held on-site at school/college)



Desktop Audits

(materials sent to TASC)

- for specific courses (e.g. Work Readiness, SDI, Project Implementation)
- from selected providers
- in specific cases (e.g. late movement between courses, late addition to scope, late reporting of results).



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QUALITY ASSURANCE MEETINGS

For Which 2021 Courses?

Computer Graphics
and Design –
Foundation

English Applied

English Foundations

English as an
Additional Language
or Dialect

History and the
Environment

Introduction to
Sociology and
Psychology

Legal Studies –
Foundation

Media Production
Foundations

Religion in Society

Tasmanian
Aboriginal Studies

Work Readiness

Workplace Maths



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QUALITY ASSURANCE MEETINGS

What We Heard: 2020 Meetings

Who We Heard From

The Principals'
Reference Group (PRG)

Physical
Meeting Participants

Online
Meeting Participants

The Australian
Education Union

What We Heard About Communication

Pre-meeting
communications
could be
improved



Some stakeholders reported that the pre-meeting communications they received were somewhat ambiguous.

There is some
uncertainty
regarding the
meeting purpose



Some stakeholders expressed uncertainty about the purpose and processes of the QA Meetings.

Confusion
between QA &
Moderation
Day Meetings



Some stakeholders appeared to confuse TASC QA Meetings with 9-12 Learning Moderation Days.

What We Heard About the Bodies of Work

The work
volume was
high



Some bodies of work were too large, which may have caused pressure for some participants.

Requirements
were not always
met



Some work samples didn't meet TASC requirements regarding volume and matching of work to criteria.

Clarify criterion
standard elements
assessed



Clarity is needed about which criterion standard elements are/are not to be addressed.

WHAT HAPPENS?

Quality Assurance Meetings 2021 Information Kit

Document Updates

QUALITY ASSURANCE MEETINGS 2021

INFORMATION KIT



2021 Version of the Information Kit is now available

(follow links from Teachers – Quality Assurance – Quality Assurance meetings).

- Updating of the table showing the similarities and differences between QA Meetings and Moderation Days

NEW



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WHAT HAPPENS?

Quality Assurance Meetings 2021 Information Kit

NEW

Document Updates

OVERVIEW

WHY IS QUALITY ASSURANCE IMPORTANT?

The community, employers, parents and learners have confidence in the reliability and integrity of qualifications issued by the Office of Tasmanian Assessment, Standards and Certification (TASC). Quality assurance is a systematic and transparent way by which such confidence can be maintained and enhanced.

TASC issues learners with qualifications based on provider-reported learner achievement against course criteria and standards. In order to do so, TASC must have confidence in the validity of this information. TASC's quality assurance methodologies provide this.

Several different quality assurance methodologies are available; the one selected for any given course is noted in the accredited course document. The method chosen depends on factors such as: relative risk to the integrity of the TCE; whether the course has external assessment; the nature of any course-specific work requirements; the nature of the evidence of learner work produced during the course; and available resources.

WHAT ARE THE BENEFITS OF ATTENDING MEETINGS?

Meetings provide the required quality assurance processes, as well as opportunities for professional learning and networking for participating teachers.

Attendees' engagement in peer discussions about bodies of student work and criterion standards in order to reach consensus assessment decisions can be powerful professional learning, and is a valuable means by which teachers can gain a common understanding of the application of standards to authentic learner work.

Meetings also provide opportunities for professional discussions, sharing and networking between teachers of specific courses.

ARE THE MEETINGS COMPULSORY?

Yes.

Providers agree to undertake all required quality assurance processes as part of their registration. TASC may refuse to accept reported learner achievement from providers who fail to comply with this agreement.

Representation at – and participation in – TASC quality assurance meetings is a requirement of registration to deliver, assess and report on courses with a meeting-style quality assurance methodology.

Providers of all other courses noted on the following page must be represented at a course meeting.

If a school representative is unable to attend a meeting (for example, because of sudden ill health) they should contact their school immediately and ask the school to make alternative arrangements to get the materials to the meeting (if a physical meeting) and appoint a new representative. Schools are asked to please contact the Office of TASC as soon as possible to keep us informed of such last-minute issues (phone: (03) 6165 6000, email: Qualityassurance@tasc.tas.gov.au).

Please note: student work may not be tabled by a third party (e.g. a teacher from another school attending the meeting).

Quality Assurance Meetings – 2021
Information Kit
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- What to do if the school representative is unable to attend a meeting.
- Updated FAQ section.
- Refinement of Meeting Protocols section.

WHAT DO I NEED TO DO?

COURSE-SPECIFIC REQUIREMENTS

NEW

QUALITY ASSURANCE MEETING

COMPUTER GRAPHICS & DESIGN – FOUNDATION LEVEL 2, CGD215118

Quality Assurance Method (as stated in the accredited course document):

Each provider will submit nominated computer graphics products from content area 1 or 2 of the course from a range of students to an annual meeting of all providers and, whenever possible, other expert stakeholders. The work while not necessarily fully resolved, will be assessed by the provider against a range of nominated assessment criteria and the overall award. TASC will give each provider guidance regarding the selection of students.

Each body of student work that providers submit to the meeting should include sufficient and appropriate material for judgements to be made about the student's standard of ICT skills.

The review meeting will give advice about the provider's assessment standards. Providers are expected to act on this advice.

Quality Assurance Requirements:

Each provider will submit four (4) bodies of student work. Each body of work will comprise a computer graphics design project including:

- a study proposal (if the selected project was student directed)
- the design brief
- documentation of the design process
- the final product (which may not be fully resolved).

It is the provider's responsibility to ensure that any equipment required to view student work (e.g. a laptop and/or specific software) is made available at the meeting.

Each body of work will be of a size/scope that can be assessed (not corrected or marked) in a reasonable amount of time (e.g. no more than 15 minutes per body of work).

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- Clarified how many standard elements need to be addressed.
- In some cases, we've reduced the amount of learner's work to be tabled.
- We've refined some courses' requirements to focus more on the PA / SA borderline.

Document Updates

WHAT HAPPENS?

Quality Assurance Meetings 2021 Information Kit

NEW

QA MEETING CHECKLIST

WHAT DO I BRING TO THE MEETING?

What to Bring	✓
For EACH of the four bodies of work:	
A completed Provider Record Sheet* (noting that these will be removed by a TASC Officer prior to the start of the meeting).	
A Meeting Record Sheet* with the identification section (only) completed and attached to the matching Provider Record Sheet.	
The body of work (behind the record sheets):	
<ul style="list-style-type: none">Contains the materials noted in the Requirement above (e.g. has the correct work requirement tasks or project features)	
<ul style="list-style-type: none">Provides evidence against the majority of each of the four criterion's standards	
<ul style="list-style-type: none">Does not include marks/grades or comments	
<ul style="list-style-type: none">Can be reasonably assessed in around 10-15 minutes	
<ul style="list-style-type: none">Does not include group work (it was done only by the noted student).	
AND:	
A copy of the course document (especially the criteria/standards section) for reference during the meeting.	
Any equipment (such as laptops) needed for small groups to view items that make up the bodies of student work.	

*Note: Do not copy the Provider Record Sheet with the Meeting Record Sheet on the back of the same page. Both documents need to be separate, standalone items.

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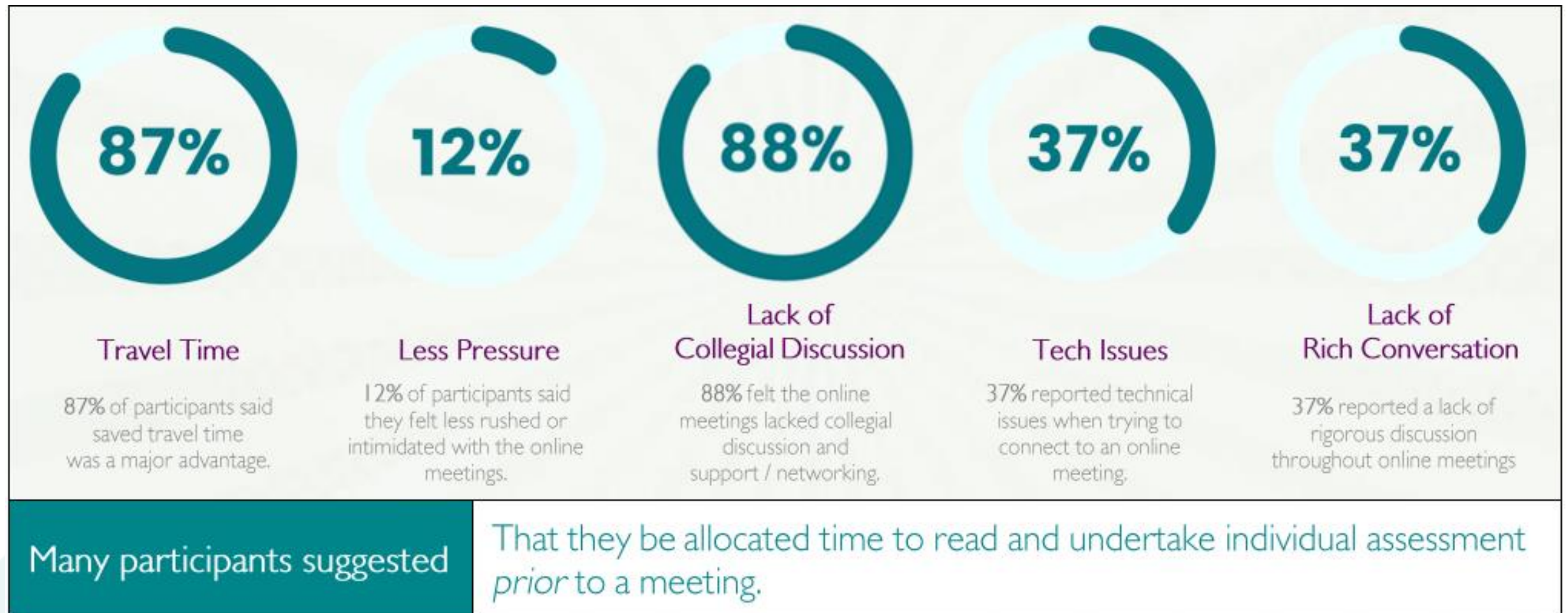
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- We've added course-specific checklists to help you organise the materials needed for a meeting.

Document Updates

QUALITY ASSURANCE MEETINGS

What We Heard: 2020 Online Meetings



TASC will:

- Investigate appropriateness of online meeting format for specific courses; and
- Further progress online opportunities.

QUALITY ASSURANCE MEETINGS

What We Heard: Timing of Meetings



There have been suggestions that the meetings be held at other times in the year.
TASC will investigate alternatives via surveying stakeholders in 2021.



OPERATIONAL MATTERS

- 2020 Senior Secondary Attainment Profiles

If you notice any discrepancies in the DRAFT – contact TASC by Friday 14 May

- TCE Progression Report – Catholic and independent schools

Verify student 'Home School' allocation and let TASC know if there are anomalies.

- Course Information Sheets — reviewed and published

OPERATIONAL MATTERS

- **Listening and responding documents**
Provided in the latest TASC update
- **Correction – UTAS Schools Recommendation Program**
Applications open on 31 May 2021

AREAS OF INTEREST

Marking

Employment with TASC – Marking

- Round 2 Marker applications now open – courses requiring applications can be found on the TASC website. [Courses Requiring Markers](#)
- Marking information session – potential or new Markers may find this session informative.
Wednesday 12 May - 3:30pm – 4:00pm
- An information session for Markers will be held in October 2021.
This session will focus on Role responsibilities, HR matters and provide opportunity for any questions or feedback.



Any questions?



GENERAL QUERIES

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GPO Box 333 Hobart TAS 7001 Australia

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