

2024 LEVEL 2 FOLIO ARCHIVE REQUIREMENT DESKTOP AUDITS

ENGINEERING DESIGN LEVEL 2 (EDN215122)

ENGLISH STUDIO LEVEL 2 (ENS215124)

These audits are focused on ensuring schools and colleges have developed and put in place an effective procedure to support the archive requirement for *Engineering Design Level 2* and *English Studio Level 2* folios.

In both *Engineering Design Level 2* (one folio) and *English Studio Level 2* (two folios), students complete major folios of work. There are similar Level 3 courses that have an externally assessed folio. To ensure that the folios submitted for Level 3 assessment are substantially different from the folios a student completed in a Level 2 course, TASC may ask schools to provide copies of Level 2 folios for analysis.

Folio Archive Requirement

The Quality Assurance section of both course documents notes:

Providers must retain electronic copies of each learner's major folio(s) in a centralised storage system for three (3) years. TASC may require these to monitor the integrity of folios produced in other courses in subsequent years.

What does this mean for your school/college?

To meet the folio archive requirement, school and colleges need to have an articulated procedure that ensures:

- that all relevant staff are aware of the requirement (class teachers, TLO, senior staff)
- a systematic method is in place to collect electronic copies of the completed folios from all learners of the course/s each year
- copies are stored in a centralised (school-based) computer system that is secure, regularly backed-up and accessible to key staff
- that there are formal methods in place to check that all required folios have been archived at the end of each year
- the process includes formal 'handshake' mechanisms to ensure it is not dependent on a single person or could be compromised by staff turnover.

Once designed, undertake a self-evaluation of your school/college's process. For example, try working through this scenario:

As the new TLO I receive a message from TASC asking for a copy of Bradley Jones' English Studio Level 2 folio from last year. Like me, the teacher of English Studio Level 2 is new to the school this year and does not know Bradley. How do I know where to find the folio?

What will TASC audit?

From mid-Term 3, TASC will ask selected providers with the noted courses on scope to provide copies of their procedural documentation that addresses the archive requirement for Level 2 folios. TASC will give formal feedback to schools about the documents.

As schools must undertake folio archiving in late Term 4 when students submit their completed folios, schools will need to action any procedural refinements in a timely manner.

Involvement in this audit does not exclude TASC from also asking your school/college to provide folios completed by Level 2 learners in the noted courses.

If you have questions or queries regarding this audit, please email the Quality Assurance Team, TASC, at quality.assurance@tasc.tas.gov.au.

Thank you.

Quality Assurance Team, TASC