

Evidence of Participation

This fact sheet is designed to help you meet our expectations for Evidence of Participation (EOP) under the Skills First program.

Why EOP is important

Your EOP enables us to reasonably judge whether a student has participated in training and assessment. You must maintain EOP at a subject level to substantiate your associated payment claims.

Only use approved EOP

We only accept these items of EOP:

- ✓ Evidence of work submitted
- ✓ Skills First teacher notes
- ✓ Attendance roll
- ✓ Evidence of assessment
- ✓ Login and engagement evidence
- ✓ Flexible and distance learning records
- ✓ A Statutory Declaration (in extreme circumstances).

Read your contract for specific requirements for each form of EOP.

Get the basics right



A common issue we've noticed is when your documents don't record all information required to show EOP at a subject level.

Please make sure your EOP **always** includes:

- student name or client ID
- subject ID
- full date (dd/mm/yy).

Know your dates and points of EOP



Your EOP must occur and be dated between the Activity Start (ASD) and Activity End Date (AED) of your reported claims.

The amount of EOP you need to keep depends on the reported ASD and AED for each subject.

Subject duration	Keep
30 days or fewer	1 point of EOP
More than 30 days	2 points of EOP, in 2 different forms, where: <ul style="list-style-type: none"> • the first is no later than 30 days after the ASD (and no earlier than it) • the second is no earlier than 30 days before the AED (and no later than it)



When you transfer a student to a superseding subject, the superseded and superseding subjects are treated as a single subject for the purpose of EOP.



Common issues we've noticed are when:

- 2 points of EOP are required but you only provide one
- 2 points of EOP are required and must be in 2 different forms, but you've used the same item twice. For example, if 2 attendance rolls are provided for a subject with a duration of 3 months this would not meet the EOP requirements.

Retaining EOP records

It's good practice to check your recordkeeping obligations before destroying any documents associated with your contract, including EOP.

You must keep records related to your contract for 3 years after a student has completed or withdrawn from the program. Check older contracts for previous requirements.

Meeting expectations

This section gives advice on how to meet EOP requirements in different circumstances.

Clustered delivery

Clustered delivery is where your training session or assessment activity covers more than one subject. Clustering subjects with similar training requirements can avoid repeating delivery and assessment of the same tasks. For example, you may cluster subjects that have common knowledge, skills, or performance requirements, and are at the same Australian Qualifications Framework (AQF) level.

If you use an attendance roll as EOP for clustered delivery, make sure it shows what subjects were delivered in each training session. We may request additional evidence to show this, for example, a delivery schedule, timetable, lesson plan or equivalent document.

We may need you to provide this additional evidence because EOP is about showing that a student is participating in their training at a subject level. So, if you use an attendance roll for clustered delivery, be specific about what subjects were delivered to each student.

Student withdrawals

When a student chooses to withdraw from a subject or discontinue without notice, you must amend their AED to either the:

- official withdrawal date (i.e., when the student confirmed their intent to withdraw, noted in the student file or on an internal withdrawal form); or

- if there is no official withdrawal, the last engagement date supported by EOP.

When a student withdraws from a subject, an attendance roll with the same date as the first class of the program is not sufficient EOP. You must provide additional evidence to show you delivered training or assessment to the student for the subject on the attendance roll – not simply an induction session or orientation class.

Online and distance learning

All forms of EOP can be used for online and distance learning and kept electronically, provided they meet the requirements in the contract for the form of EOP you are using.

Electronic attendance rolls

If you use an electronic attendance roll for an online class as EOP, you must make sure:

- it's a recognised tool for recording attendance as part of your normal processes
- that your Skills First teachers understand how to record attendance consistently and accurately and you can show how information is entered, updated, and interpreted on the roll
- it's signed by the Skills First teacher.

Signatures can be in the form of an equivalent electronic action. For example, by showing that the Skills First teacher logs in to a secure administrative platform using a unique ID and password (**identity**). Having them complete a workflow step or 'tick box' process within the secure platform shows they've confirmed who attended the class and that they've endorsed the information (**consent** and **reliability**).

For further information, please read our fact sheet 'Using electronic signatures'

You can use automated methods of tracking attendance within your online learning platform. You'll need to have evidence that each student logged into the platform at the time the subject was delivered.

Log-in and engagement evidence

A login record that only shows a student received training materials isn't EOP. It needs to show their online engagement with the learning/assessment activity and that you've checked with them their continued engagement across the subject.

Examples include:

- a record of the student participating in an online discussion forum
- a record of the student completing a self-paced activity within an online learning platform
- emails or another record of communication between the student and their Skills First teacher.

Records of flexible or distance modes of learning

A Skills First teacher attempting to call a student and leaving a voicemail isn't EOP. Evidence that the student has logged into an online platform to download learning materials is also not sufficient.

One way this form of EOP might be satisfied is through Skills First teacher notes that demonstrate a two-way phone or email communication that shows the student is working on the learning materials.

Evidence of assessment

Your evidence of assessment should include the date the item or action was actually assessed. An assessment cover sheet that just shows an overall assessment outcome isn't EOP – it also needs to show that the assessment outcome followed work being submitted or the observation of a task.

You'll also need to clearly show any key or legend used for assessment outcomes. For example, 'C' = competency achieved or 'NYC' = not yet competent.

Keep complete teacher notes

Your teacher notes must show a two-way communication between the teacher and student that demonstrates a subject-based interaction.

A record that just says 'student was contacted' isn't EOP. Your teacher notes must give enough detail about the interaction and expectations of the student. For example:

'Contacted [student name or ID] on [full date] about their assignment for [subject ID] and clarified some requirements. Student feels confident to progress and will follow up with any further issues.'

This may include notes from personal interviews, phone calls, emails or other communications that show engagement between the student and teacher.

Workplace-based training

When supervised training and assessment is complete but you're waiting for employer sign-off of a student's competence, the second point of EOP must be no earlier than 30 days before (and no later than) the end date of supervised training and/or assessment.

This is instead of using the AED (which is reported when the employer's sign off is received). You must record in the student's file the date when all supervised training and assessment ended.

It can be challenging to collect EOP when apprentices are doing workplace training. Keep in mind that the '2023 Guidelines About Apprenticeship/Traineeship Training Delivery' require you to make contact with both the apprentice/trainee and supervisor to monitor and document details of their progress. This communication could qualify as EOP in the form of 'Skills First teacher notes'.



Further information

- [Fact sheet: Recordkeeping requirements](#)
- [Fact sheet: Using electronic signatures](#)
- Internal audit checklist
- Submit an enquiry via [SVTS](#)
- [Fact sheet: Guide to withdrawals](#)