

VPC Redemption Policy

Purpose

This policy outlines Kurnai College's expectations to provide VPC students with structured opportunities to achieve a satisfactory achievement of a module.

Scope

This policy applies to classroom teachers, and is to be supported by the VPC coordinators, advocates and campus principals.

Satisfactory completion of a unit

To obtain a satisfactory (S) result for a unit, a student must demonstrate their achievement of the set of modules as specified by the VPC curriculum.

Evidence of achievement of a learning goal must be ascertained through a range of assessment activities and tasks. The tasks and activities provided to VPC students to demonstrate their achievement of the set of modules as specified in the curriculum design must also comply with the Pillars of Applied Learning, particularly Assessment practice which promotes success. Students should be observed on more than one occasion and, wherever possible, in a range of contexts to make sure the assessment is carried out in line with the VPC assessment principles of valid and reliable, fair, flexible and efficient assessment.

If a teacher judges that work submitted by a student does not meet the required standard for satisfactory completion, the teacher must consider other work the student has undertaken and submitted for the module **or** provide further and alternative opportunities for the student to demonstrate satisfactory completion.

Kurnai College will delay the decision about satisfactory completion of a module to allow the student to redeem the module.

Redemption Requirements:

1. Redemption activities

- Students are entitled to additional opportunities to redeem the module.
- Redemptions must allow the student to demonstrate achievement of the module, as required by the VPC curriculum.
- At least one of the additional opportunities to demonstrate satisfactory completion differ in type from the initial assessment used. This may include class work, homework, or additional tasks or discussions.
- The student work completed as part of a redemption needs to comply with normal authentication requirements, meaning that the teacher can guarantee that the student has submitted their own work.
- Redemptions should be scheduled in a timely fashion, within two weeks from the initial attempt of a learning task. However, in situations where a student has been absent for a long period of time (e.g. due to extended illness, or transfer from

another school, or an alternative learning opportunity) this requirement may be waived to better accommodate the student's needs.

2. Communication

- In all forms of communication teachers need to clarify which redemption opportunity the student is up to (e.g. first redemption versus the second redemption).
- Teachers need to provide students with the requirements, conditions, relevant dates and any other information prior to the redemption.
- Teachers must contact parents to notify them of the redemption requirements and the consequences if the redemption is not successful (as per University Campus Procedures).
- Teachers are required to document the redemptions and the results on Compass (as per University Campus Procedures)

3. Student absences/failure to submit work

- If a redemption requires a student to complete a task at a particular time and the student does not attend, then the student must provide a medical certificate or statutory declaration within one week of the missed date. The teacher will then reschedule the redemption. If no medical certificate or statutory declaration is provided, then this will be counted as an unsuccessful redemption opportunity.
- If a redemption requires a student to submit work on a particular date, and the student is unable to do so due to medical reasons or an extreme emergency, then the student must provide a medical certificate or statutory declaration within one week of the missed date. If no medical certificate or statutory declaration is provided, then this will be counted as an unsuccessful redemption opportunity.

Consequences of a student not demonstrating achievement of the module through the redemption process.

Students will receive a "S" result if they are able to complete the first or second redemption opportunity to demonstrate achievement of the module.

If a student has completed both redemption opportunities and the teacher still determines that the student has not demonstrated satisfactory achievement of the module, then the student will receive a "N" for "not yet complete" for that module. This means that the student will also receive a "N" for the unit, as units require satisfactory completion of all modules to gain the unit.

Teachers will document on Compass and email the VPC coordinator to notify them of the student's overall 'N' result.

Evaluation

This policy will be reviewed as part of the College's four year review cycle.

Policy last reviewed	May 2026
Approved by	College Principal
Next scheduled review date	May 2030