

Which TASC Practice guide should we use?

Frequently Asked Questions

Purpose

The TASC *Practice guides* are designed to support providers to review their policies, procedures, processes and evidence against the *Standards for Providers*. They can be used:

- when developing new documentation
- when reviewing existing policies and procedures
- during annual self-assessment
- when preparing for provider check-ins or audits
- following QA feedback
- when identifying areas for improvement.

If you are unsure whether your documentation or practices are fit for purpose, use the guide that aligns with the issue you are reviewing.

Quick reference

If you need help with...	Use <i>Practice guide</i> (PG)
Policies and procedures	PG1
Scope and sequence	PG2
Assessment matrix	PG3
Attendance tracking, participation and intervention	PG4
Academic integrity	PG5
Late submissions	PG6
External assessment communication	PG7
Internal rating review and appeals	PG8
Professional learning and QA participation	PG9
Governance and compliance systems	PG10

Overview of the *Practice guides*

PG1: Developing effective policies, procedures and processes

Use this guide if you are asking:

- Does our policy contain enough operational detail?
- Have we clearly assigned responsibilities?
- Do we have documented procedures?
- Can we demonstrate implementation?
- Are our policies current and reviewed regularly?
- Are our procedures aligned with TASC, sector and provider requirements?

Common issues it helps address:

- ✓ Policies that only contain statements of intent
- ✓ Outdated policies and procedure
- ✓ Lack of review schedules
- ✓ Lack of evidence that procedures are implemented
- ✓ AI-generated or generic documentation.

PG2: Course delivery mapping - scope and sequence

Use this guide if you are asking:

- Can we demonstrate that the entire course is delivered?
- Are we using the current TASC course document?
- Can we show when content is taught?
- Does our planning align teaching, learning and assessment?
- Can someone unfamiliar with the course understand how it is delivered?

Common issues it helps address:

- ✓ Full course delivery mapping
- ✓ Scope and sequence development
- ✓ Current course document usage
- ✓ Teaching and assessment alignment
- ✓ Evidence of course coverage

PG3: Assessment matrix development

Use this guide if you are asking:

- Have all course elements been assessed?
- Can we justify our assessment judgements?
- Is our assessment matrix compliant?
- Can we trace assessment decisions back to evidence?
- Is sufficient evidence being collected?

Common issues it helps address:

- ✓ Element-level assessment mapping
- ✓ Assessment validity and reliability
- ✓ Assessment record consistency
- ✓ Defensible assessment judgements
- ✓ Assessment matrix design

PG4: Monitoring Student Participation and Course Progress

Use this guide if you are asking:

- How do we identify students at risk of not completing a course?
- How do we monitor participation and engagement?
- Do we have clear course movement processes?
- How do we support TCE or TCEA pathways?
- Can we demonstrate monitoring of student progress?

Common issues it helps address:

- ✓ Participation monitoring
- ✓ Course completion risk
- ✓ Course movement processes
- ✓ TCE and TCEA pathway monitoring
- ✓ Student progression tracking

PG5: Teaching academic integrity

Use this guide if you are asking:

- How do we teach academic integrity?
- Can we demonstrate that students have been taught expectations?
- How are AI expectations communicated?
- How do we authenticate student work?
- What evidence should we keep?

Common issues it helps address:

- ✓ Academic integrity instruction
- ✓ Student authentication
- ✓ AI use guidance
- ✓ Referencing and attribution
- ✓ Authenticity of assessment evidence

PG6: Managing late submission of assessment

Use this guide if you are asking:

- Do we have a documented late submission process?
- Are teachers applying it consistently?
- How do we maintain assessment validity when work is late?
- How do we document extension decisions?
- How do we ensure fairness and consistency?

Common issues it helps address:

- ✓ Late submission procedures
- ✓ Assessment validity
- ✓ Extension processes
- ✓ Consistent application across staff
- ✓ Assessment governance practices

PG7: External assessment communication

Use this guide if you are asking:

- How should we communicate External Assessment Rules?
- Have students and families received the required information?
- Can we demonstrate communication occurred?
- Who is responsible for communication?
- What records should we keep?

Common issues it helps address:

- ✓ Communication of External Assessment Rules
- ✓ Student and family information
- ✓ Communication schedules
- ✓ External assessment timelines
- ✓ Evidence of communication

PG8: Assessment rating review, appeal and folio endorsement

Use this guide if you are asking:

- How do we verify internal ratings?
- Can our ratings be independently justified?
- Do students understand review and appeal processes?
- How should folio endorsement occur?
- What quality assurance processes should occur before submission?

Common issues it helps address:

- ✓ Internal rating review processes
- ✓ Appeals and dispute processes
- ✓ Ranking verification
- ✓ Folio endorsement
- ✓ Final rating verification

PG9: teacher professional learning and QA participation

Use this guide if you are asking:

- How do we demonstrate staff currency?
- How do we record professional learning?
- How do we show the impact of professional learning?
- How do we evidence participation in TASC QA activities?
- How do we use QA feedback to improve practice?

Common issues it helps address:

- ✓ Professional learning records
- ✓ Staff induction
- ✓ QA participation
- ✓ Moderation activities
- ✓ Continuous improvement

PG10: Governance of senior secondary programs

Use this guide if you are asking:

- Who is responsible for key compliance activities?
- How do we monitor TASC obligations?
- What governance records should we maintain?
- How do we manage submissions, archiving and compliance activities?
- How do we know our governance processes are effective?

Common issues it helps address:

- ✓ Compliance monitoring
- ✓ Governance calendars
- ✓ Submission schedules
- ✓ Recordkeeping and archiving
- ✓ Provider nominee responsibilities
- ✓ Business continuity

Alignment to [Standards for Providers](#)

- The [Practice guides](#) cover Standards as indicated in each guide.

Where to get more information

Your TLO can contact TASC through TRACS for support or clarification.