

# VPC/VCAL Quick Guide for VASS Administrators

2023

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## Introduction

This guide has been designed to assist VASS administrators enter Victorian Pathways Certificate (VPC) and Victorian Certificate of Applied Learning (VCAL - Intermediate) and student enrolment data into VASS and to produce specific reports.

## Certificate of enrolment

- students can only be awarded one senior secondary certificate, either VCE or VPC/VCAL in a single academic year
- students cannot be awarded both a VPC/VCAL and VCE certificate for the same program of study
- students need to nominate one certificate in each academic year to be their certificate of enrolment.

A student's VPC/VCAL program is deemed to be delivered by the home school. This means that it is the school's responsibility to enter and maintain student enrolment data and results in order to meet VCAA key submission dates as published on the [VCAA website](#).

Key submission dates are also displayed on the VASS home page and schools are reminded of these dates by Notice to Schools, which are emailed to schools and published on the VCAA website; for more information, see [Notices to Schools](#)

The student's personal details must first be on VASS for the current year before enrolments into their VPC/VCAL program can commence.

A student's VPC/VCAL program can consist of VCE units, one or more VET certificates and VPC/VCAL units.

VASS administrators are also advised to download a copy of the Checklist of Important Steps for VASS Administrators for the current year using the menu **SYSTEMS ADMIN > Downloads**.

VASS administrators are encouraged to use the Help button on the appropriate screen for information regarding the use of specific VASS menus and functions.

Further information regarding VPC/VCAL policies and procedures may found in the current [VCE and VCAL Administrative Handbook](#)

Inquiries regarding setting up VPC/VCAL programs on VASS and VASS usage, contact VASS Operations: 1800 623 681 or [yass.support@education.vic.gov.au](mailto:yass.support@education.vic.gov.au).

Inquiries regarding VPC/VCAL Curriculum, contact the VPC/VCAL Unit: (03) 9059 5160 or [vcaa.vcal@education.vic.gov.au](mailto:vcaa.vcal@education.vic.gov.au).

Inquiries regarding VPC/VCAL enrolments, contact Student Records and Results: (03) 9059 5251, (03) 9059 5257 or [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au).

Inquiries regarding VET Curriculum or accessing restricted VET certificates, contact the VET Unit: (03) 9059 5195 or [vet.vcaa@education.vic.gov.au](mailto:vet.vcaa@education.vic.gov.au).

## VPC/VCAL Course Requirements

To be awarded a VPC/VCAL Certificate, students must successfully complete a learning program which contains a minimum of 10 credits. There are four compulsory strands in VPC/VCAL:

- Literacy and Numeracy Skills
- Work Related Skills
- Industry Specific Skills
- Personal Development Skills.

## Satisfactory Completion of VPC/VCAL

The VPC/VCAL program must include:

- curriculum components that can be justified against the purpose statement for the Literacy and Numeracy Skills Strand: one credit is required for Literacy Skills and one credit is required for Numeracy Skills
- curriculum components to the value of at least one credit that can be justified against the purpose statement for each of the Work Related Skills Strand, Personal Development Skills Strand and Industry Specific Skills Strand
- a minimum of two VPC/VCAL units, one must be a VPC/VCAL Personal Development Skills unit at level.
- curriculum components to the value of six credits at the level of the VPC/VCAL award or above: one of which must be for Literacy Skills.

## Community and Satellite VPC/VCAL

**Note:** Only government schools approved by the Department are able to select the Community and Satellite VCAL certificates after additional consultation with the VCAA VPC/VCAL Unit.

Community VCAL (CVCAL), students are enrolled at a government school (home school) but the program is delivered entirely by another VCAL authorised educational provider external to the school site.

Satellite VCAL (SVCAL) students are enrolled at a government school (home school) but the program is delivered entirely by the school, external to the school site at a community location.

For more VPC/VCAL information, please go to the VCAA website. [About VPC/VCAL](#)

## VPC/VCAL School Program Set-up

A provider must be allocated to each VPC/VCAL certificate and VPC/VCAL unit. If the home school is the provider, the home school must be selected as the provider.

VASS Administrators should liaise very closely with their school VPC/VCAL coordinator in order to ensure that the VPC/VCAL learning programs are correctly entered on VASS.

VPC/VCAL learning programs must be designed to meet the VPC/VCAL course requirements outlined in the [VCE and VCAL Administrative Handbook](#).

VPC/VCAL learning programs need to be designed so that curriculum selected is consistent with the purpose statement of the curriculum strand and the award level.

Each student should be enrolled in a learning program that includes curriculum to develop literacy and numeracy skills, industry specific skills, work related skills and personal development skills.

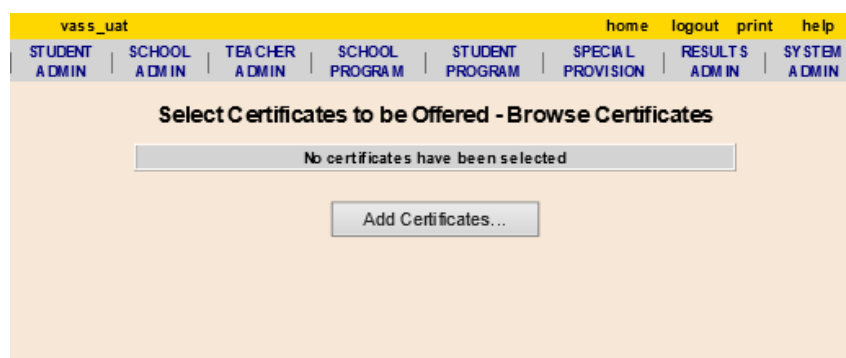
Each learning program needs to be designed to allow students to achieve the required credits and to meet all course requirements.

Setting up the school's VPC/VCAL program involves:

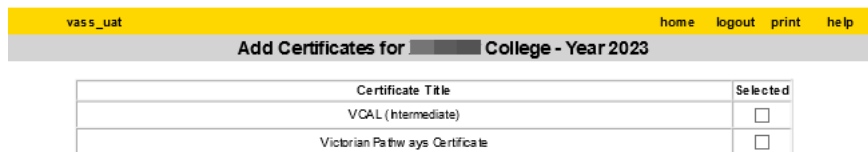
- selecting the VPC/VCAL certificate/s being offered by your school
- selecting the Provider/s for the VPC/VCAL certificate
- selecting the VPC/VCAL units/s being offered by your school
- selecting the Provider/s for the VPC/VCAL units
- creating classes for the VPC/VCAL units being offered
- creating classes for the VCE units being offered as part of the VPC/VCAL program
- selecting the VCE VET VE1 and VE2/VE3 certificates being offered as part of the VPC/VCAL program
- selecting an RTO and Assessing Group for the VET certificate/s
- creating classes for the required VCE VET VE1 and VE2/VE3 Units of Competency (UoCs).

## Selecting a VPC/VCAL Certificate

- Select **SCHOOL PROGRAM > VPC/VCAL > Select Certificates to be Offered**. A list of any VPC/VCAL certificates already selected' will be displayed
- Click **[Add Certificates]** and select the certificate/s
- Click **[Add]** The message 'Do you want to...?' will be displayed.
- Click **[Yes]** The message 'Certificates added successfully' will be displayed.
- Click **[OK]** and **[Close]**



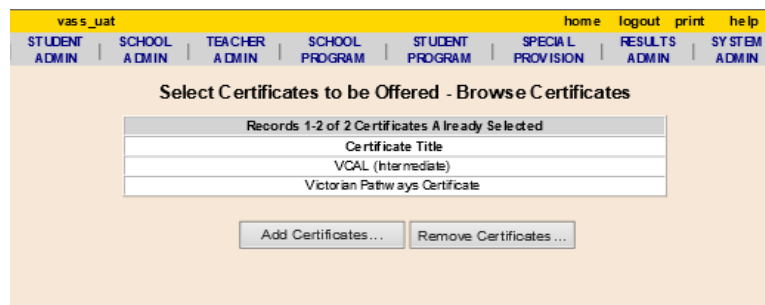
**Figure 1:** Select Certificates to be offered – Browse Certificates screen.



**Figure 2:** Select Certificates to be offered – Add Certificates screen.

## VPC/VCAL Add/Modify Certificate Providers

Providers must be allocated to all VPC/VCAL certificates and VPC/VCAL units even if the 'provider' is the home school. A student can be enrolled in a VPC/VCAL certificate with one provider and also potentially have a different provider for each VPC/VCAL unit within that VPC/VCAL certificate e.g: the home school (Provider A) is the provider of the VPC/VCAL certificate and one VPC/VCAL unit but the student will be attending classes for another 2 VPC/VCAL units with Provider B and Provider C. which equals three providers for this student.



**Figure 3:** Shows the Add/Modify Certificate Provider – Browse Certificates screen

- Select **SCHOOL PROGRAM > VPC/VCAL > Add /Modify Certificate Provider**. A list of any VPC/VCAL certificates already selected' will be displayed
- Highlight the certificate and click **[Add/Modify Providers]**
- Select the required Provider from the drop down menu. **[Add Provider]**
- The message 'Do you want to create a new...?' will be displayed.
- Click **[Yes]** and the message 'Provider details saved successfully' will be displayed.
- Click **[Close]**

**Note:** the provider must be listed below the grey line to be corrected allocated to the certificate or unit.

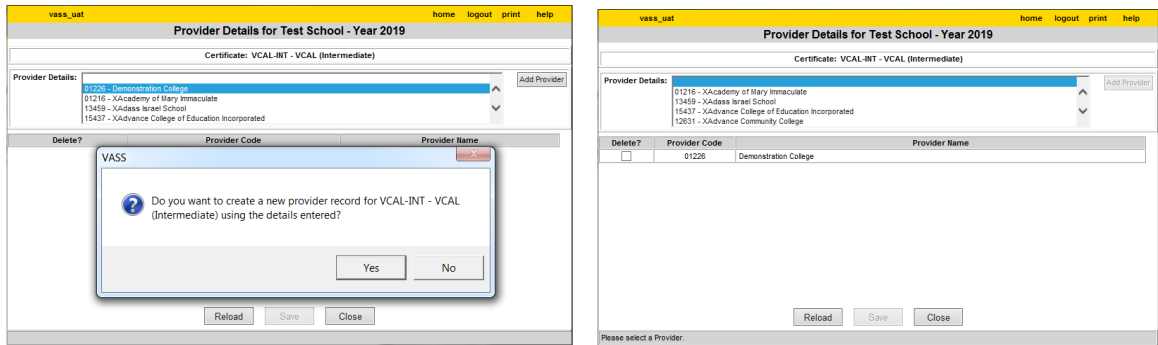


Figure 4a & b: Shows the Add Provider Details screen in Edit mode and provider added.

## Selecting a VPC/VCAL Unit

- Select **School Program > VPC/VCAL > Select Units to be Offered.**
- Click **[Add Units]** to go to the next screen
- Select the units required and click **[Add]**
- The message 'Do you want to add.....?' will be displayed.
- Click **[Yes]** the message 'Unit details saved successfully' will be displayed.

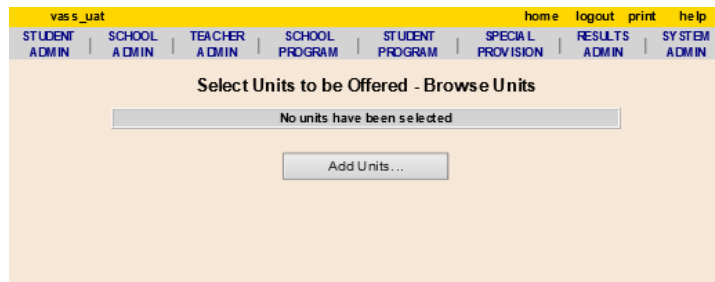


Figure 5: Select Units to be offered – Browse Units screen.

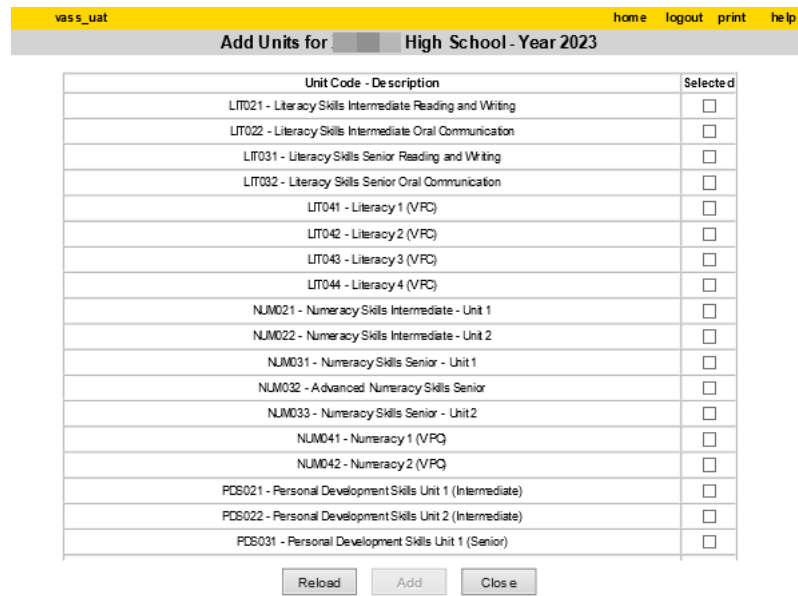


Figure 6: Add Units screen



## VPC/VCAL Add/Modify Unit Providers

- Select **SCHOOL PROGRAM > VPC/VCAL > Add/Modify Unit Providers.**
- Select the unit and click **[Add/Modify Providers]**
- Select Provider from the drop-down box and **[Add Provider]**
- The message 'Do you want to create.....?' will be displayed.
- Click **[Yes]**. The message 'Provider details saved successfully' will be displayed.
- Click **[Close]**

Figure 7: Add Unit Provider Details

**Note:** the provider must be listed below the grey line to be corrected allocated to the certificate or unit.

## Adding a New Teacher

- Select **TEACHER ADMIN > Add Teacher.**
- Enter the relevant details in the fields. The User ID field should be left blank (\* see note)
- Click **[Save]**

Figure 8: Add Teacher screen

\* **Note:** The User ID field is used once the teacher has been assigned access to VASS as a **Teacher Restricted** user to enter their own results and generate their own reports.

If the teacher is not already set up with restricted access in VASS to enter results or read reports, leave the **User ID:** field blank.

## Add/Modify Classes

- Select the menu **SCHOOL PROGRAM > VPC/VCAL > Add/Modify Classes**.
- Enter the required VPC/VCAL Unit Code or click **[Find]**
- Select the required VPC/VCAL unit and click **[Add/Modify Classes]**
- Enter a class code and click **[Add Class]** The message 'Do you want to create a new.....?' will be displayed.
- Click **[Yes]** The message 'Class details saved successfully' will be displayed.
- Click **[OK]**

## To Add/Modify a Class Teacher

Before a teacher can be assigned to a class, the teacher details record must exist in VASS for the current year.

- In the Class Details screen, click on the binoculars next to the Teacher Code for a pick list.
- Highlight the teacher and **[Select]**
- Click **[Save]** The message 'Do you want to save.....?' will be displayed.
- Click **[Yes]** The message 'Class details saved successfully' will be displayed.
- Click **[OK]** and **[Close]**

Delete?	Class Code	Teacher Code	Teacher Name	Time Block
<input type="checkbox"/>	A	JO1		

**Figure 9:** Add/Modify Classes – Class Details screen

## VPC/VCAL Student Enrolment

Before a student can be enrolled in a VCE, VET or VPC/VCAL program the Student Personal Details record must exist in VASS for the current year. Continuing students may be rolled over into the current year using the menu **STUDENT ADMIN > Student Rollover** and new students who have **never** been allocated a VCAA student number may be added using the menu **STUDENT ADMIN > Add Student**.

Only the home school can enroll a student in a VPC/VCAL certificate or VPC/VCAL unit. External VPC/VCAL certificate or VPC/VCAL unit providers can view the student enrolment via the **STUDENT PROGRAM > VPC/VCAL > Enrolment** screen or change the class code for the student.

Successfully enrolling a student in a VPC/VCAL certificate is a four-step process:

- The student must first be enrolled in the appropriate VPC/VCAL certificate and allocated a provider for the certificate.
- They must be enrolled in the appropriate VPC/VCAL units with providers allocated for those units.
- They must be enrolled in any VCE units if required.
- They must be enrolled in any VCE VET certificates and Units of Competency (UoCs) if required.

If students are going to be enrolled into a VPC/VCAL program where the VPC/VCAL certificate and the VPC/VCAL units have the same provider and are at the same level e.g. VPC/VCAL Intermediate etc, there is a function that enables the user to enrol the student into the VPC/VCAL program in one step.

## Rules for setting up a VPC/VCAL Program to use in the Add Program function

- The VPC/VCAL certificate and VPC/VCAL units must be at the same level.
- The same provider must be allocated to the VPC/VCAL certificate and to the VPC/VCAL units.
- All the VPC/VCAL units within the program must have the same class code.

## Enrolling a Student into a VPC/VCAL Program

- Select **Student Program > VPC/VCAL > Enrolment - Add Program**
- **[Find]** the student
- Select a VPC/VCAL program from the pull down menu
- Click on the **[Add VPC/VCAL Program]** button
- Follow the prompts and the Student Modify Certificate Enrolment screen will displayed with the program enrolment. The student's enrolment can be modified if needed.

## Enrolling a Student into a VPC/VCAL Certificate

- Select **STUDENT PROGRAM > VPC/VCAL > Enrolment.**
- **[Find]** the student and **[Add Certificate Enrolment]**
- Select the VPC/VCAL certificate and VPC/VCAL certificate provider and **[Add]** The message 'You are about to enrol.....?' will be displayed.
- Click **[Yes]** and **[OK]** The Modify VPC/VCAL Enrolment screen will be displayed.

Figure 10: Add Certificate Enrolment screen.

## Enrolling a Student into VPC/VCAL Units

Once the student has been enrolled in the VPC/VCAL certificate the next step is to enroll in the required VPC/VCAL units.

VASS will not allow a student to be enrolled or withdrawn from a VPC/VCAL program after the Last day for VCE, VPC/VCAL and VET units of competency enrolment or withdrawal date listed on the [Important Administrative Dates](#) on the VCAA website.

If a VPC/VCAL unit is being delivered by an external provider, the unit enrolment will be loaded onto the external providers VASS database with a blank class code. This must be changed by the provider (see Add/Modify Student Enrolment).

If more than one provider has been assigned to the unit, a pull-down menu option will be there. Select the correct provider for the unit for this student. If more than one class has been set up for the unit, a pull-down menu option will be there is select the correct class

- Click **[Add Multiple Units]**
- The Modify VPC/VCAL Enrolment screen for the student will appear.
- Select the VPC/VCAL unit/s by removing the ticks in the 'Withdraw?' column
- Click **[Save]** The message 'Do you want to.....?' will appear
- Click **[Yes]** The message 'The student's VPC/VCAL enrolment.....' will be displayed
- Click **[OK]** The Modify VPC/VCAL Enrolment screen' will be displayed with the selected VPC/VCAL Units
- Click **[Close]**

The screenshot shows the 'Modify Enrolment for TEST STUDENT - Year 2023' interface. At the top, there are navigation links: 'vass\_uat', 'home', 'logout', 'print', and 'help'. The main title is 'Modify Enrolment for TEST STUDENT - Year 2023'. Below this, student information is displayed: Student Number: 21344710X, Home School: 01234 - Xbrauer College, Family Name: STUDENT, First Name: TEST, Second Name: ONE, Year Level: 12, Form Group: SWA, Certificate Details: Victorian Pathways Certificate, and Year Commenced: 2023. A note states: 'Enrolled in other VPC/VCAL certificates this year? No. This student is enrolled in a VPC/VCAL certificate and is therefore not eligible for a VCE certificate this year.' Below the note are buttons for 'Add Multiple Units...', 'Unit Code:', and 'Add Unit'. A table lists units with columns: 'Withdraw?', 'Unit Code', 'Unit Name', 'Unit Level', 'Unit Provider', 'Class (Teacher)', 'Contributes to Certificate?', and 'Unit at Certificate Level?'. The table contains 10 rows of units, including Literacy 1 (VPC), Numeracy 1 (VPC), Numeracy 2 (VPC), Personal Development Skills 1 (VPC), Personal Development Skills 2 (VPC), Work Related Skills 1 (VPC), Work Related Skills 2 (VPC), Work Related Skills 3 (VPC), and Work Related Skills 4 (VPC). At the bottom, there are buttons for 'Reload', 'Withdraw Certificate', 'Save', and 'Close', along with links for 'VCE Unit Enrolment', 'Modify Student', 'Student Full Details Report', and 'Student Unit Results Report'.

Figure 11: Add Multiple VPC/VCAL Units Screen.

## Add / Modify Student VPC/VCAL Enrolment

- Select **STUDENT PROGRAM > VPC/VCAL > Enrolment**.
- Enter all or part of the students name and **[Find]**
- Select the student and **[Modify VPC/VCAL Enrolment]**
- To change the class code from blank to a valid class code and **[Save]**.
- To enrol in additional VPC/VCAL units follow the previous steps

## Withdrawing a student from VPC/VCAL Units or Certificate

- Select the VPC/VCAL unit/s to withdraw by ticking the box/s in the 'Withdraw?' column.
- Click **[Save]**
- To withdraw from the whole VPC/VCAL certificate click **[Withdraw Certificate]** The message 'Do you want to save.....?' will appear.
- Click **[Yes]**
- The message 'Student VPC/VCAL enrolment details have been saved successfully will appear.
- Click **[OK]**

\*\*Enrolments cannot be withdrawn if results have been entered against the units/outcomes.

**Note:** The ability to enroll or withdraw students from VPC/VCAL programs in VASS is determined by the Important Administrative Dates as published on the VCAA website.

## VPC/VCAL Unit Results Entry

VPC/VCAL certificate results are not entered by the provider or home school. Satisfactory completion of the VPC/VCAL certificate is calculated by the number of credits achieved within the certificate.

Before being able to enter results, the student must be enrolled in the unit and the class code must not be blank.

Only home schools can enter results for students.

Where VPC/VCAL units are being delivered by an external provider, that provider can produce result input sheets on which to record results.

VASS allows providers who record an N for an overall VPC/VCAL unit to record S for individual VPC/VCAL learning outcomes.

Students with an S for some VPC/VCAL learning outcomes (existing credit) are permitted to complete the outstanding VPC/VCAL learning outcomes that were not achieved previously to enable them to record an S for the unit.

The carry forward of existing credit is limited to two years based on the date when the student was last enrolled in the VPC/VCAL unit.

Schools can enter the results for students by class or by student.

- Select **RESULTS ADMIN > VPC/VCAL Results Entry > by Class**.
- Click **[Find]** and select the required class from the displayed list
- Select the class from the search results and **[Modify VPC/VCAL Unit Results]**
- If the student/s have satisfactorily completed the unit/s, click **[Set Blank Unit Results to 'S']**  
Any units or outcomes with an 'N' result may be modified before saving.
- Click **[Save]** The message 'Do you want to save.....?' will be displayed.
- Click **[Yes]** The message 'Unit results saved successfully' will be displayed.
- Click **[OK]** and **[Close]**

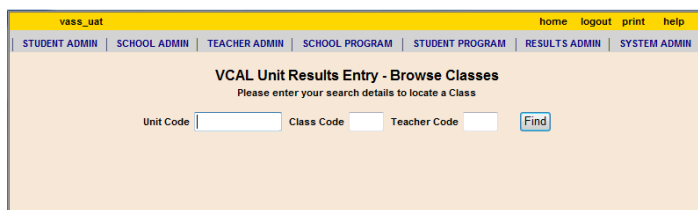


Figure 12: VPC/VCAL Unit Results Entry Browse Classes screen.

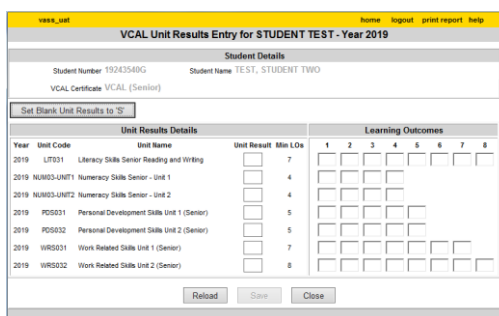


Figure 13: VPC/VCAL Unit Results Entry screen – By Student

## VPC/VCAL Unit Results Report

The VPC/VCAL Unit Results Report shows the unit results for students that are your home school students or your school is the unit provider for students from other schools.

**Note:** If your school has no external results students or providers, the provider or home school selection criteria will not appear on the report parameters screen.

The report can be generated for a specified unit, class, provider or home school. It can also be customised to display only students with missing unit results. This report can be run by class or by student. Classes with no selected students are not shown.

- Select **RESULTS ADMIN > VPC/VCAL Reports > Unit Results – by Class**
- To report on all units, select 'ALL' or to report on a specific unit, select a unit from the list in the unit drop-down box. When a unit other than 'ALL' is selected, the Class Code field is enabled.
- To report on all unit providers, select 'ALL' or to report on a specific unit provider, select a unit from the list in the Unit drop-down box and the providers field will become populated with all the unit providers for students at your school. (Only if your school has external providers)
- To produce the report displaying only students with missing (i.e. blank) unit results, select the 'Yes' option from the Display Missing Results Only? Field.
- Click **[Run VPC/VCAL Unit Results Report]**

Student VCAL Unit Results for Demonstration College - Year 2019  
 Student 1 of 164 selected  
 23 April 2019

Student Number : 18272896J  
 Student Name : DIFFERENT, STUDENT ONE  
 Year Level : 11  
 Form Group : 10F

Year	Unit Code	Unit Name	Class Code	Mfn LOs	L01	L02	L03	L04	L05	L06	L07	L08	Unit Result
2019	LIT031	Literacy Skills Senior Reading and Writing	A	7									
2019	NUM03-UNIT1	Numeracy Skills Senior - Unit 1	A	4					--	--	--	--	
2019	NUM03-UNIT2	Numeracy Skills Senior - Unit 2	A	4					--	--	--	--	
2019	PDS031	Personal Development Skills Unit 1 (Senior)	A	5					--	--	--		
2019	PDS032	Personal Development Skills Unit 2 (Senior)	A	5					--	--	--		
2019	WRS031	Work Related Skills Unit 1 (Senior)	A	7								--	
2019	WRS032	Work Related Skills Unit 2 (Senior)	A	8									

Total Number of Units : 7

Figure 13: VPC/VCAL Unit Results Report – by Student that is printed and can be used as an input sheet.

## VPC/VCAL Reports

### Students not Allocated to Classes Report

The Students Not Allocated to Classes Report should be run by providers so students enrolled in VPC/VCAL units by their home school can be found in the providers VASS database and allocated to the appropriate classes.

The **STUDENT PROGRAM > Student Program Enquiries Reports > Students Not Allocated to Classes** report lists any student who has not been assigned to a class by either their home school or external provider.

- Select **STUDENT PROGRAM > Student Program Enquiries Reports > Students Not Allocated to Classes.**

Click **[Run Students Not Allocated to Classes Report]**

The report lists all students enrolled in your school but not allocated to a valid class (see Figure 14); the class code is blank.

To allocate students into a class you have created in your school, select **STUDENT PROGRAM > VPC/VCAL > Enrolment**. Once in the Modify Student Enrolment screen for the student, select the correct class code from the pull down menu and click **[Save]**.

The screenshot shows a report titled "Students Not Allocated to Classes for Demonstration College - Year 2019" dated 23 April 2019. The report type is "VCAL Summary only". A note states: "HOME SCHOOL (YOUR SCHOOL) MUST ENTER CLASS CODE - VCAL". The table below lists 10 records of students not allocated to classes.

Unit	Class	Student Name	Student Number	Year Level	Form Group	Home School Code	Home School Name	Provider Code	Provider Name
LT031 - Literacy Skills Senior Reading and Writing	TRIAL_PUPIL_ONE		17193870	12	SCD	0100	Demonstration College (transferred from 01388 (Iliana College on 23/04/2019))	01300	Aquinas College
LT031 - Literacy Skills Senior Reading and Writing	TRIAL_PUPIL_TWO		17306730	12	SCD	0100	Demonstration College (transferred from 01388 (Iliana College on 23/04/2019))	01300	Aquinas College
PD001 - Personal Development Skills Unit 1 (Senior)	TRIAL_PUPIL_ONE		17193870	12	SCD	0100	Demonstration College (transferred from 01388 (Iliana College on 23/04/2019))	01300	Aquinas College
PD001 - Personal Development Skills Unit 1 (Senior)	TRIAL_PUPIL_TWO		17306730	12	SCD	0100	Demonstration College (transferred from 01388 (Iliana College on 23/04/2019))	01300	Aquinas College
PD002 - Personal Development Skills Unit 2 (Senior)	TRIAL_PUPIL_ONE		17193870	12	SCD	0100	Demonstration College (transferred from 01388 (Iliana College on 23/04/2019))	01300	Aquinas College
PD002 - Personal Development Skills Unit 2 (Senior)	TRIAL_PUPIL_TWO		17306730	12	SCD	0100	Demonstration College (transferred from 01388 (Iliana College on 23/04/2019))	01300	Aquinas College
WRS01 - Work Related Skills Unit 1 (Senior)	TRIAL_PUPIL_ONE		17193870	12	SCD	0100	Demonstration College (transferred from 01388 (Iliana College on 23/04/2019))	01300	Aquinas College
WRS01 - Work Related Skills Unit 1 (Senior)	TRIAL_PUPIL_TWO		17306730	12	SCD	0100	Demonstration College (transferred from 01388 (Iliana College on 23/04/2019))	01300	Aquinas College
WRS02 - Work Related Skills Unit 2 (Senior)	TRIAL_PUPIL_ONE		17193870	12	SCD	0100	Demonstration College (transferred from 01388 (Iliana College on 23/04/2019))	01300	Aquinas College
WRS02 - Work Related Skills Unit 2 (Senior)	TRIAL_PUPIL_TWO		17306730	12	SCD	0100	Demonstration College (transferred from 01388 (Iliana College on 23/04/2019))	01300	Aquinas College

Figure 14: Students not Allocated to Classes Report

## Class Lists

The Class List report should be printed and given to teachers for checking. Class lists may be produced in unit code or teacher code order.

- Select **STUDENT PROGRAM > VPC/VCAL Reports > Class Lists**.
- Enter the unit code or leave blank
- Select the parameters of the report or leave as default
- Click **[Run Class List Report]**
- Click **[Print this Class]** to print the current Class List report displayed.
- Click **[OK]** on the Print Dialog box to commence printing.

The screenshot shows a "Class List For" report for Unit Code LT041, Unit Name Literacy 1 (VPC), Class Code - A, dated 18 February 2023. The report order is set to "Unit Code".

Year	Form Group	Student Number	Family Name	Given Name
12	8VA	21344710X	STUDENT	TEST ONE
12	11C	21220630W	KALLEN	KATE
12	11E	21331220T	XIBLL	LAM DANIEL
12	11E	21110272X	XIBRTTAIN	CAOENCELOSSOM

Total Number of Students: 4

Figure 15: Sample Class List report, Template selected

The screenshot shows a "Class List For" report for Unit Code LT041, Unit Name Literacy 1 (VPC), Class Code - A, dated 18 February 2023. The report order is set to "Unit Code".

Year	Form Group	Student Number	Family Name	Given Name	Provider Code	Provider Name	Provider Class
12	8VA	21344710X	STUDENT	TEST ONE	01300	Aquinas College	A
12	11C	21220630W	KALLEN	KATE	01300	Aquinas College	A
12	11E	21331220T	XIBLL	LAM DANIEL	01300	Aquinas College	A
12	11E	21110272X	XIBRTTAIN	CAOENCELOSSOM	01300	Aquinas College	A

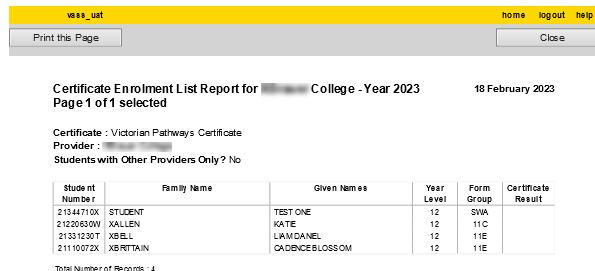
Total Number of Students: 4

Figure 16: Sample Class List report, Detailed list on Screen selected showing the unit provider name and code

## VPC/VCAL Certificate Enrolment Lists



The **STUDENT PROGRAM > VPC/VCAL Reports > Certificate Enrolment list** has the option of selecting other providers only or all providers for the certificate. If the **[Yes]** option is selected for the Other Providers Only, then you as a provider will not appear on the report. If the **[No]** option is selected all providers will be included. One report is produced per provider.



vass\_user home logout help  
 Print this Page Close

Certificate Enrolment List Report for [redacted] College - Year 2023 18 February 2023  
 Page 1 of 1 selected

Certificate : Victorian Pathways Certificate  
 Provider : [redacted]  
 Students with Other Providers Only? No

Student Number	Family Name	Given Name	Year Level	Form Group	Certificate Result
21344710X	STUDENT	TEST ONE	12	SWA	
21220630W	XALLEN	KATE	12	11C	
21331230T	XIBELL	LJAM DANIEL	12	11E	
21110072X	XBRITAIN	CADENCE BLOSSOM	12	11E	

Total Number of Records : 4

**Figure 17:** Certificate Enrolment List Report

## VPC/VCAL Student Eligibility Report

The **STUDENT PROGRAM > VPC/VCAL Reports > Student Eligibility Report** should be run to determine the eligibility of students to complete the VPC/VCAL certificate in which they are enrolled.

The VPC/VCAL Student Eligibility Report screen is used to either schedule a new report or locate a previously run report to view. The screen lists any previously run reports that are not more than two weeks old. A new report may not be scheduled until all reports previously scheduled by your school are complete.

## Produce a VPC/VCAL Student Eligibility Report

- Select **STUDENT PROGRAMS > VPC/VCAL Report > Student Eligibility**.
- Select the criteria for the student/s to be reported. The report can be requested for *ALL* or specific students. Select the parameters of your choice
- Any combination of the Year Level, Form Group and VPC/VCAL Certificate may be selected. By default, no matter what selection is made, only students ineligible to complete their VPC/VCAL certificate will be reported. To include eligible students in the report, place a tick in the ***Include Eligible Students?*** box.
- Click [Run Student Eligibility Report] The message '***VPC/VCAL Student Eligibility Report has been successfully scheduled***' will be displayed.
- Click **[OK]**, the VPC/VCAL Student Eligibility Report will be 'Scheduled'

VPC/VCAL Student Eligibility Reports requested by all schools are scheduled and run one at a time, every 5 minutes. Once the report is 'In Progress' the number of students in the requested group will determine how long it will take to complete the report.

The VPC/VCAL Student Eligibility Report will be completed as a background task so you can log out of VASS or continue to work in another screen.

- Highlight the line and click **[Recheck Status]** to refresh the screen and display the current status of the report. The status of the report will change from 'Scheduled' to 'In Progress' and then to 'Complete'.
- The VPC/VCAL Student Eligibility Report can be viewed on screen or printed once the status of the report is 'Complete'. Select the required report and click **[View Report]** button. The report will be displayed.

The VPC/VCAL Eligibility report displays the following information:

- individual student details and their VPC/VCAL certificate details and an eligibility summary
- VPC/VCAL unit, VCE unit and VET certificate details and whether/how they contribute to the VPC/VCAL certificate

- To print the report, click **[Print Report]** to open the Print Dialog box and click **[OK]**
- To run a new report, click **[Run New Report]** The VPC/VCAL Student Eligibility Report parameter screen will be displayed

**Note:** If the '*Eligible?*' field on the report is displayed as '*N*' it means that the student is Not Eligible to complete the certificate. The 'Strand not satisfied' field will identify the strands which have yet to be satisfied. The 'Credit' and 'Contributes' fields may also identify why the student is not eligible to complete the certificate.

It is critical that the enrolment details of students be reviewed, particularly if the school expects the students to complete their certificate in the current year.

**Note:** If the student has successfully completed a VCE or VPC/VCAL certificate, the VCE unit/VET UOC's/ VPC/VCAL units which contributed to the previous VCE certificate are not able to contribute to a subsequent VPC/VCAL certificate

The screenshot displays the 'VCAL Student Eligibility Report Parameters' screen. At the top, there is a navigation bar with 'vass\_uat' on the left and 'home', 'logout', 'print', and 'help' on the right. Below this is a horizontal menu with tabs for 'STUDENT ADMIN', 'SCHOOL ADMIN', 'TEACHER ADMIN', 'SCHOOL PROGRAM', 'STUDENT PROGRAM', 'RESULTS ADMIN', and 'SYSTEM ADMIN'. The main content area is titled 'VCAL Student Eligibility Report Parameters' and contains a form with the following fields: 'Student Number' (text input), 'First Name' (text input), 'Family Name' (text input), 'Year Level' (dropdown menu set to 'ALL'), 'Form Group' (text input), 'VCAL Certificate' (dropdown menu set to 'ALL'), and 'Include Eligible Students' (checkbox). A 'Run Student Eligibility Report' button is located at the bottom of the form.

**Figure 18:** VPC/VCAL Student Eligibility Report Parameters screen

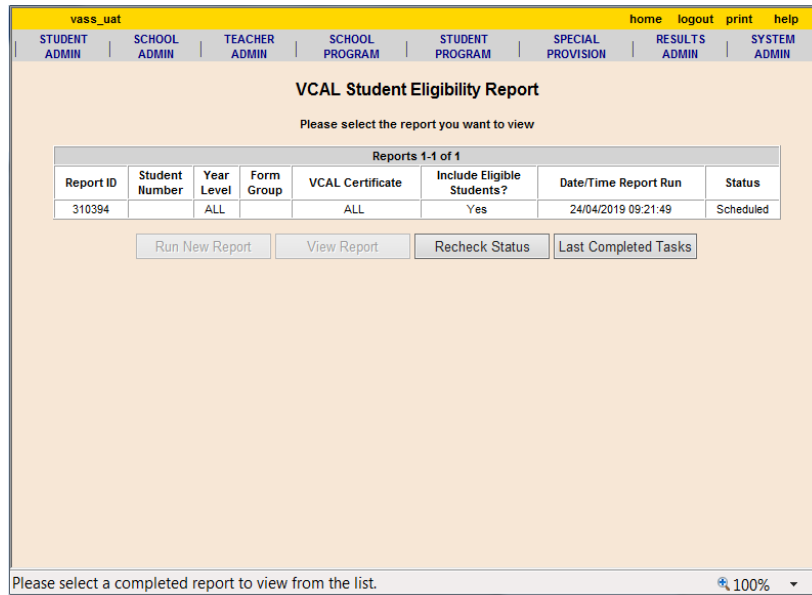


Figure 19: VPC/VCAL Student Eligibility Report - Scheduled.

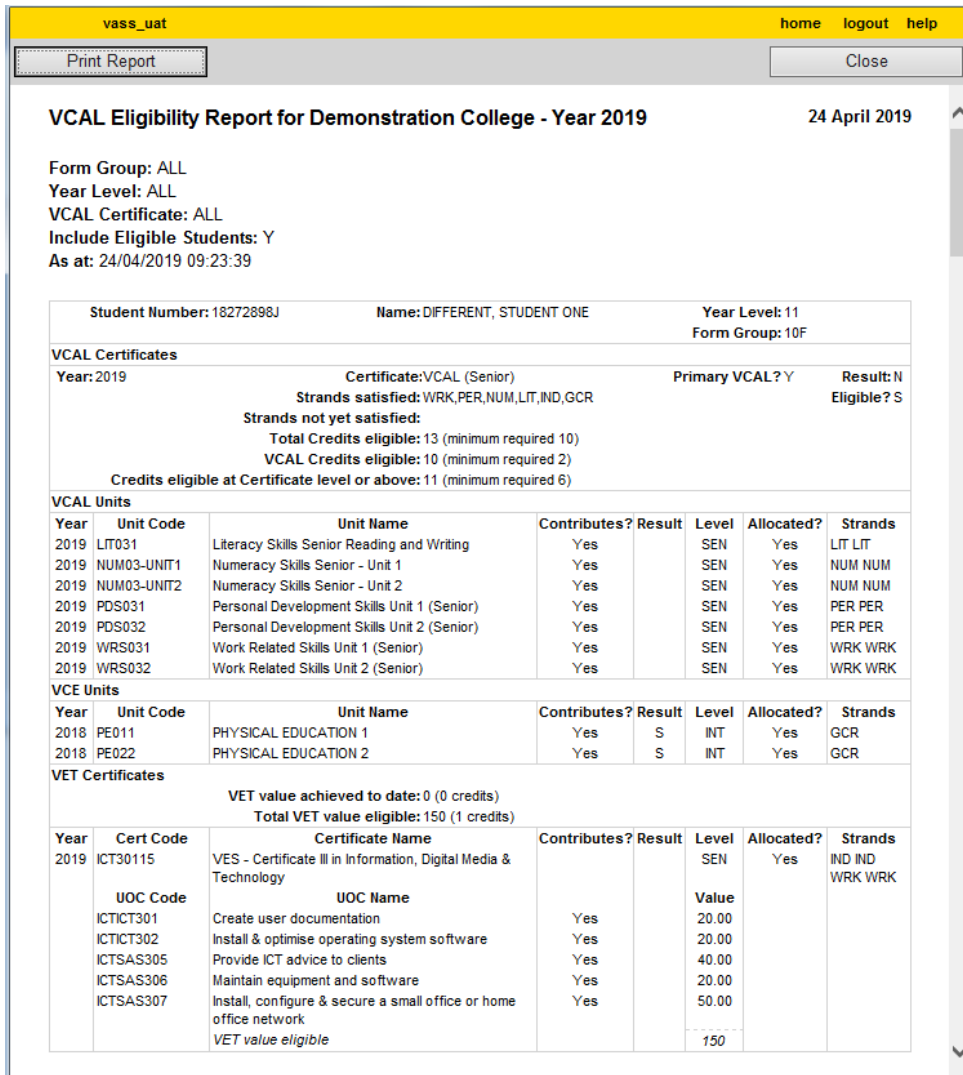


Figure 20: Sample VPC/VCAL Student Eligibility Report with Student Eligible flagged as S.

In VPC/VCAL Certificates section	
Result: Eligible?	'Result' is the student's actual certificate result.  'Eligible?' is the result the student would achieve if all blank results for the current year were 'S'. If an 'N' is displayed against the ' <i>Eligible?</i> ' it means that the student is not eligible to complete the certificate.
Strands Satisfied	The Curriculum Strands the student is eligible to satisfy with current enrolment.
Strands not yet satisfied:	The Curriculum Strands the student will not satisfy with current enrolment.
Total Credits achieved:	The total number of credits the student will accrue.
VPC/VCAL Credits achieved:	The number of credits the student will accrue that are for VPC/VCAL units.
Credits achieved at Certificate level or above:	The number of credits the student will accrue where the training completed is at the VPC/VCAL Intermediate certificate level or above.
In VPC/VCAL units; VCE units and VET Certificates sections	
Contributes?	Identifies whether a unit of study is contributing to the student's VPC/VCAL certificate  To contribute to the certificate, a unit of study must  Be linked to a strand of the certificate  Have an S result, or for the current year, a blank result  Not be equivalent to a previously contributing unit.  In addition, if the student has a previous satisfactorily completed VCE, a unit of study must  Have been undertaken after the student completed the VCE certificate  Or be VPC units, as VPC units do not contribute to the VCE.
Level	The highest certificate level of the component of training.
Allocated?	Identifies whether the component of training contributes towards the VPC/VCAL Certificate
Strands	The Curriculum Strand(s) to which the component of training has been allocated for the specific VPC/VCAL Certificate.  Note: Allocation for a particular component of training can differ across VPC/VCAL Certificates.  For VET Certificates, UoC's have the same strands as the VET Certificate unless otherwise indicated.

In VET Certificates section only	
VET value achieved to date	The total nominal hour value the student has already accrued for UOCs/Modules. The number in brackets is the number of credits towards the VPC/VCAL certificate.
Total VET value eligible	The total nominal hour value the student can accrue for all UOCs/Modules. The number in brackets is the number of credits towards the VPC/VCAL certificate.
VET value eligible	For each VET certificate, the nominal hour value the student can accrue for UOCs/Modules.
Value	For each UOC/Module, the nominal hour value of the UOC/Module.

**Table 1:** Important headings in the VPC/VCAL Student Eligibility Report

## Units Delivered by Other Providers

The Units Delivered by Other Providers Report shows, for each VPC/VCAL unit offered at your school, the details of students and the provider offering these units. The Units Delivered by Other Providers Report can either be displayed on the screen and printed directly, or generated as a pipe delimited text file.

The report can be generated for all VPC/VCAL Units being undertaken by students at your school, or a selected VPC/VCAL Unit and their provider/s.

- Select **STUDENT PROGRAM > VPC/VCAL Reports > Units Delivered by Other Providers Report**.
- To report on all units or providers, select '**ALL**' for both, or to report on a specific unit or provider, select a unit and/or a provider from the list in the Unit or Provider drop-down box. The units shown are all those being undertaken by students at your school.
- Select the other options as required and click [**Run Units Delivered By Other Providers Report**]

vass_unit							home	logout	help
Print Report							Close		
<b>Units delivered by Other Providers Report for XBendigo Senior Secondary College - Year 2023</b>							18 February 2023		
Unit Code : ALL									
Provider Code : ALL									
Report Order : Provider, Student, Unit									
Provider Code	Provider Name	Student Number	Family Name	Given Names	Unit Code	Unit Name			
01216	XAcademy of Mary Immaculate	19269169J	XAKINS	HARRISON BEVAN	LIT041	Literacy 1 (VPC)			
01216	XAcademy of Mary Immaculate	19269169J	XAKINS	HARRISON BEVAN	LIT042	Literacy 2 (VPC)			
01216	XAcademy of Mary Immaculate	19269169J	XAKINS	HARRISON BEVAN	LIT043	Literacy 3 (VPC)			
01216	XAcademy of Mary Immaculate	19269169J	XAKINS	HARRISON BEVAN	LIT044	Literacy 4 (VPC)			
01216	XAcademy of Mary Immaculate	19269169J	XAKINS	HARRISON BEVAN	NUM041	Numeracy 1 (VPC)			
01216	XAcademy of Mary Immaculate	19269169J	XAKINS	HARRISON BEVAN	NUM042	Numeracy 2 (VPC)			
01216	XAcademy of Mary Immaculate	19269169J	XAKINS	HARRISON BEVAN	PDS041	Personal Development Skills 1 (VPC)			
01216	XAcademy of Mary Immaculate	19269169J	XAKINS	HARRISON BEVAN	PDS042	Personal Development Skills 2 (VPC)			
01216	XAcademy of Mary Immaculate	19269169J	XAKINS	HARRISON BEVAN	WRS041	Work Related Skills 1 (VPC)			
01216	XAcademy of Mary Immaculate	19269169J	XAKINS	HARRISON BEVAN	WRS042	Work Related Skills 2 (VPC)			
01216	XAcademy of Mary Immaculate	19269169J	XAKINS	HARRISON BEVAN	WRS043	Work Related Skills 3 (VPC)			
01216	XAcademy of Mary Immaculate	19269169J	XAKINS	HARRISON BEVAN	WRS044	Work Related Skills 4 (VPC)			
01216	XAcademy of Mary Immaculate	21235224L	XALDERSON	JORJA ROSE	NUM042	Numeracy 2 (VPC)			
01216	XAcademy of Mary Immaculate	21235224L	XALDERSON	JORJA ROSE	WRS044	Work Related Skills 4 (VPC)			
01216	XAcademy of Mary Immaculate	21321948R	XBARTOLO	DEAKIN ANTHONY	NUM042	Numeracy 2 (VPC)			
01216	XAcademy of Mary Immaculate	21321948R	XBARTOLO	DEAKIN ANTHONY	WRS044	Work Related Skills 4 (VPC)			
Total Number of Students: 16									

Figure 21: Units Delivered by Other Providers Report.

## Non Home School Certificate Enrolment

The Non Home School Certificate Enrolments Report shows, for each certificate offered by your school as a provider, the details of non-home-school students assessed by your school.

The report can be generated for all VPC/VCAL certificates, or a specified VPC/VCAL certificate, all home schools or for a specified home school by selecting the search criteria.

- Select **STUDENT PROGRAM > VPC/VCAL Reports > Non Home School Certificate Enrolment Report**.
- Select options required or leave as the default '**ALL**' and click **[Run Non Home School Certificate Enrolment]**.

vass_unit							home	logout	help
Print Report							Close		
<b>Non Home School Certificate Enrolments Report for XAcademy of Mary Immaculate - Year 2023</b>							18 February 2023		
Certificate : ALL									
Home School : ALL									
Report Order : Certificate, Home School, Student									
Home School Code	Home School Name	Student Number	Family Name	Given Names	Certificate				
01226	XBendigo Senior Secondary College	20135100G	XADAMS-HOWIE	LLLY ANNE	Victorian Pathway Certificate				
01226	XBendigo Senior Secondary College	19269169J	XAKINS	HARRISON BEVAN	Victorian Pathway Certificate				
01226	XBendigo Senior Secondary College	21235224L	XALDERSON	JORJA ROSE	Victorian Pathway Certificate				
01226	XBendigo Senior Secondary College	2121948R	XBARTOLO	DEAKIN ANTHONY	Victorian Pathway Certificate				
01226	XBendigo Senior Secondary College	21276219R	XRIZZO	SEBASTIAN DANIELLA	Victorian Pathway Certificate				
01226	XBendigo Senior Secondary College	21282172E	XSWINN	THOMAS GARY	Victorian Pathway Certificate				
Total Number of Students: 6									

Figure 22: Non Home School Certificate Enrolments report

## Non Home School Unit Enrolment

The Non Home School Unit Enrolments Report shows, for each unit offered by your school as a provider, the details of non-home school students assessed by your school.

The Non Home School Unit Enrolment Lists can either be displayed on the screen and printed directly, or generated as a pipe delimited text file.

The report can be generated for all VPC/VCAL units, or a specified VPC/VCAL unit, all home schools or for a specified home school.

## Produce a Non Home School Unit Enrolments Report

- Select **STUDENT PROGRAM > VPC/VCAL Reports > Non Home School Unit Enrolment Report.**
- Select options required or leave defaulted as ALL and click **[Run Non Home School Unit Enrolment Report]**
- To print the current report, Click **[Print Report]** or **[Close]**

The screenshot shows a web-based report interface. At the top, there is a navigation bar with 'vpc\_vc', 'home', 'logout', and 'help' links. Below this is a toolbar with 'Print Report' and 'Close' buttons. The main content area displays the report title 'Non Home School Unit Enrolments Report for XAcademy of Mary Immaculate - Year 2023' and the date '18 February 2023'. Below the title, there are filter options: 'Unit : ALL', 'Home School : ALL', and 'Report Order : Unit, Home School, Student'. The main data is presented in a table with the following columns: Home School Code, Home School Name, Student Number, Family Name, Given Names, Unit Code, and Unit Name. The table lists 16 enrolments for students from XAcademy of Mary Immaculate, with various unit codes and names such as Literacy 1 (VPC), Numeracy 1 (VPC), and Work Related Skills 1 (VPC).

Home School Code	Home School Name	Student Number	Family Name	Given Names	Unit Code	Unit Name
01226	XAcademy Senior Secondary College	19289169J	XAKING	HARRISON BEVAN	LIT041	Literacy 1 (VPC)
01226	XAcademy Senior Secondary College	19289169J	XAKING	HARRISON BEVAN	LIT042	Literacy 2 (VPC)
01226	XAcademy Senior Secondary College	19289169J	XAKING	HARRISON BEVAN	LIT043	Literacy 3 (VPC)
01226	XAcademy Senior Secondary College	19289169J	XAKING	HARRISON BEVAN	LIT044	Literacy 4 (VPC)
01226	XAcademy Senior Secondary College	19289169J	XAKING	HARRISON BEVAN	NUM041	Numeracy 1 (VPC)
01226	XAcademy Senior Secondary College	19289169J	XAKING	HARRISON BEVAN	NUM042	Numeracy 2 (VPC)
01226	XAcademy Senior Secondary College	21230244L	XALDERSON	JORUA ROSE	NUM042	Numeracy 2 (VPC)
01226	XAcademy Senior Secondary College	21231948R	XBARTOLO	DEAKIN ANTHONY	NUM042	Numeracy 2 (VPC)
01226	XAcademy Senior Secondary College	19289169J	XAKING	HARRISON BEVAN	RD0041	Personal Development Skills 1 (VPC)
01226	XAcademy Senior Secondary College	19289169J	XAKING	HARRISON BEVAN	RD0042	Personal Development Skills 2 (VPC)
01226	XAcademy Senior Secondary College	19289169J	XAKING	HARRISON BEVAN	WR0041	Work Related Skills 1 (VPC)
01226	XAcademy Senior Secondary College	19289169J	XAKING	HARRISON BEVAN	WR0042	Work Related Skills 2 (VPC)
01226	XAcademy Senior Secondary College	19289169J	XAKING	HARRISON BEVAN	WR0043	Work Related Skills 3 (VPC)
01226	XAcademy Senior Secondary College	19289169J	XAKING	HARRISON BEVAN	WR0044	Work Related Skills 4 (VPC)
01226	XAcademy Senior Secondary College	21230244L	XALDERSON	JORUA ROSE	WR0044	Work Related Skills 4 (VPC)
01226	XAcademy Senior Secondary College	21231948R	XBARTOLO	DEAKIN ANTHONY	WR0044	Work Related Skills 4 (VPC)

Total Number of Students: 16

Figure 23: Non Home School Unit Enrolments report.

## Possible Incorrect Unit Level Enrolments Report

The Possible Incorrect Unit Level Enrolment Report allows schools to check the VPC/VCAL enrolments of each student for certificate level and each unit level, for example, a student enrolled in the VPC/VCAL Intermediate certificate can be enrolled in literacy skills reading and writing at either Intermediate or Senior level which will contribute to the Intermediate certificate but a student enrolled in a Senior

This report alerts the school to the possible incorrect level of certificate and unit enrolment and allows schools to modify the enrolment to ensure the student is eligible to attain the correct VPC/VCAL certificate.

- Select **STUDENT PROGRAM > VPC/VCAL Reports > Possible Incorrect Unit Level Enrolments Report.**
- Select the options as required and click **[Run Possible Incorrect Unit Level Enrolments Report]**

Student Number	Family Name	Given Names	Certificate Code	Certificate Name	Certificate Level	Unit Code	Unit Name	Unit Level
22125343L	XBELL	NICHOLAS SAMUEL	VCAL-NT	VCAL (Intermediate)	(Intermediate)	WR5013	Work Related Skills 3 (VPC)	(Foundation)
22125343L	XBELL	NICHOLAS SAMUEL	VCAL-NT	VCAL (Intermediate)	(Intermediate)	WR5014	Work Related Skills 4 (VPC)	(Foundation)
21301473W	JXKER	JORDAN ALEXANDER	VCAL-NT	VCAL (Intermediate)	(Intermediate)	SF5031	Skills for Further Study Senior	(Senior)

Total Number of Records : 3

Figure 24: Possible Incorrect Unit Level Enrolments Report

## Non S Unit Results Report

This report identifies students who have not achieved all the learning outcomes of a VPC/VCAL unit and who may therefore be at risk of not achieving a VPC/VCAL certificate.

The VPC/VCAL Unit non S Unit Results Report shows students who have a result of N, or J for any VPC/VCAL unit or outcome. Both home and assessing schools can view the report. The report may include students with missing unit results.

- Select **RESULTS ADMIN > VPC/VCAL Reports > Unit Results – Non S Report.**
- Select the options as required and click **[Run VPC/VCAL Non S Results Report]**

Figure 25: VPC/VCAL Non S Results Report parameters screen



vass_unit											home	logout	help								
Print Report											Close										
VCAL Non S Results Report for Demonstration College - Year 2019											26 April 2019										
Year Level: ALL																					
Form Group: ALL																					
Student Number: ALL																					
Unit Code: ALL																					
Include missing unit results? No																					
Report Order: Unit, Class, Student Name																					
Family Name	Given Names	Student Number	Unit Code	Unit Name	Assessing School	Class	Teacher	Unit	Result	min	1	2	3	4	5	6	7	8	9	10	
TEST	STUDENT TWO	192435400	LIT031	Literacy Skills Senior Reading and Writing	15437	A		N	7	S	S	S	S	N	N	N	N	N	N	N	--
DIFFERENT	STUDENT ONE	19272898J	NUM03-UNIT1	Numeracy Skills Senior - Unit 1		A		N	4	N	N	N	N	N	N	N	N	N	N	N	--
TEST	STUDENT TWO	192435400	NUM03-UNIT1	Numeracy Skills Senior - Unit 1		A		N	4	S	N	N	N	N	N	N	N	N	N	N	--
DIFFERENT	STUDENT ONE	19272898J	NUM03-UNIT2	Numeracy Skills Senior - Unit 2		A		N	4	S	S	S	N	N	N	N	N	N	N	N	--
TEST	STUDENT TWO	192435400	NUM03-UNIT2	Numeracy Skills Senior - Unit 2		A		N	4	S	S	S	N	N	N	N	N	N	N	N	--
DIFFERENT	STUDENT ONE	19272898J	POS031	Personal Development Skills Unit 1 (Senior)		A		N	5	S	S	S	S	N	N	N	N	N	N	N	--
TEST	STUDENT TWO	192435400	POS031	Personal Development Skills Unit 1 (Senior)		A		N	5	S	S	S	S	N	N	N	N	N	N	N	--
TRIAL	PUPIL ONE	171939870	POS031	Personal Development Skills Unit 1 (Senior)		A		N	5	S	S	S	S	N	N	N	N	N	N	N	--
DIFFERENT	STUDENT ONE	19272898J	POS032	Personal Development Skills Unit 2 (Senior)		A		N	5	S	S	N	N	N	N	N	N	N	N	N	--
TEST	STUDENT TWO	192435400	POS032	Personal Development Skills Unit 2 (Senior)		A		N	5	S	S	N	N	N	N	N	N	N	N	N	--
TRIAL	PUPIL ONE	171939870	POS032	Personal Development Skills Unit 2 (Senior)		A		N	5	S	S	N	N	N	N	N	N	N	N	N	--
TEST	STUDENT TWO	192435400	WRS032	Work Related Skills Unit 2 (Senior)	12631	A		N	8	S	S	S	S	S	S	S	S	N	N	N	--
Total Number of Records: 12																					

Figure 26: VPC/VCAL Non S Results Report

## VPC/VCAL Unit Results Amendment Sheet

VPC/VCAL unit results can be changed after the due date by generating the **Results Admin > VPC/VCAL Reports > Unit Results > Amendment Sheet** for the student/s and forwarding to [Student Records and Results](#).

- Select **RESULTS ADMIN > VCE Reports > School Scores > Amendment Sheet**
- Select the VPC/VCAL unit from the pull down menu
- **[Find]** the student or enter the student number and click **[Produce VPC/VCAL Unit Result Amendment Sheet]**
- The Amendment Sheet for the selected student will be displayed. Select the correct S or N result, **[Print]** the sheet and then **[Close]**.
- Email to the contact details on the sheet.

vass\_uat
home logout help

Print Report
Close

### VCAL Unit Result Amendment Sheet

Confidential:
Date: 26 April 2019

**From:** Demonstration College  
**School No:** 01226  
**Phone:** 5443 1222  
**Fax:**  
**Email:** vass.support@edumail.vic.gov.au

**To:** Student Records and Results Unit  
 Vic Curriculum and Assessment Authority  
 Level 7, 2 Lonsdale St  
 Melbourne 3000  
**Phone:** (03) 9032 1742  
**Fax:** (03) 9032 1591  
**Email:** student.records@edumail.vic.gov.au

**Student:** 17193987G PUPIL ONE TRIAL

Unit Code	Unit Name	Original Result	Corrected Result
LIT031	Literacy Skills Senior Reading and Writing	S	S ▾
PDS031	Personal Development Skills Unit 1 (Senior)	N	N ▾
PDS032	Personal Development Skills Unit 2 (Senior)	N	N ▾
WRS031	Work Related Skills Unit 1 (Senior)	S	S ▾
WRS032	Work Related Skills Unit 2 (Senior)	S	S ▾

**Principal's Name:** DALE PEARCE

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please send this form with a letter stating the circumstances which lead to the error, as prescribed in the VCE Administrative Handbook.

Figure 27: VPC/VCAL Unit Results Amendment Sheet

## Curriculum Strand Report

In order to be awarded a VPC/VCAL certificate, a student must complete 10 credits. These credits may be made up of VCE units, VCE VET and VET/FE certificates and VPC/VCAL units.

The **SCHOOL PROGRAM > VPC/VCAL > Curriculum Strand Report** lists the VPC/VCAL units, VCE units, VCE VET and VET/FE certificates required for students to satisfy each strand of their VPC/VCAL Certificate at a particular level.

Reports can be selected by certificate, strand and/or level.

**Note:** Only certificates that have been selected by your school will appear in the selection list.

**Curriculum Strand Report for Demonstration College - Year 2019**  
**Page 7 of 24 selected** 26 April 2019

Certificate : VCAL (Intermediate)  
 Total Credits Required : 10  
 VCAL Credits Required : 2  
 Credits Required at Certificate Level: 6

Strand : Literacy  
 Credits Required : 1  
 Credit at Certificate Level Required for Strand : Y  
 Level : (Senior)

Type	Code	Name		
VCAL Unit	LIT031	Literacy Skills Senior Reading and Writing		
VCE Unit	EL013	ENGLISH LANGUAGE 3		
VCE Unit	EL014	ENGLISH LANGUAGE 4		
VCE Unit	EN013	ENGLISH 3		
VCE Unit	EN014	ENGLISH 4		
VCE Unit	EN093	ENGLISH (EAL) 3		
VCE Unit	EN094	ENGLISH (EAL) 4		
VCE Unit	LI013	LITERATURE 3		
VCE Unit	LI014	LITERATURE 4		
VET Certificate - UOC	10364NAT-2018 - VE3 - Other VET	Certificate III in Spoken and Written English	SWEADS313A	Comprehending news stories and advertisements
VET Certificate - UOC	10364NAT-2018 - VE3 - Other VET	Certificate III in Spoken and Written English	SWECON302A	Comprehending and participating in casual conversations
VET Certificate - UOC	10364NAT-2018 - VE3 - Other VET	Certificate III in Spoken and Written English	SWECOR307A	Composing formal correspondence and completing formatted texts
VET Certificate - UOC	10364NAT-2018 - VE3 - Other VET	Certificate III in Spoken and Written English	SWEINF308A	Comprehending and composing complex information texts
VET Certificate - UOC	10364NAT-2018 - VE3 - Other VET	Certificate III in Spoken and Written English	SWENAR309A	Comprehending and composing narrative texts
VET Certificate - UOC	10364NAT-2018 - VE3 - Other VET	Certificate III in Spoken and Written English	SWEVIS312A	Comprehending and composing visual texts
VET Certificate - UOC	22238VIC-2018 - VE3 - Other VET	Certificate III in General Education for Adults	BSBWRT401A	Write complex documents
VET Certificate - UOC	22238VIC-2018 - VE3 - Other VET	Certificate III in General Education for Adults	VU21376	Engage with a range of highly complex texts for personal purposes
VET Certificate - UOC	22238VIC-2018 - VE3 - Other VET	Certificate III in General Education for Adults	VU21377	Engage with a range of highly complex texts for learning purposes

**Figure 28:** Sample Curriculum Strand Report for VPC/VCAL (Intermediate)

## Mid-Year Reporting

This report allows a school to view the details of students who are eligible to receive VCAL certificates mid-year. VCAL Mid-Year reports requested by all schools are scheduled and run one at a time. These reports can then be viewed by the requesting school for up to two weeks from the date the report was run.

A new report may not be run until all reports previously scheduled by your school are complete. It is not possible to schedule a new VCAL Mid-Year Report after the cut-off date as published in the current [Important Administrative Dates](#) document.

Only those students listed on the report with a completion status of 'Pending' will receive a certificate and Statement of Results at mid-year. An adjustment to unit results may be necessary where the school believes a student should be eligible.

All results must be entered for VPC/VCAL units, VCE units and VET UOC's that will contribute to the satisfactory completion of the VCAL certificate before running the Mid-Year report.

Once the report accurately lists the students the principal believes are eligible for certification, it must be endorsed and filed at the school as the VCAA may require submission of this documentation at a later time.

## Producing a Mid-Year VCAL Report

- Select menu **RESULTS ADMIN > VCAL Reports > Mid-Year Reporting**.
- Click **[Run New Report]** and follow the screen prompts. The report status will move from 'Scheduled' to 'In Progress' and then 'Complete'.
- When the report is completed click **[View]** to display the report.

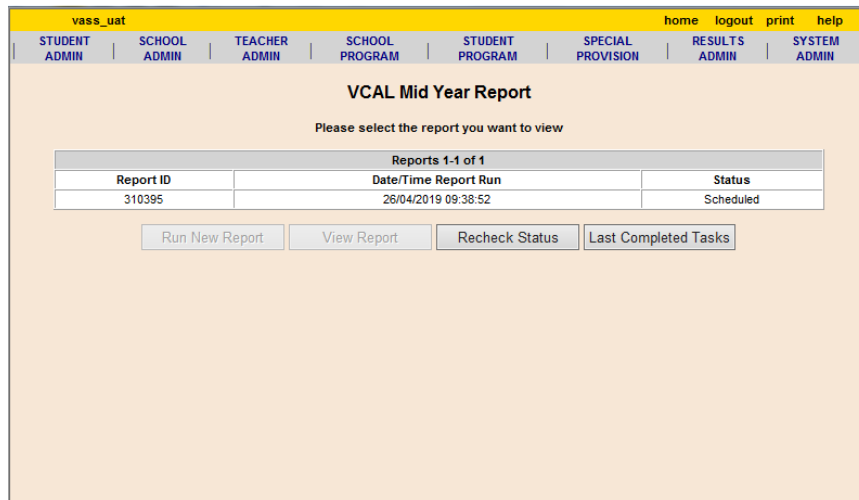


Figure 29: VCAL Mid-Year report in 'Scheduled' phase

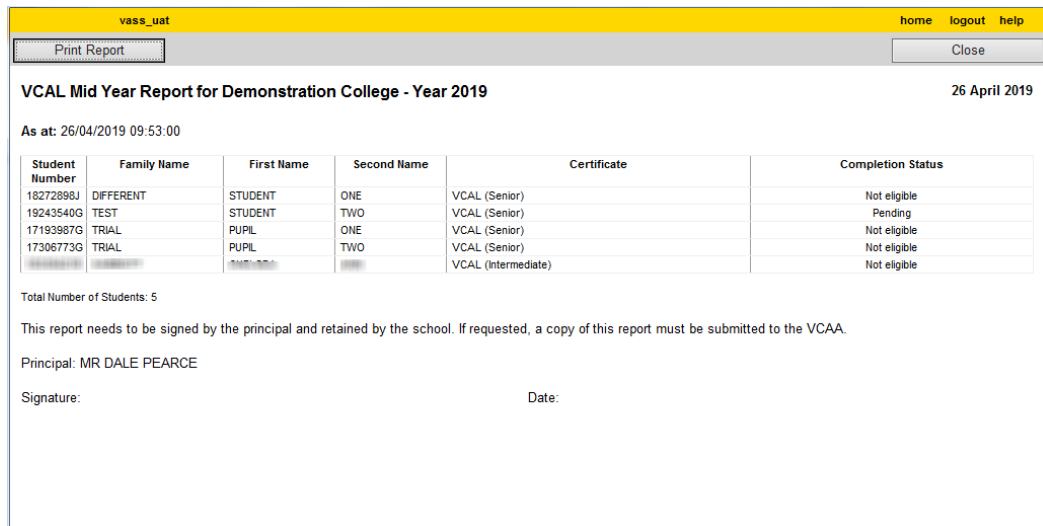


Figure 30: VCAL Mid-Year Report

## Interpreting the VCAL Mid-Year Report

The VCAL Mid -Year report displays the following information:

- individual students reports
- VCAL Certificate details and certificate completion status

The following table has a description of each possible completion status.

Completion Status	Interpretation
Not Eligible	The student is currently not eligible to satisfy their VCAL at mid-year
Pending	The student is eligible to satisfy their VCAL mid-year. The student will receive a statement and certificate mid-year.
Certificate previously issued - will not be issued again.	A previous year's result for this certificate was S, therefore the student has already received their certificate. It will not be issued again at mid-year
Certificate previously issued – Contact VCAA	A previous year's result for this certificate was S, therefore the student has already received their certificate. The student's new certificate result has been calculated as N during mid-year reporting. Contact the VCAA for further clarification