

Qualifications: Victorian Certificate of Education

The Victorian Certificate of Education (VCE) is a senior secondary certificate of education recognised within the Australian Qualifications Framework (AQF). It is designed to be completed over a minimum of two years, and includes general education curriculum components (VCE studies) and programs from Vocational Education and Training (VET) qualifications.

Each VCE study is designed to provide a two-year program. Studies at Unit 1 and Unit 2 level are nationally and internationally benchmarked to a Year 11 standard, and studies at Unit 3 and Unit 4 level are benchmarked to a Year 12 standard. In many studies there are multiple options for students to choose from, such as mathematics and history. Units 1 and 2 can be completed as single units and Units 3 and 4 in each study are designed to be undertaken as a sequence.

Each VCE unit involves 50 hours of scheduled classroom instruction normally over the duration of a semester. In addition, it is expected that students will undertake up to 50 hours of self-directed learning for each unit.

Satisfactory completion of a VCE unit is based on successful completion of outcomes. Each VCE unit comprises a set of two to four outcomes. Satisfactory completion of units is determined by the school, in accordance with Victorian Curriculum and Assessment Authority (VCAA) requirements. The learning outcomes and associated assessment tasks are specified in accredited VCE study designs.

Levels of achievement for Units 1 and 2 are determined by schools and not reported to the VCAA. Levels of achievement for Unit 3 and 4 sequences are assessed using School-based Assessment and external assessments (including examinations). Each VCE study has three graded assessment components: either one School-based Assessment and two external assessments, or two School-based Assessments and one external assessment. Each of the three graded assessment components contributes to a study score. Scored VCE VET studies have only two graded assessment components, comprising one School-based Assessment and one external examination. Graded assessments are reported on an 11-point scale ranging from grade A+ to E, or as UG (Ungraded).

There is one examination period each year. The performance and oral examinations occur in October and the written examinations are held in October and November. The General Achievement Test (GAT) is conducted in June. Selected VCE studies are available on an alternative academic year running from September to July.

The Externally-assessed Task is specific to Music Style and Composition (2011–2015) and Extended Investigation, and assesses a student's level of achievement with the study design and published assessment criteria. It is externally assessed by a VCAA-appointed panel.

There are two forms of School-based Assessment for Units 3 and 4:

- School-assessed Coursework is based on an assessment of each student's overall level of achievement on the assessment tasks specified in the study design for assessing achievement of the unit outcomes. Schools provide a score for each component of coursework specified in the study design. The VCAA aggregates these scores into a single total score for each student, which is then statistically moderated against the examination scores in the study. The GAT may also be used in statistical moderation.
- School-assessed Tasks are set by the VCAA to assess specific sets of practical skills and knowledge. Teachers assess the student's level of achievement on the basis of a rating against criteria specified by the VCAA. Schools provide a score for each criterion. The VCAA aggregates these scores into a single total score for each student, which is then statistically moderated against the examination scores in the study. The GAT may also be used in statistical moderation.

1 VCE program components

1.1 VCE units

While Units 1 and 2 are benchmarked to a Year 11 standard and Units 3 and 4 to a Year 12 standard, student programs may include some Units 1 and 2 in the second or final year and/or some Unit 3 and 4 sequences in the first year.

VCE Units 1 and 2

Units 1 and 2 may be undertaken separately or as a pair. Schools may timetable Units 1 and 2 in a sequence that is suitable for their program. Students may enrol simultaneously in Units 1 and 2 of a study.

VCE Units 3 and 4

Units 3 and 4 of all studies must be undertaken as a sequence. Unit 3 must be offered in Semester 1 and Unit 4 must be offered in Semester 2. A student who has previously received an N for Unit 3 may complete the sequence provided the enrolment into Units 3 and 4 is received by the **ENROLMENT 2** date.

1.2 VET

The VCE can include components of nationally recognised VET qualifications from within the AQF. Training from a nationally recognised VET or Further Education (FE) qualification may contribute towards the VCE through the following recognition arrangements:

- enrolment in a VCAA-approved VCE VET program, or a School-based Apprenticeship or Traineeship
- enrolment in any other nationally recognised qualification at AQF level II or above (Block Credit Recognition).

1.3 VCAL units

The VCE can include Victorian Certificate of Applied Learning (VCAL) units if enrolment is transferred from VCAL to VCE before completing a VCAL certificate. Intermediate VCAL units may contribute to the satisfactory completion of the VCE at Unit 1 and 2 level, and Senior VCAL units at Unit 3 and 4 level. Foundation VCAL units do not contribute to the VCE. Combinations of VCAL Senior units may contribute as a VCE Unit 3 and 4 sequence, but no study score is given.

2 Entry to VCE studies

Students may enter studies at the level of Unit 1, 2 or 3. In some studies, students are advised to complete either or both Units 1 and 2 before attempting Unit 3, or have equivalent experience, or be willing to undertake some preparation. The relevant advice is published in the study design for each study.

Units 3 and 4 are designed to be taken as a sequence; students must undertake Unit 3 before commencing Unit 4 of a study.

2.1 Specific entry requirements for VCE studies

There are specific entry requirements for English as an Additional Language (EAL) and the VCE Second Language studies in Chinese, Japanese, Korean and Indonesian. See Administrative information: Students for further details of these requirements.

VCE Second Languages

VCE Second Language studies in Chinese, Indonesian, Japanese and Korean cater for students who have learnt all they know of the language in an Australian school or similar environment. All enrolments in VCE Second Language studies in Units 3 and 4 must be approved by the VCAA.

Chinese Second Language

A student is **not** eligible for Chinese Second Language if they have had one of the following:

- 12 months or more of education in a school where Chinese is the medium of instruction
- 36 months or more of residence in any of the VCAA-nominated countries or regions (China, Taiwan, Hong Kong and Macau).

Chinese Second Language Advanced

A student is eligible for Chinese Second Language Advanced if:

- they have had no more than seven years of education in a school where Chinese is the medium of instruction
- the highest level of education attained in a school where Chinese is the medium of instruction is no greater than the equivalent of Year 7 in a Victorian school.

Indonesian Second Language

A student is eligible for Indonesian Second Language if they have had no more than seven years of education in a school where Indonesian or Malay is the medium of instruction.

Japanese Second Language

A student is eligible for Japanese Second Language if they have had no more than seven years of education in a school where Japanese is the medium of instruction.

Korean Second Language

A student is eligible for Korean Second Language if they have had no more than seven years of education in a school where Korean is the medium of instruction.

English as an Additional Language (EAL)

Enrolment in EAL is available only to students who have approved EAL status. A student may be eligible for EAL status if they meet both of the following conditions:

- They have been a resident in Australia or New Zealand or other predominantly English-speaking country for no more than seven years or they are a student of Aboriginal or Torres Strait Islander descent whose first language is not English. (The period of seven years is to be calculated cumulatively over the student's whole life. The calculation of time spent in Australia is made from the date of last arrival plus any previous periods of time spent in Australia or any predominantly English-speaking country. Time spent out of Australia during school vacations should be included in the accumulation towards the seven years because there would have been no disruption to education during these periods.)
- English has been the student's major language of instruction for a total period of not more than seven years over the period of their education.

Special circumstances

The following special circumstances could be considered by the VCAA in determining EAL eligibility for students without an English-speaking background:

- minimal or no primary school education
- material interruptions to schooling during primary years, particularly if there were changes to the language of instruction
- material interruptions to schooling after arrival in Australia.

3 Eligibility for award of the VCE

The VCE is awarded on the basis of satisfactory completion of units according to VCE program requirements, as set out in accredited study designs. The decision about satisfactory completion of a unit is distinct from the assessment of levels of achievement.

Students are required to demonstrate achievement of study outcomes. For VCE Units 3 and 4, evidence of achievement is collected by the teacher through a range of tasks, which include School-based Assessments that are designated for the study, and external assessments (including examinations). School-based Assessment may be used to determine both satisfactory completion of the unit and assessment for a study score. However, it is not a requirement that these be scored for the student to be eligible for the VCE.

A student may be eligible for the award of the VCE if they have submitted School-based Assessments for satisfactory completion of units, but have not been assessed for levels of achievement in the study and have not completed examinations. In these cases, the teacher judges that the student has achieved the outcomes for a study based on the evidence provided by the student, without assessing for levels of achievement. If a student is not assessed for levels of achievement in two of the graded assessments, they will not receive a study score.

If a result is not provided for the unit, the student will not receive a study score. When making their enrolment selection, students should consider the requirements for satisfactory completion and the award of the VCE. Absence of graded assessments may limit a student's options for further training, study and work. Students should be encouraged to attempt all graded assessments, wherever possible.

Study for the VCE is normally completed over at least two years, but students may accumulate units over any number of years. It is possible for students returning as adults, and students who have received credit equivalent to a full Year 11 in another jurisdiction, to complete their VCE in a single year.

3.1 Minimum requirements

The minimum requirement is satisfactory completion of 16 units, which must include:

- three units from the English group, with at least one unit at Unit 3 and 4 level
- at least three sequences of Unit 3 and 4 studies other than English, which may include any number of English sequences once the English requirement has been met.

The [Victorian Tertiary Admissions Centre \(VTAC\)](#) advises that satisfactory completion of a scored Units 3 and 4 of an English group sequence is required for the calculation of a student's Australian Tertiary Admission Rank (ATAR).

Students undertaking atypical programs may have their previous studies or experience counted towards the awarding of the VCE. These students are adult students with no Year 12 results, adult students with Year 12 results prior to the VCE, students with credit from interstate and overseas studies, and students with previously attained VET qualifications or credit from VCAL.

3.2 English requirement

The minimum English requirement is three units from the English group, with at least one at Unit 3–4 level. English units may be selected from Bridging English as an Additional Language Units 1 and 2, Foundation English Units 1 and 2, English Units 1 to 4, EAL Units 3 and 4, English Language Units 1 to 4, and Literature Units 1 to 4.

No more than two units at Unit 1 and 2 level selected from the English group may count towards the English requirement. The English group at this level comprises English Units 1 and 2, Bridging English as an Additional Language Units 1 and 2, English Language Units 1 and 2, Foundation English Units 1 and 2, and Literature Units 1 and 2. English Units 3 and 4 and EAL Units 3 and 4 are equivalent sequences and a student may not count both towards the award of the VCE.

Units from the English group may also contribute to the sequences other than English requirement. In calculating whether students meet the minimum requirements for the award of the VCE, the VCAA first calculates the student's English units. Once a student has met the English requirement, or satisfied an English sequence, any additional sequences from the English group will be credited towards the requirement for sequences other than English.

Adult students, students with credit from interstate study, and students with credit from overseas study can use their previous studies to satisfy the English requirement.

The following table provides examples of how the English requirement will apply for students who are not adults and have no credit from interstate or overseas study and have not previously attained their Intermediate or Senior VCAL.

Possible unit combinations from the English group

	English group Units 1 and 2 satisfactorily completed	English group Units 3 and 4 satisfactorily completed	Is the English requirement met?	Sequences other than English	Units contributing to minimum 16-unit count	Notes
1	English Units 1 and 2	English Units 3 and 4	Yes	0	4	
2	English Units 1 and 2	Literature Units 3 and 4	Yes	0	4	
3	English Units 1 and 2	Literature Unit 3	Yes	0	3	Because there is no S for Literature Unit 4, there will be no study score and no ATAR.*
4	Literature Units 1 and 2	Literature Units 3 and 4	Yes	0	4	
5	English Language Units 1 and 2	English Language Units 3 and 4	Yes	0	4	
6	English Units 1 and 2	English Language Units 3 and 4	Yes	0	4	
7	English Units 1 and 2	English Units 3 and 4; English Language Units 3 and 4	Yes	1	6	The study scores for both Unit 3 and 4 sequences can be included in the primary four for the ATAR.*
8	Foundation English Units 1 and 2	EAL Unit 3	Yes	0	3	Because there is no S for EAL Unit 4, there will be no study score and no ATAR.*
9		English Units 3 and 4; English Language Units 3 and 4	Yes	1	4	The study scores for both Unit 3 and 4 sequences can be included in the primary four for the ATAR.*
10		English Units 3 and 4; Literature Units 3 and 4	Yes	1	4	The study scores for both Unit 3 and 4 sequences can be included in the primary four for the ATAR.*
11	Literature Units 1 and 2; English Units 1 and 2		No	0	4	Only two of these units count towards the English requirement. The student needs at least one S from a Unit 3 and 4 English study.
12		English Units 3 and 4; English Language Units 3 and 4; Literature Units 3 and 4	Yes	2	6	Only two study scores from Unit 3–4 sequences can be included in the primary four for the ATAR.* The third study score can contribute as an increment.

	English group Units 1 and 2 satisfactorily completed	English group Units 3 and 4 satisfactorily completed	Is the English requirement met?	Sequences other than English	Units contributing to minimum 16-unit count	Notes
13	English Units 1 and 2	English Unit 3; English Language Units 3 and 4	Yes	1	5	
14	English Unit 1; Literature Unit 2	English Unit 3	Yes	0	3	Because there is no S for English Unit 4, there will be no study score and no ATAR.*
15	Bridging EAL Units 1 and 2; English Units 1 and 2.	EAL Units 3 and 4	Yes	0	6	Only two units from Units 1–2 level count towards the English requirement.

* VTAC advises that for the calculation of a student's ATAR, satisfactory completion of a scored Units 3 and 4 of an English sequence is required

3.3 Equivalent studies

Some VCE studies consist of more than four units. There are no restrictions within these studies on the number or combinations of units that students may undertake. For example, in VCE Computing, students may obtain credit for Units 3 and 4 of both Informatics and Software Development. However, to obtain credit for a sequence, students must satisfactorily complete both Units 3 and 4 from the one study. For units that are deemed to be equivalent, there are restrictions on credit that may be gained towards satisfactory completion of the VCE.

Rules about combinations of studies or units satisfied before 2001 are not set out in detail in this document. Schools are expected to run a VCE Student Eligibility Report for all students, and should contact Student Records and Results if there are any concerns about the report.

Australian and Global Politics

The Australian and Global Politics study design (accredited 2012–2017) replaced the previous study of VCE International Politics. There are two Unit 3 and 4 sequences in Australian and Global Politics: Australian Politics and Global Politics. Students who have satisfactorily completed:

- Units 1 and/or 2 in International Politics cannot count Units 1 and/or 2 of VCE Australian and Global Politics towards satisfactory completion of the VCE
- Units 3 and 4 in International Politics cannot count Units 3 and 4 of Global Politics towards satisfactory completion of the VCE
- Units 3 and 4 in National Politics cannot count Units 3 and 4 of Australian Politics towards satisfactory completion of the VCE.

Computing

The VCE Computing study design (accredited 2016–2019) replaced all previous study designs for Information Technology. Students who have completed any Information Technology units prior to 2016 and who subsequently enrol in Computing cannot count Units 1 to 4 of Computing towards satisfactory completion of the VCE.

Languages

There are 48 languages available for VCE enrolment. Students may study more than one language. However, students cannot count the same units of Chinese First Language, Chinese Second Language and Chinese Second Language Advanced, or Indonesian First Language and Indonesian Second Language, or Korean First Language and Korean Second Language, or Japanese First Language and Japanese Second Language towards satisfactory completion of the VCE. Students who are enrolled to study the same language in both a VCE Languages study and a Certificate II or III VET language qualification (either simultaneously or sequentially) will receive credit for only the VCE Languages study.

3.4 New VCE studies in 2016

Bridging English as an Additional Language Units 1 and 2

Bridging EAL is a Unit 1 and 2 study, focusing on language skills and language variation for specific contexts needed by students for whom English is an additional language. Students develop knowledge and skills in reading, viewing, listening, speaking, writing and thinking and progress from informal use of language to more formal, academic and technical language proficiency.

Chin Hakha Units 1 to 4

Chin Hakha is a language of Myanmar (formerly known as Burma). Units 3 and 4 are available for enrolment in 2016; Units 1 and 2 were implemented in 2015.

Karen Units 1 and 2

Karen is a language of Myanmar (formerly known as Burma). Units 1 and 2 are available for enrolment in 2016; Units 3 and 4 will be available for enrolment in 2017.

Vietnamese First Language Units 1 and 2

Vietnamese First Language, like all the VCE First Language suite of languages, is designed for students with a background in the language. Units 1 and 2 are available for enrolment in 2016; Units 3 and 4 will be available for enrolment in 2017.

Ancient History Units 1 to 4

Ancient History Units 1 to 4 have been added to the suite of history studies and are available for enrolment in 2016.

Global Empires Units 1 and 2

Global Empires is a Unit 1 and 2 study. The study investigates the making of empires between 1400 and 1775 and includes themes such as the reasons and motivations for exploration, methods used to establish colonies, and the effectiveness of global empires in dealing with colonial challenges.

Specialist Mathematics Units 1 and 2

A new Specialist Mathematics Units 1 and 2, using the same structure as General Mathematics Units 1 and 2, but with a combination of prescribed and selected topics, has been introduced into the new VCE Mathematics study design accredited from 1 January 2016 to 31 December 2018.

3.5 Recognition of VCE VET programs in the VCE

VCE VET units only make a contribution towards satisfactory completion of the VCE if no significant duplication exists between a VCE VET program and VCE studies or other VCE VET programs. If significant duplication exists, students may enrol in the VCE VET program, VCE studies or other VCE VET programs identified, but a reduced VCE VET unit entitlement will apply. Schools should refer to VCE VET program booklets for further information on the duplication between VCE VET programs and VCE studies or other VCE VET programs.

Duplication between VCE VET programs and other VET or FE qualifications available through Block Credit Recognition will be taken into account when determining the amount and level of credit towards the VCE.

Industry Pathways in the VCE

Industry Pathways provides recognition for students who choose to complete a VCE or Senior VCAL program of study in a specific vocational area. They are two-year programs that commenced in 2015, with the first VCE or Senior VCAL with an Industry Pathway appellation to be awarded in 2016.

3.6 Recognition of Higher Education studies in the VCE

Satisfactory completion of an approved Higher Education study within the VCE will contribute towards the satisfactory completion of the VCE as an unscored Unit 3–4 sequence. The VCAA publishes the list of approved Higher Education studies annually on its website (see also the [VTAC website](#) for Higher Education Studies that count towards an ATAR). Students may count only one Higher Education study towards satisfactory completion of the VCE.

The Higher Education studies in the VCE program is offered by higher education institutions and is designed for independent, high-achieving VCE students. Two types of study, Extension and Advanced Standing, are offered through this program.

An Extension study:

- is equivalent in content and assessment in every respect to one or more current first-year university studies and constitutes at least 20 per cent of a full-time first-year university course
- is of a level for a high-achieving student and therefore is a clear advance on an identified linked VCE Unit 3 and 4 sequence and commensurate in workload with an additional VCE study
- is of a level that will normally allow the student, on successful completion, to proceed to second-year study at the higher education institution in that discipline.

An Advanced Standing study:

- is equivalent in content and assessment in every respect to one or more current first-year university studies and constitutes at least 20 per cent of a full-time first-year course
- comprises curriculum not available in any current VCE studies and therefore is not linked to any current VCE Unit 3 and 4 sequence
- is of a level that will normally allow the student, on successful completion, to proceed to second-year study at the higher education institution in that discipline.

Schools wishing to join the program should discuss their participation directly with the higher education institution concerned. They also have the responsibility of ascertaining from the relevant higher education institution the prerequisites for each Higher Education study. A list of universities participating in Higher Education studies in the VCE program and study prerequisites is available from the [VCE General Advice and Policy](#) page of the VCAA website.

Schools recommend students for participation in the program. The principal of the school will certify that selected students meet the guidelines provided by the higher education institutions, which may include specific tests.

If students have completed the VCE preparatory study, and/or any other prerequisite of the Higher Education study, in a previous year, they are required to have an active enrolment, and satisfactorily complete at least one Unit 3–4 sequence towards the VCE, in the same year in which they enrol in the Higher Education study. Usually, for enrolment in Extension studies, students will have demonstrated high achievement across all studies and have a VCE study score of 41 or more in the preparatory study, if applicable. In some instances, however, students are allowed to enrol in the preparatory VCE study concurrently with the Higher Education study.

Advanced Standing studies do not necessarily have a prerequisite or co-requisite structure in relation to current VCE studies.

ATAR increment

VTAC advises that if a student successfully completes a Higher Education study, and if applicable co-requisite or prerequisite conditions were met, and subject to the restricted combinations outlined in Victorian Tertiary Entrance Requirements (VICTER), the study can contribute to the student's ATAR as a fifth or sixth study.

VTAC further advises that there will be 'grading' of the increment contributing to the calculation of the ATAR for any result of pass or above. Students will have an increment of between 3.0 and 5.0 points according to their level of achievement. Schools should note that if a student undertakes two Higher Education studies, VTAC will count only one study towards the increment.

If a student withdraws from, or fails to satisfactorily complete, the VCE preparatory study (either as a prerequisite or concurrently) that is a requirement of the Higher Education study, they will not be eligible for a Higher Education study increment in their ATAR calculation regardless of their performance in the Higher Education study.

3.7 VCE (Baccalaureate)

The VCE (Baccalaureate) is an additional form of recognition for those students who choose to undertake the demands of studying both a higher level mathematics and a language in their VCE program of study.

To be eligible to receive the VCE (Baccalaureate), the student must satisfactorily complete the VCE and receive a study score for each prescribed study component.

The VCE program of study must include:

- a Unit 3–4 sequence in English or Literature or English Language with a study score of 30 or above; or a Unit 3–4 sequence in EAL with a study score of 33 or above
- a Unit 3–4 sequence in either Mathematics Methods or Specialist Mathematics
- a Unit 3–4 sequence in a VCE Language
- at least two other Unit 3–4 sequences.

Upon satisfactory completion of the VCE (Baccalaureate) program of study, the student will receive an appellation on their VCE certificate.

3.8 Repeating VCE units

There are no restrictions on students repeating units, but students may only obtain credit once for each unit. Students who repeat a unit are required to repeat the full unit, including all assessments for the outcomes specified for the unit, in the current study design for the year of repetition.

4 Atypical VCE programs

Students may vary the usual VCE program requirements if they:

- are adult students returning to study
- have transferred from interstate or overseas
- have results from an incomplete VCAL
- are exchange students
- have previously been enrolled in the International Baccalaureate (IB).

4.1 Adult students returning to study

Students must meet two criteria to be enrolled as an adult:

- be at least 18 years of age on 1 January in the year of enrolment
- not have undertaken full-time secondary schooling for the full year preceding the first year of enrolment as an adult.

Examples of adult enrolment in the VCE

Schooling	Age requirement	VCE with adult status
No schooling for the whole of year preceding enrolment as an adult	18 years of age or over as at 1 January in the year of enrolment as an adult	Yes
No schooling for the whole of year preceding enrolment as an adult	Not yet 18 years of age as at 1 January in the year of enrolment as an adult	No
Part-time student in the year preceding enrolment as an adult*	18 years of age or over as at 1 January in the year of enrolment as an adult	Yes
Part-time student in the year preceding enrolment as an adult*	Not yet 18 years of age as at 1 January in the year of enrolment as an adult	No

* As a guide, a part-time student is a student who is enrolled in not more than seven units over a whole year. The units may be a combination of Units 1, 2, 3 and 4.

Adult students with no previous Year 12 results

To satisfy requirements for the award of the VCE these students must satisfactorily complete at least eight units including:

- two units from the English group at any level
- three sequences of Unit 3 and 4 in studies other than English.

For these students, an English sequence will count as a sequence other than English when it is additional to a student satisfying two other units from the English group; the following table is an example.

Example of program for an adult student with no previous Year 12 results

Total units satisfied	English requirement	Three sequences other than English	Satisfies VCE
Business Management Units 3 and 4	English Units 1 and 2	Business Management Units 3 and 4	Yes
English Units 1 and 2		English Units 3 and 4	
English Units 3 and 4		Accounting Units 3 and 4	
Accounting Units 3 and 4			

Adult students with credit for interstate or overseas studies or Block Credit Recognition from VET/FE training

For these students, at least five of the eight units required for satisfactory completion must be VCE units or credit from nationally recognised VET/FE training, of which four units must be at Unit 3–4 level.

Adult students claiming results prior to their current year enrolment

Students who wish to attain their VCE using previous VCE, VCE (HSC), VCE (TOP) or VCE (T12) results must accumulate satisfactory results for eight semester units, including two units from the English group, provided that all units are taken at Unit 3 and Unit 4 level (Year 12). These students are exempt from all requirements for sequences other than English. VET qualifications may contribute units to the award of the VCE.

4.2 Student transfer and credit from interstate studies

Credit is available at all unit levels for equivalent studies completed interstate. The requirements for satisfactory completion for students with credit for interstate studies are the same as the requirements for other VCE students, with two differences.

1. Students who have credit granted at any level for studies undertaken interstate must satisfy one of the following requirements for English:
 - a Unit 3–4 sequence from the English group, or the equivalent in credit
 - three units from the VCE English group, with at least one at Unit 3–4 level, or the equivalent in credit.
2. At least five of the minimum 16 units required for satisfactory completion must be VCE units or credit from nationally recognised VET/FE training, of which four must be at Unit 3–4 level. The requirement for three sequences other than English may be met using credit granted at Unit 3–4 level.

Students must apply to the VCAA through the Victorian school at which they are enrolled using the **Application for credit towards the VCE/VCAL** form. Credit will only be granted if students have completed a semester or a full year of study in one or more subjects. Partly completed subjects will not be considered for credit. Credit granted will specify the number and level of units, but will not state the titles of studies or subjects except for English. The VCAA is able to grant up to a maximum of 12 units of credit at the Unit 1–2 level and the Unit 3–4 level, to each student.

At the level of Units 1 and 2, schools will recommend the amount of credit to be granted on receipt of an interstate school or authority transcript and after consulting the equivalent qualification guidelines. Credit recommended by the school will be entered on the application form. The student's previous school reports and certificates should be attached. Decisions on the amount of credit to be granted at Unit 3–4 level will be made by the VCAA. Credit granted will be recorded at the VCAA and may be viewed by the school on VASS.

All applications for credit must be accompanied by copies (certified by the principal) of statements of results or certificates. Original documents must not be submitted. Credit granted will be reported by the VCAA on the Statement of Results.

4.3 Student transfer and credit from overseas studies

Credit is not granted at Unit 3 and 4 level for studies undertaken overseas. Credit from overseas is available at Unit 1 and 2 level only.

The requirements for satisfactory completion for students from overseas who have been granted credit for equivalent study undertaken at Unit 1–2 level will be the same as for continuing students, except that the student must satisfy one of the following requirements for English:

- a Unit 3–4 sequence from the English group
- three units from the English group, with at least one at Unit 3–4 level and up to two of which may be credited at Unit 1–2 level.

Students must apply to the VCAA through the Victorian school at which they are enrolled, using the **Application for credit towards the VCE/VCAL** form. Credit will be granted only if students have completed a semester or a full year of study in one or more subjects. Partly completed subjects will not be considered for credit.

Credit granted will specify the number and level of units, but will not state the titles of studies or subjects, except for English. The VCAA is able to grant up to a maximum of 12 units of credit to each student. Decisions on the amount of credit to be granted will be made by the VCAA. Credit granted will be recorded at the VCAA and may be viewed by the school on VASS.

All applications for credit must be accompanied by copies (certified by the principal) of statements of results or certificates. Original documents must not be submitted. All accompanying documentation must be in English, or have been translated into English by a recognised translation authority. Credit granted will be reported by the VCAA on the Statement of Results.

Overseas students who have not completed Year 11

If a student from overseas wishes to undertake Year 12, but has not completed the equivalent of Year 11, the principal can make a recommendation on the student's readiness. The principal should ask to see the student's reports and other documentation from overseas and, based on this, recommend the number of units of credit to be awarded at Unit 1–2 level, including those for English. The VCAA may accept this advice and grant up to six units of credit. A signed statement from the principal, documenting the student's circumstances should be sent to the VCAA with the

application for credit. This credit provision is primarily aimed at students who have suffered major disruption to their education.

4.4 Students enrolling in VCE with previous VCAL enrolment

Recognition for VCAL completion

Students who have successfully completed a Foundation VCAL, and who enrol in the VCE in a subsequent year, will be required to meet the normal VCE satisfactory completion rules. VCE units and VET/FE Certificate II or above, completed as part of a Foundation VCAL, will contribute to the VCE in the subsequent year.

Students who have successfully completed the VCAL at Intermediate or Senior level, and who enrol in the VCE in a subsequent year, will be eligible to complete the VCE if they satisfactorily complete:

- two units from the English group that have not been undertaken in the previous VCAL qualification
- three sequences of VCE Units 3 and 4 in studies other than English that have not been undertaken in the previous VCAL qualification.

Credit for VCAL units when a student transfers to VCE

If a VCAL student who has not yet completed a VCAL Intermediate or VCAL Senior certificate transfers to the VCE, they must meet the minimum VCE requirements for continuing students:

- three units from the English group, with at least one unit at Unit 3–4 level
- at least three sequences of Units 3 and 4 in studies other than English.

They may count VCAL and VCE units successfully completed.

Studies completed as part of a VCAL learning program will contribute towards the VCE as follows:

- Intermediate VCAL units contribute towards satisfactory completion of the VCE at Unit 1–2 level
- Senior VCAL units contribute towards the VCE at Unit 3–4 level.

Senior VCAL units can be accumulated towards a VCE Unit 3–4 sequence in the following ways:

- two Senior VCAL units from the Personal Development Skills Strand and Literacy and Numeracy Skills Strand
- a combination of any Senior VCAL Personal Development Skills/Literacy and Numeracy Skills unit and 90 nominal hours of appropriate FE training at AQF III and above that meet the Literacy and Numeracy Skills Strand
- two Senior VCAL units from the Work Related Skills Strand
- a combination of any Senior VCAL Work Related Skills unit and 90 nominal hours of appropriate VET training at AQF III or above.

4.5 Exchange students

Returning Victorian exchange students

Returned exchange students may apply to the VCAA to receive credit for study undertaken overseas. The procedure and level of credit available is identical to that described for students from overseas. If students have undertaken a full Year 12 course of study overseas and have been awarded a formal qualification, they may apply to the VCAA for a Statement of Equivalent Qualification to the VCE.

Overseas exchange students

Overseas exchange students may enrol in Unit 3, Units 3 and 4, or Unit 4 only. The final date for enrolling in Unit 4 is **ENROLMENT 3**. These students may complete some or all graded assessments and have their grades reported, but a study score is calculated only if Units 3 and 4 are completed in the same academic year.

4.6 Credit from the International Baccalaureate (IB)

Students may transfer from the IB to the VCE. In general, students may not enrol in a mix of IB and VCE studies on the VCAA database in the same semester. However, if a curriculum area cannot be studied as part of the IB, students may enrol in a single VCE study. In such cases the school should write to Student Records and Results detailing:

- the student's current curriculum program within the IB
- the proposed VCE study to be enrolled in.

The letter needs to be written on school letterhead and signed by the principal. Following receipt, Student Records and Results will assess the request and enrol the student in the VCE study where appropriate.

IB students enrolled in Year 11 may transfer from the IB to the VCE at the end of Semester 1. These students will be eligible for credit towards their VCE based on their IB results in Semester 1, providing they have not undertaken any unapproved VCE units in that same semester. Students transferring from an IB program in Year 11 to the VCE in Year 12 may receive credit towards the relevant number of VCE units at Unit 1 and 2 level and Unit 3 and 4 level on the basis of their IB results (including any Year 12 IB subjects) obtained in Year 11.

Credit will be granted only if students have completed a semester or a full year of study in one or more subjects; partly completed subjects are not considered. Credit granted specifies the number and level of units, but will not state the titles of studies or subjects except for English. The VCAA is able to grant up to a maximum of 12 units of credit at Unit 1–2 level, and Unit 3–4 level, to each student.

Decisions on the amount of credit to be granted will be made by the VCAA. Credit granted will be recorded at the VCAA and may be viewed by the school through VASS. All applications for credit must be made on the **Application for credit towards the VCE/VCAL** form and be accompanied by copies (certified by the principal) of statements of results or certificates. Original documents must not be submitted. Credit granted will be reported by the VCAA on the Statement of Results.

