



# VCAL Quality Assurance Kit 2017

Authorised and published by the Victorian Curriculum and Assessment Authority  
Level 1, 2 Lonsdale Street  
Melbourne VIC 3000

© Victorian Curriculum and Assessment Authority 2017

No part of this publication may be reproduced except as specified under the *Copyright Act 1968* or by permission from the VCAA.  
For more information go to: [www.vcaa.vic.edu.au/Pages/aboutus/policies/policy-copyright.aspx](http://www.vcaa.vic.edu.au/Pages/aboutus/policies/policy-copyright.aspx)

The VCAA provides the only official, up-to-date versions of VCAA publications. Details of updates can be found on the VCAA website:  
[www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

This publication may contain copyright material belonging to a third party. Every effort has been made to contact all copyright owners. If you believe that material in this publication is an infringement of your copyright, please email the Copyright Officer:  
[vcaa.copyright@edumail.vic.gov.au](mailto:vcaa.copyright@edumail.vic.gov.au)

Copyright in materials appearing at any sites linked to this document rests with the copyright owner/s of those materials, subject to the Copyright Act. The VCAA recommends you refer to copyright statements at linked sites before using such materials.

The VCAA logo is a registered trademark of the Victorian Curriculum and Assessment Authority.

# Contents

<b>About VCAL Quality Assurance .....</b>	<b>1</b>
<b>Purpose of the VCAL QA process .....</b>	<b>1</b>
<b>VCAL QA dates .....</b>	<b>2</b>
<b>Sample assessment task templates.....</b>	<b>2</b>
<b>VCAL QA arrangements for <i>existing</i> providers .....</b>	<b>2</b>
Category 1 providers.....	2
Category 2 and 3 providers.....	3
Stage 1 details for Categories 2 and 3 providers .....	3
Stage 2 details for Categories 2 and 3 providers .....	4
<b>VCAL QA arrangements for <i>new</i> providers .....</b>	<b>4</b>
Stage 1 details .....	4
Stage 2 details .....	5
<b>Portfolios of evidence .....</b>	<b>6</b>
<b>QA for VCAL Senior Extension (Folio Enhancement) units.....</b>	<b>6</b>
Senior Extension Stage 1 QA .....	6
Senior Extension Stage 2 QA .....	7
Portfolios of evidence for VCAL Senior Extension units .....	7
<b>Privacy and permissions requirements.....</b>	<b>7</b>
<b>VCAL unit sample assessment task templates.....</b>	<b>8</b>

## About VCAL Quality Assurance

The information contained in this VCAL Quality Assurance Kit is aimed at providing clear guidelines for the quality assurance of teachers' professional judgements about assessment of VCAL units and the design of VCAL unit tasks.

Quality Assurance (QA) is an important part of the VCAL and all Principals/Directors should allow appropriate staff to participate in the VCAL QA process and attend VCAL QA meetings if required. The Victorian Curriculum and Assessment Authority (VCAA) strongly recommend that the teacher who completes the sample assessment task template also attend the QA meeting/s.

Providers who do not participate in the regional VCAL quality assurance process may be required to submit all their VCAL units to an audit by the VCAA.

All VCAL providers are allocated to one of three categories for quality assurance. For further information on the three categories, please refer to the [VCAA web site](#).

VCAL providers with more than one campus are reminded that, for the purposes of QA, each campus is regarded as a standalone provider. Therefore each campus needs to provide a SATT by the due date and participate in the QA Process as required.

## Purpose of the VCAL QA process

The VCAL QA process ensures that there is a common understanding and consistency among teachers regarding assessment judgements and the design of assessment tasks for the three VCAL levels.

The VCAL QA process enables teachers to clarify their ideas about the appropriate VCAL level and tasks for their students.

The VCAA has established nine VCAL QA regions. These nine regions are similar to the previous nine Departments of Education and Early Childhood Development regions. If providers are not sure of their VCAL QA region, contact Adam Whitbread, VCAL Manager at [whitbread.adam.m@edumail.vic.gov.au](mailto:whitbread.adam.m@edumail.vic.gov.au) or phone 9032 1727.

A VCAL QA Panel, led by a VCAL Liaison Teacher (VLT), has been established in each VCAL QA region to:

- establish regional benchmarks for consistency in the assessment of VCAL levels and VCAL learning outcomes
- provide advice to VCAL providers that will enable them to confidently design VCAL unit assessment tasks and to make assessment judgements about successful achievement of the learning outcomes for VCAL units
- allocate providers to one of three categories
- select and provide advice regarding exemplar models of VCAL tasks for publication on the VCAA website.

## VCAL QA dates

The VLT in each VCAL QA region will notify providers of their VCAL QA category for 2017, as well as the date, times and venue details for the Stage 1 and 2 VCAL QA meetings.

The QA process for Senior Extension units will be determined in consultation with Senior Extension provider and the VCAA. For further information, see [VCAL Senior Extension Units Quality Assurance](#).

## Sample assessment task templates

The [2017 VCAL sample assessment task templates](#) provided within this VCAL Quality Assurance Kit must be completed and submitted by all providers for VCAL QA. These templates can be downloaded and saved to your computer from the VCAA website. Providers are expected to type details of their sample assessment tasks into the templates.

The sample task/s submitted for VCAL QA should stand alone. **Sufficient detail** needs to be included to give a clear idea of how the task/s meets the learning outcomes.

Providers must ensure that their sample tasks are received by their VLT no later than **Friday 24 March 2017**.

The regional VCAL QA panels will meet to review the sample assessment task templates according to the following criteria:

- Does the task meet the purpose statement of the strand/unit?
- Is the task at the appropriate level?
- Does the task enable the student to achieve the specified learning outcomes/elements?

The VCAL QA panels will provide feedback on the task/s submitted. The VCAL QA panels will determine the best method to provide feedback to providers.

The VCAL QA panels will also select templates that can be submitted for publication on the VCAA website as exemplar templates.

## VCAL QA arrangements for *existing* providers

Existing providers are providers who have delivered the VCAL prior to 2017.

VCAL providers in each VCAL QA region will be required to submit up to two VCAL units for VCAL QA.

The VCAA has allocated a VCAL strand/unit to each VCAL QA region. Please refer to the VCAA

Notice to Schools concerning VCAL Quality Assurance for 2017 outlines which VCAL strand/unit is to be submitted for VCAL QA.

### Category 1 providers

After the VCAL unit sample assessment task templates have been submitted to the VLTs, the regional VCAL QA panels will determine the category status for each provider. Providers that are allocated Category 1 status are not required to attend the VCAL QA Stage 1 and 2 meetings.

## Category 2 and 3 providers

Details on the date and venue for the Stage 1 (Category 2 and 3 providers) meetings will be provided by the VLT for your VCAL QA region.

VCAL providers required to attend the Stage 1 meeting may be required to submit copies of their VCAL unit sample assessment task template. The number of copies required for submission may vary between VCAL QA regions. Providers should contact their VLT to confirm the number of copies they must submit.

The following are the VCAL QA arrangements for existing VCAL providers, allocated to Categories 2 and 3 in 2017:

- Category 2 providers are required to attend the Stage 1 meeting and may also be required to attend the Stage 2 meeting.
- Category 3 providers are required to attend both Stages 1 and 2 meetings.

## Stage 1 details for Categories 2 and 3 providers

Providers in the VCAL QA regions that have been allocated the Literacy and Numeracy Skills strand will be required to submit the Reading and Writing unit for Literacy Skills **and** one VCAL Numeracy unit. Providers **may also choose** to submit a Literacy Skills – Oral Communication unit (all learning outcomes).

The sample assessment task template submitted for the **Literacy Skills unit**, within the Literacy and Numeracy Skills strand, must address **four learning outcomes – two for reading and two for writing**.

The sample assessment task template submitted for the **Numeracy Skills unit**, within the Literacy and Numeracy Skills strand, must address **four learning outcomes**. The elements within the four learning outcomes need not be met with one individual task; however, it is essential that all elements in the four learning outcomes submitted for VCAL QA are addressed.

Providers should note that the above Numeracy Skills unit requirement does not apply to the other VCAL strands/units. For all other VCAL units, one task must be used to meet all elements within a learning outcome.

The sample assessment task template submitted for the **Personal Development Skills (PDS), Skills for Further Study – Senior (SFS) and Work Related Skills (WRS) units** must address **all learning outcomes**.

The VCAL QA panel may also request additional VCAL units/strands and/or a different VCAL level to be submitted for VCAL QA. The relevant VLT will contact individual providers where this is the case.

Each provider must submit a sample assessment task for a unit at the **lowest level** at which it is delivered. For example a provider that delivers both Intermediate and Senior WRS would be required to submit a sample assessment task for an Intermediate WRS unit.

In the case of PDS and WRS units, providers can determine which unit is submitted. For example for WRS, providers may choose to submit either Units 1 or 2.

Providers must include **sufficient detail** in the sample assessment task template/s for their VCAL QA panel to determine if the learning outcomes and all appropriate elements have been met and that the tasks are at the appropriate level. For example, if worksheets are used to meet some of the elements, the worksheets could be submitted with the sample assessment task template.

The regional VCAL QA panels will determine the best method for providing feedback to participating providers.

Providers with questions regarding the 2017 VCAL QA process for their region should contact their [VLT](#) regarding VCAL Quality Assurance arrangements for 2017.

## Stage 2 details for Categories 2 and 3 providers

Details on the date and venue for your Stage 2 meeting will be provided by the VLT for your VCAL QA region.

VCAL providers required to attend the Stage 2 meeting will be required to submit copies of their VCAL unit sample assessment task template and a student's portfolio of evidence. The number of copies required for submission may vary between VCAL QA regions. Providers should contact their VLT to confirm the number of copies they must submit.

It is recommended that the teacher/s who attended the Stage 1 VCAL QA meeting also attend the Stage 2 VCAL QA meeting.

At the Stage 2 meeting, teacher/s will work in small groups with a VCAL QA panel member to compare and discuss assessment judgements.

## VCAL QA arrangements for *new* providers

A new VCAL provider is a provider who is delivering the VCAL for the first time in 2017.

All providers delivering VCAL for the first time are classified as Category 3 for VCAL QA purposes.

The following are the VCAL QA arrangements for new VCAL providers in 2017. There are two stages to the VCAL QA process:

### Stage 1 details

Details on the date and venue for the Stage 1 meeting will be provided by the VLT for your VCAL QA region.

All new 2017 VCAL providers will be required to submit sample assessment task templates for the following VCAL units:

- one VCAL Personal Development Skills (PDS) unit
- one VCAL Work Related Skills (WRS) unit
- one VCAL Literacy Skills unit (Reading and Writing)
- one VCAL Numeracy Skills unit
- Skills for Further Study – Senior (if delivered).

The number of copies required for submission may vary between VCAL QA regions. Providers should contact their VLT to confirm the number of copies to be submitted.

New providers must ensure that their selection of sample assessment task templates covers all VCAL levels being delivered. For example, where a provider is delivering all VCAL levels – Foundation, Intermediate and Senior – including all possible VCAL units, a new provider could submit a sample assessment task template from:

- one PDS unit (Foundation)
- one WRS unit (Intermediate)
- one Literacy Skills unit (Reading and Writing) (Senior)
- one Numeracy Skills unit (any level)
- Skills for Further Study – Senior (Senior).

This means that the **maximum** number of templates that any new provider needs to submit is **five**.

If only one VCAL level is being delivered, which includes only PDS units, a sample assessment task template for two different PDS units is required (a total of two templates).

The above arrangements therefore require a provider to bring:

- a minimum of **two** templates (all VCAL programs must have at least two VCAL units)
- a maximum of **five** templates.

Sample assessment task template/s submitted for PDS, SFS and WRS units must address **all learning outcomes**.

Providers that are delivering the VCAL Literacy and Numeracy Skills units will be required to submit the Reading and Writing unit for Literacy Skills **and** one VCAL Numeracy Skills unit. Providers **may also choose** to submit a Literacy Skills – Oral Communication unit (all learning outcomes).

Sample assessment task template/s submitted for **Literacy Skills units** within the Literacy and Numeracy Skills strand must address **four learning outcomes – two for reading and two for writing**.

Sample assessment task template/s submitted for **Numeracy Skills units** within the Literacy and Numeracy Skills strand must address **four learning outcomes**. The elements within the four learning outcomes need not be met with one individual task; however, it is essential that all elements in the four learning outcomes submitted for VCAL QA are addressed.

Providers should note that the above Numeracy Skills requirement does not apply to the other VCAL strands/units. For other VCAL units one task must be used to meet all elements within a learning outcome.

Providers, who are being QA in WRS in 2016 and are using structured work placement or a student's part-time job to demonstrate achievement of learning outcomes from a WRS unit, are requested to include these activities in the sample assessment task template submitted for QA in 2017.

Providers must include sufficient detail in their sample assessment task template/s for their VCAL QA panel to determine if the learning outcomes and all appropriate elements have been met and that the tasks are at the appropriate level. If worksheets are used to meet some of the elements, the worksheets could be submitted with the sample assessment task template.

## Stage 2 details

Details of the time and venue for the Stage 2 meetings will be circulated by the VLT in your VCAL QA region.

VCAL providers required to attend the Stage 2 will be required to submit copies of their VCAL unit sample assessment task template and a student's portfolio of evidence. The number of copies required for submission may vary between VCAL QA regions. Providers should contact their VLT to confirm the number of copies they must submit.

For Stage 2 of the VCAL QA process, all new providers for 2016 are required to bring to the Stage 2 meeting completed sample assessment task templates and one student's portfolio of evidence for:

- one VCAL Personal Development Skills unit
- one VCAL Work Related Skills unit
- one VCAL Literacy Skills unit (Reading and Writing)
- one VCAL Numeracy Skills unit
- Skills for Further Study – Senior (if delivered).



The selection of portfolios must cover all VCAL levels being delivered. If only one VCAL level is being delivered, which includes only PDS units, two completed templates and portfolios from two different PDS units are required.

The above arrangements require a provider to bring:

- a minimum of **two** templates and portfolios (all VCAL programs must have at least two VCAL units)
- a maximum of **five** templates and student portfolios.

## Portfolios of evidence

A student portfolio contains evidence of the student's own work that demonstrates successful completion of the VCAL unit learning outcomes. It can include:

- teacher observation checklists
- student self-assessment (verified by teacher/supervisor)
- reflective work journals
- logbooks
- a record of oral presentations or discussions
- written texts, e.g. reflective diaries
- information and communications technology e.g. blogs, wikis, podcasts, e-portfolios, multimedia presentations
- newspaper articles verifying student participation in a community project
- action plans and timelines
- photographic records of project work
- teacher observation of role plays
- PowerPoint presentations
- a record of a radio broadcast
- a website.

## QA for VCAL Senior Extension (Folio Enhancement) units

The VCAL Senior Extension (Folio Enhancement) program is currently only available at selected schools. Any VCAL provider that wishes to deliver the VCAL Senior Extension (Folio Enhancement) program will need to contact Adam Whitbread, VCAL Manager at [whitbread.adam.m@edumail.vic.gov.au](mailto:whitbread.adam.m@edumail.vic.gov.au) or phone 9032 1727.

Teachers from VCAL Senior Extension (Folio Enhancement) providers will be required to participate in the VCAL QA process. The VCAA will consult with VCAL Senior Extension providers to set the dates, times and venues for their Stage 2 VCAL QA meeting.

The QA panel for VCAL Senior Extension (Folio Enhancement) will consist of a VCAA representative and a representative from each VCAL Senior Extension (Folio Enhancement) provider.

## Senior Extension Stage 1 QA

The sample assessment task templates submitted for QA of the VCAL Senior Extension units must meet **all the learning outcomes** for each unit.

The VCAL Senior Extension units sample assessment task template provided within this VCAL Quality Assurance Kit (see Section 8) must be completed and submitted for QA.

VCAL Senior Extension (Folio Enhancement) providers must submit the following by **Friday 24 March 2017**:

- an electronic copy of the VCAL Senior Extension units sample assessment task template
- a maximum of four additional pages of supporting information if required.

Completed templates are to be submitted to the VCAL Manager. Adam Whitbread, VCAL Manager at whitbread.adam.m@edumail.vic.gov.au.

## Senior Extension Stage 2 QA

At this meeting providers will submit four copies of their completed sample assessment task template and a sample portfolio of evidence which demonstrates that the learning outcomes of the VCAL Senior Extension units have been achieved.

## Portfolios of evidence for VCAL Senior Extension units

A student portfolio contains evidence of the student's own work that demonstrates successful completion of the VCAL unit learning outcomes. It can include a range of evidence such as:

- a record of student self-assessment
- a record of peer assessment
- teacher observation
- reflective diaries and work journals
- visual diaries
- oral presentations
- an oral explanation
- a teacher record of a group discussion
- folio reviews
- a written report
- a teacher record of an observed performance of a practical task/s
- folios.

## Privacy and permissions requirements

The following advice has been prepared for providers regarding the use of photographic and video images and student and school names being included on samples of student work for VCAL QA.

Personal information should only be used for the purpose for which it was collected or for a directly related purpose that would reasonably be expected by the individual. Using information for a different or unrelated purpose usually requires the consent of the person unless an exception applies. The VCAA and all those participating in the VCAL QA process will not use or disclose the samples of student work for any other purpose.

Samples of work that are submitted for VCAL QA must not include the student's name (only their VCAA student number) and if the work is being viewed by teachers from other schools the school code must be used and not the school name.

Student work, e.g. samples of best practice, must not be photocopied without first checking for copyright permission from the student. This permission should be contained in the student's VCE/VCAL enrolment form.

Students' assessment tasks cannot be photocopied and used without the express permission of the student whose work it is, unless the photocopying is for the intended purpose of collection, i.e. if copies are needed to be distributed for VCAL QA. In this instance, the copies should be identified

e.g. Copy 1, 2 etc. and then collected after the intended function has been completed. Subject to students' prior approval (see Section D on the VCE and VCAL Student Personal Details form) examples of work that are considered best practice may be kept and circulated to other providers.

Multimedia or photographic images may be submitted as part of the QA process but permission must first be obtained from the person/s being photographed or digitally recorded. In collecting evidence for the purposes of VCAL QA, providers should comply with their school/organisation or sectoral policies concerning the publishing of students' images and related personal information.

## VCAL unit sample assessment task templates

### Instructions:

Providers are asked to use the following [sample assessment task templates](#) when submitting sample tasks for the 2017 VCAL QA process to the VCAL QA panel in their region.

Sample assessment task templates have been prepared for:

- Personal Development Skills
- Work Related Skills
- Literacy and Numeracy Skills
- Skills for Further Study – Senior
- Senior Extension (Folio Enhancement) units.

All elements, with the exceptions listed below, must be completed within the one assessment task.

In the case of the VCAL Numeracy and Literacy Skills Oral Communication units the elements do not need to be met in one activity or task. Therefore, the variety of assessment tasks or activities must be included on the cover page of the sample assessment task template in the 'Overview of the assessment task and the project/theme it is linked to' section.