

VCAA 2010-11 Annual Report

Additional information available on request

In compliance with the requirements of the Standing Directions of the Minister for Finance, details in respect of the items listed below have been retained by the Department and are available to the relevant Ministers, Members of Parliament and the public on request.

(a)	A statement that declarations of private interests have been duly completed by all relevant officers.
(b)	Details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary.
(c)	Details of publications produced by the entity about the entity and the places where they can be obtained.
(d)	Details of changes in prices, fees, charges, rates and levies charged by the entity.
(e)	Details of any major external reviews carried out on the entity.
(f)	Details of any major research and development activities undertaken by the entity.
(g)	Details of overseas visits undertaken including a summary of the objectives and outcomes of each visit.
(h)	Details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and the services it provides.
(i)	Details of assessment and measures undertaken to improve the occupational health and safety of employees.
(j)	General statement on industrial relations within the entity and details of any time lost through industrial accidents and disputes.
(k)	List of major committees sponsored by the entity, the purpose of each committee and the extent to which the purposes have been achieved.

To ensure the Authority is meeting its accountability and compliance requirements, some of this additional information has been included in the Annual Report where relevant.

The information is available on request from:

General Manager, Planning, Strategy and Corporate Support
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Victorian Curriculum and Assessment Authority
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- a) **A statement that declarations of private interests have been duly completed by all relevant officers.**

Declarations of pecuniary interests have been duly completed by all relevant officers.

- (b) **Details of shares held by senior officers as nominee or held beneficially in a statutory authority or subsidiary.**

No shares are held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary

- (c) **Details of publications produced by the entity about the entity and the places where they can be obtained.**

Publication	Date Produced	Availability
Annual report	2010	http://www.vcaa.vic.edu.au/aboutus/publications/index.html
Corporate Plan	2011	http://www.vcaa.vic.edu.au/vcaa/aboutus/publications/strategicplan2011-14.pdf

- (d) **Details of changes in prices, fees, charges, rates and levies charged by the entity.**

There were no changes in prices, fees, charges rates and levies charged by the VCAA during 2010–11 that have not already been published elsewhere.

- (e) **Details of any major external reviews carried out on the entity.**

There were no major external reviews carried out on the VCAA during the 2010-11 reporting period.

- (f) **Details of any major research and development activities undertaken by the entity.**

The 2010-11 VCAA Annual Report comprehensively covers major research and development activities undertaken by the Authority during the reporting period.

- (g) **Details of overseas visits undertaken including a summary of the objectives and outcomes of each visit.**

Title of Officer	Countries Visited	Objectives	Outcomes
Executive Officer Joe Pellegrino	St Africa – Feb 2011	Annual Audit of Crawford Schools	Program continuing to run efficiently- all audits completed
Project Officer Alex Lachowicz	Vanuatu – June 2011	Annual Audit of VCE program	Program continuing to run efficiently-all audits completed
Manager John McSwiney	China – Nov 2010 Feb 2011	Annual Audits and Exam Supervision	All Schools successfully completed audit requirements and Exams

Title of Officer	Countries Visited	Objectives	Outcomes
	June 2011		
Manager Brian Foster	China – Nov 2010 June 2011	Annual Audits and Exam Supervision	All Schools successfully completed audit requirements and Exams
Contractor Dennis Bolster	China – Nov 2010	Annual Audits and Exam Supervision	All Schools successfully completed audit requirements and Exams

(h) Details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and the services it provides.

The 2010-11 VCAA Annual Report comprehensively covers major promotional and public relations activities undertaken by the Authority during the reporting period.

The VCAA coordinates the VCE Season of Excellence and administers the Margaret Schofield Memorial Scholarship. The Authority conducts three award programs, the VCE Achiever Awards, the VCAL Achievement awards and the Plain English Speaking Award, of which full details are listed under the Recognising achievement section in the 2010-11 VCAA Annual Report.

Activity	Description	Cost
John Button School Prize (inaugurated in 2011)	The VCAA supports this John Button Foundation award for the best piece of writing on politics or public policy by a Victorian Secondary school student. The VCAA provides publicity for the award in its Bulletins to schools and two representatives on the judging panel.	Nil
The Age VCE and Careers Expo	The Age VCE and Careers Expo is held annually at Caulfield racecourse. The VCAA is represented at the Expo with an information stand	\$500
The Education Show	The Education Show is an annual event conducted over two days at Caulfield racecourse for pre-service and practicing teachers. The VCAA is represented with an information stand.	\$600

(i) Details of assessment and measures undertaken to improve the occupational health and safety of employees.

The 2010-11 VCAA Annual Report comprehensively covers the reporting requirements in relation to Occupational Health and Safety assessments and measures and safety of employees.

(j) General statement on industrial relations within the entity and details of any time lost through industrial accidents and disputes.

The 2010-11 VCAA Annual Report comprehensively covers the reporting requirements in relation to Industrial relations.

(k) List of major committees sponsored by the entity, the purpose of each committee and the extent to which the purposes have been achieved.

The 2010-11 VCAA Annual Report comprehensively covers the major committees sponsored by the Victorian Curriculum and Assessment Authority.

Committee	Purpose	Extent to which purposes have been achieved
Early Years to 10 Curriculum and Assessment Committee	To provide advice to the VCAA Board on matters related education from to early childhood to Year 10 and maintain an overview of the development and implementation of curriculum and assessment.	100% as indicated by the VCAA Boards' expressed satisfaction of the work undertaken and completed by the Committee.
Post-compulsory Curriculum and Assessment Authority	<p>The Committee provides expert advice and makes recommendations to the Board on:</p> <ul style="list-style-type: none"> • the development, evaluation and approval of curriculum and assessment in the post-compulsory years • policies, criteria and standards for curriculum, assessments and courses designed to be undertaken in the post-compulsory years • policy and procedures for the design, delivery and evaluation of assessments and assessment products and services for the VCE, the VCAL and other post-compulsory qualifications available to students • patterns of participation and quality of outcomes relating to courses of study in the post-compulsory years, including related professional development and research • provision of material for schools and professional development for teachers to support the implementation of post-compulsory curriculum and assessment programs • research on matters relating to post-compulsory curriculum and assessments. 	<ul style="list-style-type: none"> • During 2010, eight revised VCE studies were endorsed for Board approval and accredited by the VRQA. In 2011 two study design drafts were approved for consultation. • During 2010-2011 a number of VCE VET and VCAL programs and revisions to programs were endorsed for Board approval. • Provision of expert curriculum and assessment advice throughout the development of the new VCE Extended Investigation. • Successful redevelopment of policy around the Higher Education studies program and recommendation to the Board on submission for new Higher Education studies within the VCE. • Provision of enrolment and completion data reports on VCE, VET and VCAL, to inform policy development and study review • The updating and publication of the VCE and VCAL Administrative Handbook • The preparation for online publication of eight VCE assessment handbooks and internally commissioned research projects to support VCE study reviews and VCE Extended Investigation.
Audit Committee	The Audit Committee is responsible for governance, risk management and business assurance of the VCAA.	The purposes of the Audit Committee have been achieved.
Workplace Consultative Committee	<p>The Committee will provide a forum for staff and management to identify issues affecting VCAA staff, including but not limited to:</p> <ul style="list-style-type: none"> • accommodation – building, 	The purposes of the Workplace Consultative Committee have been fully achieved.

Committee	Purpose	Extent to which purposes have been achieved
	safety and security <ul style="list-style-type: none"> • staff professional development and training • staff wellbeing • HR related matters. 	
Online Communications Committee	Support the strategic maintenance and development of effective communication via VCAA online services.	<ul style="list-style-type: none"> • Public website information architecture revised • VCAA Social media policy developed • Transition from print based bulletins, to free e-bulletins ready for implementation in 2012.
Review Committee	Under 2.5.7(4) of the E&TR Act, it decides on allegations of breaches of VCAA examination rules and appeals from students about their school based assessment.	During the reporting period the committee successfully conducted 16 hearings related to allegations of rule breaking.