

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

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Confidential

VCE VET State Reviewers 2003

Information for applicants

Note: This form only applies to VET Coursework application

Applications are invited for the positions of State Reviewer for the following VCE VET programs:

Arts (Interactive Multimedia)
Business (Office Administration)
Community Services
Dance
Electronics
Financial Services
Furnishing
Hospitality Operations
Information Technology
Laboratory Skills.

State Reviewers can be teachers of the program at Unit 3/4 level.

Applications close on Monday 10 February 2003.

Please mail or fax this application form.

For further information, please telephone **Kate Rule** on
(03) 9651 4458 or fax **(03) 9651 4324**.
email: rule.catherine.e@edumail.vic.gov.au

General responsibilities

The State Reviewer will be required to:

- assist in the conduct of professional development activities for teachers, as organised by the VCAA
- maintain the security and confidentiality of all assessment information and materials
- provide feedback and advice to specific schools/RTOs as required
- assist in the preparation of published advice for teachers
- conduct auditing and monitoring activities as directed by the VCAA
- forward annual assessment reports in the study at the set time as directed by the VCAA
- other duties as directed by the VCAA.

State Reviewer responsibilities: Coursework

The State Reviewer will be required to:

- participate in the monitoring of scored assessment processes in the program in accordance with policies and procedures of the VCAA
- assist VCAA staff to analyse and monitor scored coursework
- advise on the appointment of reviewers (where appropriate)
- assist in the preparation of feedback to schools as a result of the monitoring of coursework.

Please send completed form to:

**The Manager, Vocational Education Unit
Victorian Curriculum and Assessment Authority
41 St Andrews Place, East Melbourne 3002
Tel: (03) 9651 4458 Fax: (03) 9651 4324
Closing date for application: Monday 10 February 2003**

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VCE VET State Reviewer 2003

Part A (to be completed by all applicants)

VCE VET program name

VCAA ID number (if known)

Personal details (Block letters please)

FAMILY NAME

INITIALS

TITLE

PREFERRED FIRST NAME

HOME ADDRESS (Block letters please – all correspondence will be sent to this address)

STREET

TOWN/SUBURB

POSTCODE

TELEPHONE

HOME FAX

MOBILE

WORK PLACE AND ADDRESS (Block letters please)

ORGANISATION

POSITION

STREET

TOWN/SUBURB

POSTCODE

TELEPHONE

WORK FAX

PREFERRED
EMAIL ADDRESS

Will you be teaching Units 3 and 4 of this VCE VET program in 2003?

YES

NO

Are you in receipt of a Victorian Government Departure Package?

YES

NO

Criminal record

I have no criminal record and there are no charges pending against me.

SIGNED

..... DATE

OFFICE USE ONLY

ACTION OFFICER

DATE COMPLETED

DATE RECEIVED

DATA ENTRY

DATA VALIDATION

VCE VET State Reviewer 2003

Part B *(To be completed by new applicants only)*

VCE VET program name

(As in Part A)

Personal details *(Block letters please)*

FAMILY NAME

FIRST NAME

Please provide the following information

1. Name, position, organisation and phone number of a suitable referee

NAME	POSITION
ORGANISATION	TELEPHONE

2. Knowledge of VCAA curriculum and assessment policy *(in the program being applied for)*

3. Knowledge of training curriculum and/or training package assessment practice *(in the program being applied for)*

4. Demonstrated skills in leading task-oriented groups

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5. Demonstrated skills in developing and delivering professional development activities

6. Demonstrated skills in keeping to timelines and delivering quality feedback on curriculum and assessment practice

8. Well-developed interpersonal and communication skills

9. Experience in teaching and assessing VCE VET Units 3/4 in 2001–2002

10. Appropriate industry background/experience

11. Any other relevant information to support your application