

## **VCAL update**

### **VCAL Expression of Interest – Quality Assurance panel members**

Suitably qualified and experienced teachers/educators interested in applying to be part of the VCAL Quality Assurance panels in 2004 are invited to complete the following Expression of Interest form.

The form is also available on the VCAA website:  
[www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

For further information please contact Annette Whiter (03) 9687 3865 at the VQA or Marlwood Ryder (03) 9651 4421 at the VCAA.



## 2004 VCAL Quality Assurance QA Panel member – Expression of Interest

*This form must not be used to apply for assessment positions in Examinations, School Assessment or VET*

**VCAA Privacy Statement**

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Victorian Curriculum and Assessment Authority Act 2000*. The VCAA is committed to protecting all personal information collected and handling this data in accordance with the *Information Privacy Act 2000*.

The information we collect from you is used to inform on the selection and appointment processes in VCE Assessment. All the information we collect from you will be kept secure and confidential. You have the right to request access to information held about you by the VCAA and its correction if inaccurate.

It will only be used by authorised VCAA staff or representatives working on the processes described. If you have concerns about the way in which your information is collected and stored please contact the VCAA Information Services Unit on (03) 9651 4328.

**Have you been provided with a VCAA ID number (eg. VCE Assessor/Reviewer/Setting Panel member/DES panel member/Examination supervisor or AIM Item Writer/Marker or VCAL QA panel member)?**

NO  YES  If YES, enter your VCAA ID NUMBER

*(if known)*

**SECTION A. Personal details (block letters please)**

FAMILY NAME  TITLE

FIRST NAME  SECOND NAME

**HOME ADDRESS**

NUMBER & STREET

*(include a street number or PO Box number in this address where possible)*

TOWN/SUBURB  POSTCODE

TELEPHONE  FAX  MOBILE

*(material associated with any appointment will be sent to the home address)*

**WORK PLACE AND ADDRESS**

ORGANISATION (eg. school, business, provider)

CURRENT POSITION or LEVEL of RESPONSIBILITY

NUMBER & STREET

*(include a street number or PO Box number in this address where possible)*

TOWN/SUBURB  POSTCODE

TELEPHONE  FAX

EMAIL ADDRESS (preferred)

**Any additional information**

*(eg. change of name, on leave)*

**[must be returned as part of the application – page 1 of 2]**

# VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)

2004 VCAL Quality Assurance Panel member

Expression of Interest



## SECTION B. Work and VCAL experience

2004 VCAL RESPONSIBILITIES (eg. teaching, administration)

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EXPERIENCE WITH VCAL PROVISION IN SCHOOLS

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VCE AND/OR VCAL AND/OR VET AND/OR OTHER POST-COMPULSORY STUDIES TAUGHT PREVIOUSLY

YEAR	STUDY/S
2003	
2002	

OTHER POST-COMPULSORY EXPERIENCE IN EDUCATION AND TRAINING

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VCAL QUALITY ASSURANCE PANEL EXPERIENCE (or other relevant experience)

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## SECTION C. Endorsement

As this task can include a significant level of communication and time with VCAL providers, Principal/CEO endorsement is required:

Signature \_\_\_\_\_ Date \_\_\_\_\_

REFEREE: (Name, Workplace, Position held, Contact phone)

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**Please return by  
15 March 2004**

*For assistance with this  
Expression of Interest  
phone: 9687 3865 or 9651 4421*

**ASSESSMENT ADMINISTRATION  
Victorian Curriculum and Assessment Authority  
41 St Andrews Place, East Melbourne Victoria 3002**

**Return by mail or Fax: 9651 4578**

*[must be returned as part of the application – page 2 of 2]*

# VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)

## QUALITY ASSURANCE PROCESS FOR VCAL UNITS



### **Information for applicants**

The VCAL Quality Assurance (QA) process was developed to ensure that there is a common understanding among teachers regarding assessment judgments and the design of assessment tasks for the various levels of VCAL units. The focus is both professional development, where discussion about education practices is encouraged, and assessment advice. It provides an opportunity for teachers to clarify their ideas about levels and tasks. A VCAL Quality Assurance Panel will be established in each Department of Education and Training (DE&T) region.

#### **1. Background**

- The Quality Assurance process is designed to ensure statewide consistency with the design and assessment of VCAL units and that appropriate standards are maintained.
- A Quality Assurance Panel will be established in each DE&T region; the Panel will comprise the VCAL Regional Consultant as facilitator and four VCAL practitioners from each region.
- The panel members must be current VCAL practitioners with a good understanding of VCAL and curriculum; training will be provided for panel members.
- Panel members will receive \$1000 to cover expenses incurred in attending meetings, reviewing material and other panel requirements.

#### **2. Role of Panel Members**

The terms of reference for the QA Panel are to:

- i. establish regional benchmarks for consistency in the design assessment of VCAL units and VCAL unit learning outcomes
- ii. provide advice to VCAL providers that will enable them to confidently design VCAL unit assessment tasks and to make assessment judgments about successful achievement of the learning outcomes for VCAL units
- iii. select and provide advice regarding exemplar models of VCAL tasks for VCAL units for circulation within the region.

#### **SCHEDULED DATES**

Schedule relating to panel members:

	Appointment	Main period of panel work	Payment
QA Phase 1 & 2	March	June / September	July / October

*Please note this schedule is general advice only and payment will be made on completion of the task*

#### **FURTHER INFORMATION**

- **All QA panel members must complete, sign and have witnessed a Conditions of Appointment form that is provided on appointment before they commence any work within the VCAL QA program.**
- QA Panel members are appointed by the VCAA.
- The appointment of members will be based on relevant qualifications and experience, the number of applications received relative to the number required in each region.
- Applicants should seek approval from their employer to participate in the program where this will coincide with current employment duties.
- Any change to the personal details information provided on the Expression of Interest form should be communicated to the VCAA as quickly as possible; from time to time the VCAA will contact panel members by email to check this information.
- Applicants who have not worked for the VCAA previously will be required, if appointed, to provide the necessary banking and tax details before payments can be processed.
- Delays in processing of applications, appointments and payments can occur if the required documentation is not completed correctly (eg. Expression of Interest, Conditions of Appointment, Banking and Tax forms).
- Applicants who have received a Victorian Government Departure Package within the last three years are ineligible for consideration as a VCAL QA panel member.

**[this page is information only and does not need to be returned as part of the application]**