

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

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Confidential

VCE VET State Reviewers 2004

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 may be used as part of a report to the Authority on the proposed Working Party. All of the information we collect from you will be kept secure and confidential. It will only be used by authorised VCAA staff who are working on the report.

If you have concerns about the way in which your information is collected and stored or wish to have it corrected please contact the VCAA Information Services Unit on (03) 9651 4328.

Information for applicants

Note: This information form only applies to VET Coursework

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

Multimedia
Business Administration
Community Services
Dance
Electronics
Equine Industry
Financial Services
Furnishing
Hospitality Operations
Information Technology
Laboratory Skills
Music Industry.

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

Applications close on Monday 16 February 2004.

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
- undertake 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 16 February 2004

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VCE VET State Reviewer 2004

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 2004?

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 2004

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

7. Well-developed interpersonal and communication skills

8. Experience in teaching and assessing VCE VET Units 3/4

9. Appropriate industry background/experience

10. Any other relevant information to support your application