

VCE English/English (ESL) and Literature Text Selection Panels

Expressions of Interest

Text selection panels provide:

- professional interaction with colleagues
- familiarity with a broad range of current publications
- valuable input into course content.

Guidelines for English text selection

Applicants should make themselves aware of the English and Literature text selection guidelines which can be viewed at the following websites:

English: www.vcaa.vic.edu.au/VCE/BULLETIN/2003/February/PDF/03FEBSU1.pdf

Literature: www.vcaa.vic.edu.au/VCE/STUDIES/PDFs/Eng-lists/Lit2003.pdf

Information for applicants:

- Text Selection panels will meet at the VCAA 41 St Andrews Place East Melbourne at times determined by the Key Learning Area Manager and agreed to by panel members.
- Text Selection panels will consist of between seven and ten members and will meet regularly between March and October for a period of one year.
- Panel members will be appointed from schools, universities, the training sector and other sectors where appropriate. Panels should be balanced in their representation of subject expertise, gender, rural and regional locations.
- The Key Learning Area Manager will chair the panel and the convenor of the Examination Setting Panel and the Chief Assessor (or their representatives) will attend meetings of the panel as appropriate.
- Members of the text selection panel must ensure that they are familiar with the details of the currently accredited study design, and in particular, with the role of text within it.
- Members will be chosen from those who complete an Expression of Interest form and where appropriate, others may be invited to fill out an Expression of Interest form.

- Members may reapply for panel membership for up to four consecutive years.
- The VCAA reserves the right to extend the membership period.
- Failure to attend two consecutive meetings of the panel without good reason will be grounds for discontinuing membership.

Selection of panel members will be undertaken using the following selection criteria:

- Knowledge of the study design and the role of text within the study.
- Relevant qualifications and experience.
- Willingness to perform the functions required until the completion of the text selection advisory process.
- Willingness to agree to the terms of reference of the committee. In particular, panel members will acknowledge their unique position by asserting that they will not seek to personally profit as a result of the selection and future use of any particular text.

Individual members will be chosen according to the above criteria and having regard for the need for balanced representation.

The Key Learning Area Manager will shortlist applicants in consultation with the Assistant General Manager, Curriculum and the Assistant General Manager, Assessment. The Key Learning Area Manager will submit a final list of candidates for approval by Senior Management.



Expression of Interest English/English (ESL)/Literature Text Selection Panels 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*.

All of the information we collect from you will be kept secure and confidential. 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.

Please indicate the panel you wish to apply for: English/English (ESL)

Literature

PERSONAL DETAILS *(Block letters please)*

FAMILY NAME _____

TITLE _____

FIRST NAME _____

HOME ADDRESS _____

FAX _____

SUBURB _____

POSTCODE _____

TELEPHONE _____

EMAIL _____

WORK DETAILS *(Block letters please)*

ORGANISATION _____

POSITION _____

WORK ADDRESS _____

FAX _____

SUBURB _____

POSTCODE _____

TELEPHONE _____

EMAIL _____

QUALIFICATIONS/SUMMARY OF EXPERTISE/EXPERIENCE

Please provide the following information.

1. Relevant tertiary qualifications

2. VCE teaching experience relevant to the study

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3. Experience in text selection

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4. Details of any publishing experience

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5. Details of suitable referee

NAME
LOCATION/POSITION
TELEPHONE

SIGNATURE

DATE / /

Please send completed form to: Ms Christal Belayiannis, Administrative Officer, VCAA
41 St Andrews Place, East Melbourne 3002
Tel: (03) 9651 4452 Fax: (03) 9651 4324

Closing date for applications: **FRIDAY 27 NOVEMBER**



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