

# **VCAA Acronyms and Glossary**

## **Acronyms**

ACE - Adult Community Education  
AQF - Australian Qualifications Framework  
AQTF - Australian Quality Training Framework  
CCAFL - Collaborative Curriculum and Assessment Framework for Languages  
CPM - Cumulative Performance Measure  
DEEWR - Department of Education, Employment and Workplace Relations  
DES - Derived Examination Score  
ENTER - Equivalent National Tertiary Entrance Rank  
ESL - English as a Second Language  
FE - Further Education  
GA - Graded Assessment  
GAT - General Achievement Test  
IB - International Baccalaureate  
ISS - Industry Specific Skills  
LLEN - Local Learning and Employment Network  
LNS - Literacy and Numeracy Skills  
LOTE - Language/s Other Than English  
LSD - Lost/Stolen/Damaged work  
MIPs - Managed Individual Pathways  
MOU - Memorandum of Understanding  
NA - Not Assessed  
NAP - Code on VASS denoting School Based New Apprenticeship  
OTTE - Office of Training and Tertiary Education (now Skills Victoria)  
PDS - Personal Development Skills  
PRES - Post-Results Enquiry Service  
RPL - Recognition of Prior Learning  
RTO - Registered Training Organisation  
SAC - School-assessed Coursework  
SAS - Score Amendment Sheet  
SAT - School-assessed Task  
SBNA - School Based New Apprenticeship (or Part-Time Apprenticeship and Traineeships for School Students)  
SCAN - School Coursework Audit Notification  
SIAR - School Initial Assessment Return  
SIEG - School Indicative Examination Grade  
SRF - Study Record Form  
SSR - School Status Report  
TAFE - Technical and Further Education  
UG - Ungraded  
UN - Unavailable  
UoC - Unit of Competence  
VASS - Victorian Assessment Software System  
VCAA - Victorian Curriculum and Assessment Authority  
VCAL - Victorian Certificate of Applied Learning  
VCE - Victorian Certificate of Education  
VCE VET - VCAA managed VET programs comprised of VCE VET units  
VES - Code on VASS denoting VCE VET program  
VET - Vocational Education and Training  
VFE - Code on VASS denoting VET or Further Education programs  
VRQA - Victorian Registration and Qualifications Authority  
VTAC - Victorian Tertiary Admissions Centre  
WRS - Work Related Skills

## Glossary

- Accredited Course** - A course that leads to an Australian Qualifications Framework (AQF) qualification or Statement of Attainment that is nationally recognised. The accredited course has been endorsed by either a state or national authority responsible for accrediting courses against agreed principles of accreditation. In Victoria, the statutory authority is the Victorian Registration and Qualifications Authority (VRQA).
- Accreditation period** - The period during which a course or certificate is accredited.
- Adult and Community Education Organisation (ACE)** - A community-based organisation that may be an RTO or recognised VCE or VCAL provider.
- Assessing school** - The school responsible for providing the assessment (through VASS) for one or more units for a student. The assessing school is usually, but not always, the home school. A student may have more than one assessing school.
- Assessment plan** - A set of tasks relating to the assessment of units of competence/modules undertaken in the Unit 3 and 4 sequence of a scored VCE VET program.
- Assessment task** - A task set by the teacher to assess students' achievements of unit outcomes for School-assessed Coursework (see also *Outcomes*).
- Auspicing** - Arrangement that a school can make with an RTO for the delivery of VCE VET, or VET or FE as outlined in the Memorandum of Understanding between the school and the RTO.
- Australian Qualifications Framework (AQF)** - The national framework for all qualifications in post-compulsory education and training.
- Australian Quality Training Framework (AQTF)** - The nationally agreed set of regulatory arrangements that ensure high quality vocational education and training services in Australia.
- Authentication** - The process of ensuring that the work submitted by students for assessment is their own.
- Award level (VCAL)** - In the VCAL there are three award levels: Foundation, Intermediate and Senior.
- Chief Assessor** - An expert appointed by the VCAA in each study to supervise the marking of the external examination/s in that study.
- Coursework audit** - As part of an ongoing monitoring and quality assurance program by the VCAA, samples of School-assessed Coursework material are collected from schools each semester. The work collected is used to monitor schools' administration of School-assessed Coursework and compliance with the accredited VCE Study Design.
- Credit (VCAL)** - In the VCAL, students are awarded one credit for completion of accredited curriculum in accordance with the course requirements for VCAL.
- Credential** - The certificate that the student is awarded on successful completion of all course requirements by the VRQA.
- Cumulative Performance Measure (CPM)** - VTAC developed summative instrument, available since 2003, for VCE and Senior VCAL graduates who have completed no more than 3 and no less than 2 scored VCE studies.
- Curriculum Planning Guide (VCAL)** - The VCAL Curriculum Planning Guide provides delivery and assessment advice for the VCAL curriculum strands. It specifies the purpose of the strand, provides guidance on selection of curriculum components for the strand and includes how the students' work is to be assessed as well as VCAL units that are specifically designed for that strand.
- Derived Examination Score (DES)** - Provision available for students who have missed an examination or whose examination performance has been impaired due to illness or other personal circumstances.
- Equivalent National Tertiary Entrance Rank (ENTER)** - The overall ranking on a scale of zero to 99.95 that a student receives, based on his/her *study scores*. The ENTER is calculated by VTAC and used by universities and TAFE institutes to select students for courses. Formerly known as Tertiary Entrance Rank (TER).
- Equivalent qualification** - The VCAA, on delegation from the VRQA, issues Statements of Equivalent Qualification for recognised qualifications for equivalence to Year 12 level, obtained overseas or interstate. The VCAA also assesses interstate and overseas qualifications for their equivalence to Year 11.
- Examinations** - External assessments set and marked by the VCAA. All VCE Units 3 and 4 studies have at least one examination. Most written examinations are held in October and November, with a small number in June. Performance examinations and oral components of LOTE examinations are held in October.

**Extension studies** - First-year university studies recognised by the VCAA for contribution to the ENTER for students who are academically very able.

**External Reference Score** - A common measure of performance in external assessments against which the schools' School-assessed Coursework scores for a particular study are statistically moderated. It is formed from the students' examination scores for each study, and, for some studies, the component scores from the GAT.

**Further Education (FE)** - Qualifications that provide training in adult literacy and basic education, access and preparatory education and English as a Second Language. Further Education certificates are accredited under the AQTF.

**General Achievement Test (GAT)** - A test of knowledge and skills in writing, mathematics, science and technology, humanities and social sciences and the arts. All students enrolled in VCE Unit 3 and 4 sequence must sit the GAT. It is used by the VCAA to check that schools are marking School-assessed Tasks to the same standard, as part of the statistical moderation of School-assessed Coursework and as a quality assurance check on the VCAA's marking of examinations and School-assessed Tasks.

**Graded Assessment** - All VCE studies have three Graded Assessments for each Unit 3 and 4 sequence, except for scored VCE VET programs, which have two. Each study includes at least one examination, most have School-assessed Coursework, and some have School-assessed Tasks.

**Home school** - Refers to the major school of the student. Only the home school may enter and change a student's personal details through VASS. A student can only have one home school at a time. The home school is usually, but not always, the assessing school.

**Key Competencies** - Generic competencies that are essential for effective participation in the workplace. Generally, key competencies refer to the Mayer Key Competencies.

**Learning Program (VCAL)** - Curriculum selected for delivery by the VCAL provider to meet each student's interest and abilities and to meet minimum VCAL course requirements.

**Local Learning and Employment Networks (LLENs)** - Networks established across Victoria to support young people's connections with local education and training organisations, employers and community groups.

**Mapping** - In the VCAL, mapping refers to aligning the content of locally developed programs and activities to the learning outcomes of a VCAL unit.

**Module** - A distinct component of the vocational training curriculum, comprising specified learning outcomes, assessment criteria and other information to support the delivery of training and conduct of assessment. Modules are identifiable as 'UoC' on VASS.

**Nominal Hours** - The scheduled hours required for the delivery and assessment of vocational training as determined by Skills Victoria (formerly OTTE).

**Outcomes** - What a student must know and be able to do in order to satisfactorily complete a unit as specified in the VCE study design or VCAL unit.

**Post-Results Enquiry Service (PRES)** - A free telephone enquiry service provided by the VCAA after the release of the VCE results.

**Principal** - Refers to principals, college principals of multi-campus schools, headmasters, headmistresses and directors.

**Quality Assurance (QA)** - The process to assure the quality of delivery and consistency in interpretation of learning outcomes and relevant levels. For example, assessment of VCAL units is subject to a QA process.

**Recognition of Prior Learning (RPL)** - Recognition of prior learning (RPL) means recognition of current competencies held. An assessment may be conducted to determine the student's eligibility to be awarded a VCAL unit in the Work Related Skills or Personal Development Skills strands. The student needs to demonstrate that he/she has met the learning outcomes in the unit.

**Registered Training Organisation (RTO)** - An organisation that is approved by OTTE and registered by the VRQA to deliver Vocational Education and Training (VET) and Further Education (FE) within a defined Scope of Registration.

**Review Committee** - The VCAA committee responsible for hearing cases of breaches of examination rules and student appeals against penalties imposed by the school for breach of rules for school assessment.

**Satisfactory completion (VCE)** - The school or other VCE provider decision that a student has demonstrated achievement of the outcomes for a unit. Students receive an **S** for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an **N** for it. Students qualify for the VCE when they satisfy units which meet the program requirements set out in *Section 5*.

**Satisfactory Completion (VCAL)** - The school or other VCAL provider decision that a student has demonstrated achievement of the outcomes for a VCAL unit. Students receive an **S** for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an **N** for not yet complete. Students qualify for the VCAL when they achieve sufficient credits to satisfy the course requirements set out in *Section 15*.

**School** - Refers to both schools and other VCE and VCAL providers.

**School-assessed Coursework** - A school-based assessment that is reported as a grade for either a VCE Unit 3 and 4 sequence or Unit 3 and Unit 4 individually. School-assessed Coursework consists of a set of assessment tasks that assess students' achievement of VCE Units 3 and 4 outcomes.

**School-assessed Task** - A school-based assessment for a VCE Unit 3 and 4 sequence set by the VCAA and assessed by teachers in accordance with published criteria. Schools' assessments of tasks are subject to review by a panel appointed by the VCAA.

**School Based New Apprenticeships (SBNA)** - Structured training arrangements, usually involving on and off the job training, for a person employed under an apprenticeship/traineeship training contract. These may include apprenticeships, part-time apprenticeships or traineeships.

**Scope of Registration** - The defined scope for which a training organisation is registered that identifies the particular services and products that can be provided. An RTO may be registered to provide either training delivery and/or assessment services or products and issue AQF qualifications and Statement of Attainment. The scope of registration is further defined by AQF qualifications and/or endorsed units of competency.

**Semester** - One half of the academic year. VCE and VCAL units are designed to be completed in one semester.

**Senior Secondary Qualification** - The VCE and the VCAL are senior secondary qualifications that are designed to be completed in Years 11 and 12.

**Sequence** - VCE Units 3 and 4 are designed to be taken as a sequence at Year 12 level.

**Special Provision** - Arrangements that are made to allow students who are experiencing significant hardship to achieve the learning outcomes and demonstrate their learning and achievement.

**State Reviewer** - An expert appointed by the VCAA to supervise the review and/or audit of the school-assessed components of each study.

**Statement of Attainment** - A record of recognised learning, that may contribute towards a qualification outcome, either as attainment of competencies within a training package, partial completion of a course leading to a qualification or completion of a nationally accredited short course that may accumulate towards a qualification through recognition processes.

**Statement of Marks** - For each examination including the GAT, students can apply for a statement showing the marks they obtained for each question/criteria and the maximum mark available. A fee is charged for each statement.

**Statement of Marks (study score)** - A statement showing the scores for each of the Graded Assessments and describing the calculation of the *study score*. A fee is charged for each statement.

**Statement of Results** - The document/s issued by the VCAA showing the results a student achieved in the VCE and/or VCAL, and whether he/she has graduated. See also *VCE/VCAL Certificate*.

**Statistical moderation** - The process used to ensure that schools' assessments are comparable throughout the State. It involves adjusting each school's School-assessed Coursework scores for each study to match the level and spread of the external reference scores for the students in that school enrolled in that study.

**Strand** - The VCAL contains four curriculum strands; literacy and numeracy skills, industry specific skills, work related skills and personal development skills.

**Student Number** - The unique number assigned to each student enrolled in VCE, VCE VET and VCAL. From 2003, the Student Number replaces all references to Candidate Number and VCAA Candidate Number in this and other VCAA publications.

**Studies** - The subjects available in the VCE.

**Study design (VCE)** - A study design for each VCE study is published by the VCAA. It specifies the content for the study and how students' work is to be assessed. Schools and other VCE providers must adhere to the requirements in the study designs.

**Study Score** - A score from zero to 50 which shows how a student performed in a VCE study, relative to all other Victorian students enrolled in that same study in a result year. It is based on the student's results in school assessments and examinations.

**Training package** - A document that sets out the training framework determined by industry for an industry sector. National competency standards, assessment guidelines and national qualifications form the endorsed components of training packages. Assessment materials, learning strategies and professional development materials may support these as non-endorsed components.

**Training Plan** - A program of training and assessment which is required under an apprenticeship/Traineeship Training Contract.

**Unit of competence (UoC)** - the specification of knowledge and skills and the application of that knowledge and skills to the standard of performance expected in the workplace. The RTO assesses competence.

**Units (VCE)** - The components of a VCE study that are a semester in duration. There are usually four units in a VCE study, numbered 1, 2, 3 and 4.

**Units (VCAL)** - VCAL units contain accredited learning outcomes that enable content to be developed and/or planned at the local level.

**VASS Administrator** - School-based personnel who enter all school information into VASS.

**Victorian Assessment Software System (VASS)** - The Internet-based system used by schools to register students and enter VCE and VCAL enrolments and results directly onto the VCAA central database.

**Victorian Certificate of Applied Learning (VCAL)** - An accredited senior secondary school qualification undertaken by students in Years 11 and 12.

**VCAL/VCE Certificate** - The certificate awarded to students who meet the requirements for graduation of the VCAL and/or VCE. See also *Statement of Results*.

**VCAL Learning Program** - A program of accredited curriculum that leads to the award of a VCAL Certificate.

**VCAL provider** - A school or other organisation authorised to offer the VCAL.

**Victorian Certificate of Education (VCE)** - An accredited senior secondary school qualification.

**VCE provider** - A school or other organisation authorised to offer the VCE.

**Vocational Education and Training (VET)** - Nationally recognised vocational certificates. These certificates may be integrated within a VCE or VCAL program.

**VCE VET** - VET certificates developed into full programs of study within the VCE and contributing to satisfactory completion of the VCE under the same recognition arrangements as for VCE studies.

**VTAC** - Victorian Tertiary Admissions Centre acts on behalf of universities, TAFEs and other providers facilitating and coordinating the joint selection system. VTAC calculates and distributes the Equivalent National Tertiary Entrance Rank (ENTER).