



# *VCE and VCAL Administrative Handbook 2009*



V I C T O R I A N   C E R T I F I C A T E   O F   E D U C A T I O N

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# **VCE and VCAL Administrative Handbook 2009**

Victorian Curriculum and Assessment Authority

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Cover artwork

'Weathered vessel'

Stoneware

Ruby Pilven

(2007 VCE Student, Ballarat High School, Ballarat)

Top Arts: VCE 2007 Ian Potter Centre: NGV Australia at Federation Square

I focused on the devastation of the drought and its effects on every aspect of life. It inflicts deprivation upon the mental, physical, social, economical, environmental, psychological and financial aspects of daily life. On our rural property we rely on rainwater for our water supply. I looked at historical accounts of hardship during earlier droughts and also witnessed Ballarat's Lake Wendouree completely dry up. I adopted a variety of techniques, for example, tearing the clay, layering slip and washing black oxides to create the vessel. I then fired it in a wood kiln.

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Correspondence relating to this publication should be addressed to:

Student Records and Results Unit

Victorian Curriculum and Assessment Authority

41 St Andrews Place, East Melbourne, Victoria 3002

# Introduction

This publication includes all aspects of the administration of the Victorian Certificate of Education (VCE), Vocational Education and Training (VET) / Further Education (FE) and Victorian Certificate of Applied Learning (VCAL), and sets out the rules, regulations and procedures governing the delivery of the VCE, VET/FE and VCAL. It provides an all-inclusive guide for principals, teachers and administrators. Teachers and principals will use this handbook as their main resource for locating specific VCE and VCAL information. The integration of VET into the VCE and VCAL is fully explained.

Throughout this publication the term school and/or provider will be used. These terms refer to any school, non-school, organisation or institution that is approved and/or registered by the Victorian Registration and Qualifications Authority (VRQA) to provide training and/or education at senior secondary level and include the delivery of the VCE, VET/FE and VCAL certificates. Schools will be further defined throughout this publication as home school, assessing school, government school, non-government school, registered training organisation, and provider. These terms are set out in the glossary section.

The Victorian Curriculum and Assessment Authority (VCAA) is responsible for the curriculum, assessment and reporting of both the VCE and the VCAL.

The *Education and Training Reform Act 2006* provides the VCAA with the legislative basis to provide the VCE and VCAL Administrative Handbook to stakeholders. The contents of the VCE and VCAL Administrative Handbook have been written to comply with the relevant provisions of the Education and Training Reform Act.

## IMPORTANT ADMINISTRATIVE DATES

This section is located in Part E, towards the back of the handbook. The sidebar is coloured red, providing a quick easy method of locating this information. A column titled 'Section reference' has been incorporated into Part E and this references the corresponding text in the body of the handbook.

## SYMBOLS

The three symbols listed below appear in the main text. These symbols alert you that the information contained in the main text is aligned to either a particular deadline or timeline, an application form located on the web, or an application form located in the appendices of this handbook.



Reference to check the Important Administrative Dates (Part E: Section 16)



Application form located on the VCAA website



Application form located in the Appendices to this handbook

## OTHER REFERENCES

At the end of each section there is a list of resources that are essential references to the information in that section.

## COLOUR CODING OF THIS HANDBOOK

Information that has appeared in previous editions of the VCE and VCAL Administrative Handbook will be printed in blue; any new rules and procedures and changes to old rules and procedures will continue to be printed in red.

## ONLINE VERSION

This handbook is available online from the VCAA website at [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

## CHANGES AND UPDATES TO INFORMATION

Changes and updates to information contained in this handbook may occur throughout the year; these will be communicated to providers via email or memorandum and in the monthly *VCAA Bulletin* as errata. The online version will also include an errata page.

**John Firth**  
Chief Executive Officer  
VCAA

## FOR FURTHER ADVICE

Information and VCAA publications can be found on the VCAA website.

[www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

For further advice contact one of the following units.

### Corporate Services Branch

#### **Administrative Support Unit for Victorian Assessment Software System (VASS)**

Telephone: (03) 9651 4482 or  
1800 827 721 (country calls)

Facsimile: (03) 9651 4551

Email: [vass.support@edumail.vic.gov.au](mailto:vass.support@edumail.vic.gov.au)

This unit (also called VASS Support) should be contacted if you have problems regarding VASS. The unit can assist you with:

- computer specifications for VASS
- web browser settings for VASS
- VASS training and documentation
- maintenance of school email addresses.

#### **Corporate Governance Unit**

Telephone: (03) 9651 4311

Facsimile: (03) 9651 4331

Email: [vcaa@edumail.vic.gov.au](mailto:vcaa@edumail.vic.gov.au)

This unit is responsible for ensuring that the development of VCAA policy and procedures complies with all relevant legislation such as Privacy, Freedom of Information, Whistleblowers, as well as protecting the organisation's intellectual property. The unit has statutory responsibility for investigating student breach of rules, student appeals and specific school breaches of protocols, and has responsibility for the oversight and delivery of all contract management and procurement practices of the VCAA. The unit also has responsibility for the strategic development and management of the VCAA's international engagement.

#### **Information Services Unit**

Telephone: (03) 9651 4544, (03) 9651 4328 or  
1800 134 197 (country calls)

Facsimile: (03) 9651 4550

Email: [information.services.vcaa@edumail.vic.gov.au](mailto:information.services.vcaa@edumail.vic.gov.au)

This unit is responsible for the VCAA general enquiry service, the Post-Results Enquiry Service (PRES), the VCE Achiever Award and the Plain English Speaking Award (PESA). The unit also assists with the VCE Season of Excellence and produces events and publications for the VCAA. Please contact Information Services for information regarding:

- general VCE and VCAL enquiries
- key dates in the school year

- returning to study VCE and VCAL
- referrals to other government organisations
- publications available
- Post-Results Enquiry Service (PRES)
- VCE Achiever Awards
- VCAA Plain English Speaking Award
- VCE Season of Excellence
- Margaret Schofield Memorial Scholarship.

### Curriculum Branch

Facsimile: (03) 9651 4324

Email: [curriculum.vcaa@edumail.vic.gov.au](mailto:curriculum.vcaa@edumail.vic.gov.au)

The Curriculum Branch manages the development of the Victorian curriculum from Prep to Year 12, including VCE studies. The Branch can assist you with:

- content of VCE studies
- distribution of VCE study designs
- approval, development and review of VCE studies
- implementation of VCE studies
- professional development for VCE studies
- prescribed texts and works
- advice on school assessment
- Victorian Essential Learning Standards (VELS).

Arts	(03) 9651 4668
Business Studies	(03) 9651 4436
English	(03) 9651 4580
Health and PE	(03) 9651 4444
Humanities	(03) 9651 4439/4575
ICT	(03) 9651 4378
LOTE	(03) 9651 4339
Mathematics	(03) 9651 4537
Publications	(03) 9651 4489
Science	(03) 9651 4512/4655
Technology	(03) 9651 4407
VCE	(03) 9651 4453

Within the Curriculum Branch are four specialised units:

#### **VELS Unit**

Telephone: (03) 9651 4410

Facsimile: (03) 9651 4324

Email: [curriculum.vcaa@edumail.vic.gov.au](mailto:curriculum.vcaa@edumail.vic.gov.au)

The P–10 Curriculum unit is responsible for the development of curriculum and standards in the compulsory years of schooling (Prep to Year 10). The P–10 Curriculum Unit can assist with questions about:

- the Victorian Essential Learning Standards (VELS)
- support for the VELS
- implementation strategies for the VELS
- student assessment based on the VELS.

**Senior Secondary Curriculum Unit**

Telephone: (03) 9651 4453

Facsimile: (03) 9651 4324

Email: curriculum.vcaa@edumail.vic.gov.au

The Senior Secondary Curriculum Unit is responsible for coordinating the on-going development, review, implementation and evaluation of the VCE curriculum.

This Unit can assist you with questions related to:

- the implementation of VCE curriculum and related monitoring activities including professional development
- the management of publications including VCE study designs, assessment handbooks, implementation support materials and advice published on over 150 VCE study webpages
- procedures and guidelines for the review of senior secondary curriculum.

**Victorian Certificate of Applied Learning (VCAL) Unit**

Telephone: (03) 9651 4532

Facsimile: (03) 9651 4324

Email: vcaa.vcal@edumail.vic.gov.au

The VCAL Unit can assist you with:

- delivery of VCAL curriculum and assessment
- VCAL quality assurance processes
- VCAL resources produced by the VCAA
- professional development for VCAL providers
- providers currently offering VCAL
- becoming a new VCAL provider.

**Vocational Education and Training (VET) Unit**

Telephone: (03) 9651 4458

Facsimile: (03) 9651 4324

Email: vet.vcaa@edumail.vic.gov.au

This unit manages the recognition arrangements for VCE VET programs and School Based Apprenticeships and Traineeships within the VCE and VCAL, including development of new programs, review and maintenance of existing programs, and implementation of scored assessment in VCE VET programs.

The VET Unit can assist you with:

- VCE VET programs and School Based Apprenticeships and Traineeships
- obtaining program booklets and assessment guides for VCE VET programs
- implementing VCE VET programs within a school
- sources of information and support for schools
- the level of recognition for VCE VET programs in the VCE
- schools currently offering VCE VET programs
- professional development for VCE VET programs
- processes for approval of new VCE VET programs
- Block Credit Recognition for VET.

**Assessment and Reporting Branch**

The Assessment and Reporting Branch comprises the following units.

**Assessment Operations**

Telephone: (03) 9225 2200

Facsimile: (03) 9225 2229

Email: vcaa.specialprovision@edumail.vic.gov.au  
school.assessment.vcaa@edumail.vic.gov.au

This unit manages the processing for all assessments associated with the VCE. This unit can assist you with:

- examination centres, venues, timetables and schedules
- the rules and conduct of examinations
- Arts performance and Languages Other Than English (LOTE) examinations: oral component
- supervision of examinations
- special provision
- Special Examination Arrangements for examinations including completing examinations interstate or overseas
- assessments of coursework
- scope and structure of the coursework audit and of the review of School-assessed Tasks (visitation)
- visitation review schedules and coursework audit processes
- training arrangements for all sessional staff
- employment of casual personnel
- applications for Derived Examination Scores (DES).

**Assessment Services and Resources**

Telephone: (03) 9225 2302

Facsimile: (03) 9225 2310

Email: assessment.administration.vcaa@edumail.vic.gov.au

This unit can assist you with:

- appointment of all sessional staff for VCAA assessment activities
- payment of allowances and expenses for sessional staff and schools Casual Relief Teacher (CRT)
- management of sessional staff database Sessional Staff Management System (SSMS).

**Data Analysis, Measurement and Reporting Unit**

Telephone: (03) 9651 4484

Facsimile: (03) 9651 4504

Email: research.vcaa@edumail.vic.gov.au

This unit provides specialist advice and support to the VCAA's assessment and reporting programs including:

- provision of research and information services to units within the VCAA, including data extraction, advice and assistance in evaluation and monitoring programs
- implementation of statistical procedures associated with P-12 assessments

- provision of information to students, parents, teachers, schools, education sectors and general public about P–12 curriculum and assessment
- provision of information for government about P–12 participation and outcomes for accountability and reporting
- provision of data analysis and advice relating to the preparation of NAPLAN tests and VCE examinations and other VCAA P–12 curriculum and assessment programs
- analysis and advice about national curriculum and assessment programs, including National Benchmark information and the development of national approaches to curriculum and assessment
- provision and maintenance of the VCAA Data Service and advice about other reporting programs of the VCAA
- investigation and evaluation of the VCAA curriculum and assessment programs to develop advice to increase the validity and reliability of assessment and reporting programs.

#### ***P–10 Assessment Unit***

Telephone: (03) 9255 2332

Facsimile: (03) 9255 2333

Email: [aim.support@edumail.vic.gov.au](mailto:aim.support@edumail.vic.gov.au)

This unit manages the development, implementation and reporting of the National Assessment Program – Literacy and Numeracy Testing (NAPLAN) program. This unit can assist you with:

- Years 3, 5, 7 and 9 test setting and test production
- delivery of test materials
- sample test material
- issues arising from test implementation
- assessment of tests
- training of markers and other sessional staff
- delivery of reports
- professional development about results data.

#### ***Student Records and Results Unit***

Facsimile: (03) 9651 4470

Email: [student.records@edumail.vic.gov.au](mailto:student.records@edumail.vic.gov.au)

This unit manages the administration of enrolments and delivery of results for students undertaking the VCE and VCAL including Extension Studies, VCE VET programs, International Baccalaureate (IB) and students sitting the GAT. This unit can assist you with:

#### **Administration Support**

VCE Student Administration (03) 9651 4506

Second Language enrolment (03) 9651 4346  
(03) 9651 4370

VCE/VCAL Credit and Equivalent Qualifications (03) 9651 4616

VCE Coursework Partnerships (03) 9651 4423

Interrupted Study, Compassionate Late Withdrawal and GAT Exemptions (03) 9651 4346

Full-fee-paying Overseas student registration (03) 9651 4616

VCE Student Awards (03) 9651 4616

VET/VCAL Administration (03) 9651 4379  
(03) 9651 4376  
(03) 9651 4371

VCE and VCAL Administrative Handbook (03) 9651 4423

#### **Result Services**

Replacement VCE/VCAL Statements and Certificates (03) 9651 4370

Statistical Moderation and Study Score (03) 9651 4434

Statement of Marks/Study Score (03) 9651 4408

Confirmation of Grades (03) 9651 4371

#### **VCE Examinations**

Telephone: (03) 9225 2349

Facsimile: (03) 9225 2361

Email: [examinations.vcaa@edumail.vic.gov.au](mailto:examinations.vcaa@edumail.vic.gov.au)

This unit manages policies and procedures for VCE examinations and can assist you with:

- examination setting and production including the General Achievement Test (GAT)
- examination irregularities
- issues arising from examinations (for example. use of calculators and approved materials)
- sample examination material
- script inspections
- VCE Assessment Reports
- examination assessment (including the appointment and training of assessors and marking process).

## **OTHER RESOURCES**

### **Victorian Tertiary Admissions Centre (VTAC)**

For all enquiries regarding the Equivalent National Tertiary Entrance Rank (ENTER) and tertiary selection call 1300 364 133 or go to [www.vtac.edu.au](http://www.vtac.edu.au)

### **Department of Education and Early Childhood Development (DEECD)**

[www.education.vic.gov.au](http://www.education.vic.gov.au)

### **Victorian Registration and Qualifications Authority (VRQA)**

Telephone: (03) 9637 3967

Facsimile: (03) 9637 2422

Email: [vrqa@edumail.vic.gov.au](mailto:vrqa@edumail.vic.gov.au)

Website: [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)

# Acronyms and glossary

## ACRONYMS

ACE	Adult and Community Education
AQF	Australian Qualifications Framework
AQTF	Australian Quality Training Framework
CCAFL	Collaborative Curriculum and Assessment Framework for Languages
CPM	Cumulative Performance Measure
DEECD	Department of Education and Early Childhood Development
DES	Derived Examination Score
DEEWR	Department of Education, Employment and Workplace Relations
ENTER	Equivalent National Tertiary Entrance Rank
ESL	English as a Second Language
FE	Further Education
FFPOS	Full-fee-paying Overseas Student
GA	Graded Assessment
GAT	General Achievement Test
HSC	Higher School Certificate
IB	International Baccalaureate
ISS	Industry Specific Skills
LLEN	Local Learning and Employment Network
LOTE	Language/s Other Than English
MIPs	Managed Individual Pathways
MOU	Memorandum of Understanding
NA	Not Assessed
NAP	Code on VASS denoting VCAA-approved School Based Apprenticeships and Traineeships
PDS	Personal Development Skills
PRES	Post-Results Enquiry Service
QA	Quality Assurance
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
SAS	Score Amendment Sheet
SAT	School-assessed Task
SCAN	School Coursework Audit Notification
SIAR	School Initial Assessment Return
SIEG	School Indicative Examination Grade
SRF	Study Record Form
SSMS	Sessional Staff Management System
SSR	School Status Report
T12	Technical Year 12
TAFE	Technical and Further Education
TOP	Tertiary Orientation Program
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
VCEDS	VCE Data Service
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
VSL	Victorian School of Languages
VTAC	Victorian Tertiary Admissions Centre
WRS	Work Related Skills

## GLOSSARY

**Accreditation period** The period during which a course or certificate is accredited.

**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).

**Adult and Community Education (ACE) Organisation** A community-based organisation that may be a Registered Training Organisation (RTO) or recognised Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) provider.

**Assessing school** The school/provider responsible for delivering the assessment 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, but can only have one home school at a time (see also **Home 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 Vocational Education and Training (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 Further Education (FE) as outlined in a 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 the high quality of VET services in Australia.

**Authentication** The process of ensuring that the work submitted by students for assessment is their own.

**Award level** In the VCAL there are three award levels: Foundation, Intermediate and Senior.

**Block Credit Recognition** Training in a nationally recognised VET/FE qualification outside the suite of approved VCE VET and School Based Apprenticeship and Traineeship programs, that provides credit in the VCE.

**Chief Assessor** An expert appointed by the Victorian Curriculum and Assessment Authority (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 teachers' 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.

**Credential** The certificate that is awarded to the student by the VCAA on successful completion of all course requirements.

**Credit** In the VCAL, students are awarded one credit for completion of accredited curriculum in accordance with the course requirements for VCAL.

**Cumulative Performance Measure (CPM)** Victorian Tertiary Admissions Centre (VTAC)-developed summative instrument, available since 2003, for VCE and Senior VCAL graduates who have completed no more than three and no less than two scored VCE studies.

**Curriculum Planning Guide** 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.

**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.

**Employability Skills** A set of eight skill areas that employers have identified as desirable in all employees in all workplaces across Australia.

**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 Technical and Further Education (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 Languages Other Than English (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 General Achievement Test (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 Australian Quality Training Framework (AQTF).

**General Achievement Test (GAT)** A test of knowledge and skills in writing, mathematics, science and technology, humanities and social sciences and the arts.

**Graded Assessment** All VCE studies have three Graded Assessments for each Units 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/provider of the student. Only the home school may enter and change a student's personal details through the Victorian Assessment Software System (VASS). A student can only have one home school at a time. The home school is usually, but not always, the assessing school (see also **Assessing school**).

**Languages Other Than English (LOTE)** Forty-six languages other than English are offered at VCE.

**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 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 unit of competence ('UoC') on VASS.

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

**On Track** A Department of Education and Early Childhood Development yearly survey which asks exit students whether they are in employment, higher education, training or looking for work and providing access to support for those ex-students.

**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.

**Provider** Refers to an organisation or institution that is approved or registered by the VRQA to deliver VCE, VET/FE and VCAL certificates.

**Quality Assurance (QA)** The process to assure the quality of delivery and consistency in the implementation of the accredited VCE or VCAL outcomes and relevant levels. For example, the 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 (WRS) or Personal Development Skills (PDS) 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 and registered by the VRQA to deliver VET and 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 – VCAL** The school 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. Units not yet completed are not printed on the Statement of Results.

**Satisfactory completion – VCE** The school decision that a student has demonstrated achievement of the outcomes for a VCE unit. Students receive an **S** for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an **N**. Students qualify for the VCE when they satisfy sufficient units which meet the program requirements.

**School** Refers to both home and assessing schools, providers and any other institutions that provide training and/or education at senior secondary level.

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

**School-assessed Task** A school-based assessment for a VCE Units 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 Apprenticeships and Traineeships** Structured training arrangements, usually involving on and off the job training, for a student 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 Statements 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.

**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.

**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 contribute 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**.

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

**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.

**Structured Workplace Learning** On-the-job training during which a student is expected to practise a set of skills or competencies, related to an accredited course or nationally recognised VET program.

**Student Number** The unique number assigned to each student enrolled in VCE, VCE VET and VCAL.

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

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

**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.

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

**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.

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

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

**VCE VET** Nationally recognised 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.

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

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

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

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

**Victorian Tertiary Admissions Centre (VTAC)** 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)**.

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