

Supplement 5

VCE VET Scored Assessment

This supplement contains scored assessment and examination advice relating to the following revised VCE VET programs. These revised VCE VET programs offer scored assessment for the first time in 2010:

- Business
- Equine
- Hospitality
- Interactive Digital Media.

In February 2010, a generic assessment guide for all VCE VET scored programs will be published by the VCAA. This assessment guide will provide an overview of scored assessment, the process of integrating study scores with competency based assessment and detailed advice regarding the development and assessment of coursework tasks.

The assessment guide also contains generic templates, scoring criteria and other coursework assessment records.

For program specific templates, please refer to the individual VCE VET program pages on the VCAA website at: www.vcaa.vic.edu.au/vet/programs/index.html

Continuous improvement

During the life of a Training Package there may be occasions when changes are made to reflect feedback from users or to include the latest industry practices.

This process is called continuous improvement. When continuous improvement impacts on a unit or units in a scored VCE VET program, advice will be published in the VCAA Bulletin VCE, VCAL and VET and the updates will be published on the relevant VCE VET program page of the VCAA website.

VCE VET Business

Template – Business Assessment Plan 2010

BSB20107 Certificate II in Business and selected units of competence from Certificate III in Business

Template

Student Number:

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	Assigned to:	Work Perf. (1st)	Work Perf. (2nd)	Work Project (1st)	Work Project (2nd)	Product (1st)	Product (2nd)	Portfolio (1st)	Portfolio (2nd)
Vass Data Entry No.		01	02	03	04	05	06	07	08
FNSICGEN305A	Maintain daily financial/business records 20								
BSBWOR301A	Organise personal work priorities and development 30								
BSBINM301A	Organise workplace information 30								
BSBITU306A	Design and produce business documents 80								
BSBINN301A	Promote innovation in a team environment 40								
Allocation of nominal hours:									

Sample – Business Assessment Plan 2010

BSB20107 Certificate II in Business and selected units of competence from Certificate III in Business

Sample

Student Number:

1	2	3	4	5	6	7	8	9
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		Assigned to:		
		Work Project (1st)	Product (1st)	Portfolio (1st)
Vass Data Entry No.		03	05	07
FNSICGEN305A	Maintain daily financial/business records 20			✓
BSBWOR301A	Organise personal work priorities and development 30	✓		
BSBINM301A	Organise workplace information 30			✓
BSBITU306A	Design and produce business documents 80		✓	
BSBINN301A	Promote innovation in a team environment 40	✓		
Allocation of nominal hours:		70	80	50

Notes:

1. You need to select three tasks to cover all units of competence. Reading down the columns, the ticks indicate which task each unit of competence has been assigned to.
2. You may select two tasks of the same type, but not three. For example, a student could complete two Work Projects but could not do a third Work Project.
3. The assessment of a unit of competence cannot be split between two tasks.
4. Decide on task allocation after considering the units of competence and the scoring criteria for each task. This will help you to choose the task type that gives students most scope for demonstrating their achievement of the units of competence.
5. A perfectly even spread of nominal hours between the three tasks is not possible in most cases, but tasks should be as close to equally weighted as possible.
6. **No task may account for more than 110 total nominal hours in the student's Units 3 and 4 sequence. A task accounting for more than 110 hours will not be acceptable.**
7. The VASS data entry number is important information for the VASS coordinator, as these numbers appear on the VASS screen where the Assessment Plan is entered. When the VASS coordinator receives results for a coursework task, these numbers help identify the task against which the results are to be entered.
8. An electronic copy of the Assessment Plan pro forma allows you to delete unwanted columns for tasks which have not been selected.
9. It is not necessary to vary the Assessment Plan for individual students or to negotiate the plan with each student. Plan the assessment regime that will best suit your program delivery schedule.

VCE VET Business examination advice

Students will undertake an externally set and assessed examination in the October/November examination period. The score for the examination will contribute 34% to the final study score. A study score will not be calculated unless the student has a score for the examination. The result for the examination will be reported as a letter grade.

Overview

The examination will be based on the compulsory units of competence from the Units 3 and 4 sequence of the VCE VET Business program as follows:

- | | | |
|----------------|---|----------|
| • FNSICGEN305A | Maintain daily financial/business records | 20 hours |
| • BSBWOR301A | Organise personal work priorities and development | 30 hours |
| • BSBINM301A | Organise workplace information | 30 hours |
| • BSBITU306A | Design and produce business documents | 80 hours |
| • BSBINN301A | Promote innovation in a team environment | 40 hours |

Exam specifications and advice, including sample exam materials, will be published on the VCAA website. Schools/RTOs will be notified through the VCAA Bulletin VCE, VCAL and VET when this material is available.

The examination items will focus on the underpinning knowledge and understanding of the skills identified in the relevant competency standards.

The administration of the examination will be subject to the same guidelines applicable to all other tests and examinations administered by the VCAA. Students are to follow the procedures and guidelines contained in the current edition of the *VCE Exams Navigator* (Student Information and Timetable).

These guidelines cover:

- General Achievement Test (GAT)
- Special Provision
- examination timetables
- examination rules
- approved materials and equipment.

Examination date

The examination date for each year is published on the VCAA website: www.vcaa.vic.edu.au/vce/exams/timetable.html

VCE VET Equine Industry

Template – Equine Industry Assessment Plan 2010

21908VIC Certificate II in Equine Industry

Template

Student Number:

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Assigned to:		Work Perf. (1st)	Work Perf. (2nd)	Work Project (1st)	Work Project (2nd)	Product (1st)	Product (2nd)	Portfolio (1st)	Portfolio (2nd)
Vass Data Entry No.		01	02	03	04	05	06	07	08
RTE2104A	Carry out regular horse observation 40								
VPAU322	Respond to equine injury and disease 50								
SROEQ0008A	Determine nutritional requirements for horses 45								
VPAU323	Relate equine form and function 50								
VPAM325	Equine anatomy and physiology 40								
Allocation of nominal hours:									

Sample – Equine Industry Assessment Plan 2010

21908VIC Certificate II in Equine Industry

Sample

Student Number:

1	2	3	4	5	6	7	8	9
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		Assigned to:		
		Work Project (1st)	Work Perf. (1st)	Portfolio (1st)
Vass Data Entry No.		03	01	07
RTE2104A	Carry out regular horse observation 40		✓	
VPAU322	Respond to equine injury and disease 50		✓	
SROEQ0008A	Determine nutritional requirements for horses 45	✓		
VPAU323	Relate equine form and function 50			✓
VPAM325	Equine anatomy and physiology 40			✓
Allocation of nominal hours:		45	90	90

Notes:

1. You need to select three tasks to cover all units of competence. Reading down the columns, the ticks indicate which task each unit of competence has been assigned to.
2. You may select two tasks of the same type, but not three. For example, a student could complete two Work Projects but could not do a third Work Project.
3. The assessment of a unit of competence cannot be split between two tasks.
4. Decide on task allocation after considering the units of competence and the scoring criteria for each task. This will help you to choose the task type that gives students most scope for demonstrating their achievement of the units of competence.
5. A perfectly even spread of nominal hours between the three tasks is not possible in most cases, but tasks should be as close to equally weighted as possible.
6. **No task may account for more than 100 total nominal hours in the student's Units 3 and 4 sequence. A task accounting for more than 100 hours will not be acceptable.**
7. The VASS data entry number is important information for the VASS coordinator, as these numbers appear on the VASS screen where the Assessment Plan is entered. When the VASS coordinator receives results for a coursework task, these numbers help identify the task against which the results are to be entered.
8. An electronic copy of the Assessment Plan pro forma allows you to delete unwanted columns for tasks which have not been selected.
9. It is not necessary to vary the Assessment Plan for individual students or to negotiate the plan with each student. Plan the assessment regime that will best suit your program delivery schedule.

VCE VET Equine Industry examination advice

Students will undertake an externally set and assessed examination in the October/November examination period. The score for the examination will contribute 34% to the final study score. A study score will not be calculated unless the student has a score for the examination. The result for the examination will be reported as a letter grade.

Overview

The examination will be based on the compulsory units of competence from the Units 3 and 4 sequence of the VCE VET Equine Industry program as follows:

• RTE2104A	Carry out regular horse observation	40 hours
• VPAU322	Respond to equine injury and disease	50 hours
• SROEQO008A	Determine nutritional requirements for horses	45 hours
• VPAU323	Relate equine form and function	50 hours
• VPAM325	Equine anatomy and physiology	40 hours

Exam specifications and advice, including sample exam materials, will be published on the VCAA website. Schools/RTOs will be notified through the VCAA Bulletin VCE, VCAL and VET when this material is available.

The examination items will focus on the underpinning knowledge and understanding of the skills identified in the relevant competency standards.

The administration of the examination will be subject to the same guidelines applicable to all other tests and examinations administered by the VCAA. Students are to follow the procedures and guidelines contained in the current edition of the *VCE Exams Navigator* (Student Information and Timetable).

These guidelines cover:

- General Achievement Test (GAT)
- Special Provision
- examination timetables
- examination rules
- approved materials and equipment.

Examination date

The examination date for each year is published on the VCAA website: www.vcaa.vic.edu.au/vce/exams/timetable.html

VCE VET Hospitality

Template – Hospitality Assessment Plan 2010

Program 1: SIT20207 Certificate II in Hospitality and selected units of competence from Certificate III in Hospitality

Template

Student Number:

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	Assigned to:	Work Perf. (1st)	Work Perf. (2nd)	Work Project (1st)	Work Project (2nd)	Product (1st)	Product (2nd)	Portfolio (1st)	Portfolio (2nd)
	Vass Data Entry No.	01	02	03	04	05	06	07	08
SITHFAB009A	Provide responsible service of alcohol 10								
SITHFAB004A	Provide food and beverage service 110								
SITHFAB010A	Prepare and serve non-alcoholic beverages 15								
SITHFAB011A	Develop and update food and beverage knowledge 50								
SITHFAB012A	Prepare and serve espresso coffee 30								
	Allocation of nominal hours:								

Sample – Hospitality Assessment Plan 2010

Program 1: SIT20207 Certificate II in Hospitality and selected units of competence from Certificate III in Hospitality

Sample

Student Number:

1	2	3	4	5	6	7	8	9
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		Assigned to:		
		Work Perf. (1st)	Product (1st)	Portfolio (1st)
Vass Data Entry No.		01	05	07
SITHFAB009A	Provide responsible service of alcohol 10	✓		
SITHFAB004A	Provide food and beverage service 110	✓		
SITHFAB010A	Prepare and serve non-alcoholic beverages 15		✓	
SITHFAB011A	Develop and update food and beverage knowledge 50			✓
SITHFAB012A	Prepare and serve espresso coffee 30		✓	
Allocation of nominal hours:		120	45	50

Notes:

1. You need to select three tasks to cover all units of competence. Reading down the columns, the ticks indicate which task each unit of competence has been assigned to.
2. You may select two tasks of the same type, but not three. For example, a student could complete two Work Projects but could not do a third Work Project.
3. The assessment of a unit of competence cannot be split between two tasks.
4. Decide on task allocation after considering the units of competence and the scoring criteria for each task. This will help you to choose the task type that gives students most scope for demonstrating their achievement of the units of competence.
5. A perfectly even spread of nominal hours between the three tasks is not possible in most cases, but tasks should be as close to equally weighted as possible.
- 6. No task may account for more than 125 total nominal hours in the student's Units 3 and 4 sequence. A task accounting for more than 125 hours will not be acceptable.**
7. The VASS data entry number is important information for the VASS coordinator, as these numbers appear on the VASS screen where the Assessment Plan is entered. When the VASS coordinator receives results for a coursework task, these numbers help identify the task against which the results are to be entered.
8. An electronic copy of the Assessment Plan pro forma allows you to delete unwanted columns for tasks which have not been selected.
9. It is not necessary to vary the Assessment Plan for individual students or to negotiate the plan with each student. Plan the assessment regime that will best suit your program delivery schedule.

VCE VET Hospitality examination advice

Students will undertake an externally set and assessed examination in the October/November examination period. The score for the examination will contribute 34% to the final study score. A study score will not be calculated unless the student has a score for the examination. The result for the examination will be reported as a letter grade.

Overview

The examination will be based on the following units of competence from the Units 3 and 4 sequence of the VCE VET Hospitality program as follows:

- | | | |
|---------------|---|-----------|
| • SITHFAB004A | Provide food and beverage service | 110 hours |
| • SITHFAB010A | Prepare and serve non-alcoholic beverages | 15 hours |
| • SITHFAB012A | Prepare and serve espresso coffee | 30 hours |

Exam specifications and advice, including sample exam materials, will be published on the VCAA website. Schools/RTOs will be notified through the VCAA Bulletin VCE, VCAL and VET when this material is available.

The examination items will focus on the underpinning knowledge and understanding of the skills identified in the relevant competency standards.

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These guidelines cover:

- General Achievement Test (GAT)
- Special Provision
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- examination rules
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Examination date

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VCE VET Hospitality (Kitchen Operations)

Template – Hospitality (Kitchen Operations) Assessment Plan 2010

Program 2: SIT20307 Certificate II in Hospitality (Kitchen Operations)

Template

Student Number:

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Assigned to:		Work Perf. (1st)	Work Perf. (2nd)	Work Project (1st)	Work Project (2nd)	Product (1st)	Product (2nd)	Portfolio (1st)	Portfolio (2nd)
Vass Data Entry No.		01	02	03	04	05	06	07	08
SITHCCC027A	Prepare, cook and serve food for food service 50								
SITHCCC006A	Prepare appetisers and salads 25								
SITHCCC008A	Prepare stocks, sauces and soups 35								
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes 45								
SITHCCC013A	Prepare hot and cold desserts 50								
Electives: Select ONE									
SITHCCC010A	Select, prepare and cook poultry 25								
SITHCCC015A	Plan and prepare foods for buffets 25								
Allocation of nominal hours:									

Sample – Hospitality (Kitchen Operations) Assessment Plan 2010

Program 2: SIT20307 Certificate II in Hospitality (Kitchen Operations)

Sample

Student Number:

1	2	3	4	5	6	7	8	9
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		Assigned to:		
		Work Perf. (1st)	Work Perf. (2nd)	Portfolio (1st)
Vass Data Entry No.		01	02	07
SITHCCC027A	Prepare, cook and serve food for food service 50	✓		
SITHCCC006A	Prepare appetisers and salads 25	✓		
SITHCCC008A	Prepare stocks, sauces and soups 35		✓	
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes 45		✓	
SITHCCC013A	Prepare hot and cold desserts 50			✓
Electives: Select ONE				
SITHCCC010A	Select, prepare and cook poultry 25			
SITHCCC015A	Plan and prepare foods for buffets 25	✓		
Allocation of nominal hours:		100	80	50

Notes:

1. You need to select three tasks to cover all units of competence. Reading down the columns, the ticks indicate which task each unit of competence has been assigned to.
2. You may select two tasks of the same type, but not three. For example, a student could complete two Work Projects but could not do a third Work Project.
3. The assessment of a unit of competence cannot be split between two tasks.
4. Decide on task allocation after considering the units of competence and the scoring criteria for each task. This will help you to choose the task type that gives students most scope for demonstrating their achievement of the units of competence.
5. A perfectly even spread of nominal hours between the three tasks is not possible in most cases, but tasks should be as close to equally weighted as possible.
6. **No task may account for more than 120 total nominal hours in the student's Units 3 and 4 sequence. A task accounting for more than 120 hours will not be acceptable.**
7. The VASS data entry number is important information for the VASS coordinator, as these numbers appear on the VASS screen where the Assessment Plan is entered. When the VASS coordinator receives results for a coursework task, these numbers help identify the task against which the results are to be entered.
8. An electronic copy of the Assessment Plan pro forma allows you to delete unwanted columns for tasks which have not been selected.
9. It is not necessary to vary the Assessment Plan for individual students or to negotiate the plan with each student. Plan the assessment regime that will best suit your program delivery schedule.

VCE VET Hospitality (Kitchen Operations) examination advice

Students will undertake an externally set and assessed examination in the October/November examination period. The score for the examination will contribute 34% to the final study score. A study score will not be calculated unless the student has a score for the examination. The result for the examination will be reported as a letter grade.

Overview

The examination will be based on the following units of competence from the Units 3 and 4 sequence of the VCE VET Hospitality (Kitchen Operations) program as follows:

- SITHCCC006A Prepare appetisers and salads 25 hours
- SITHCCC008A Prepare stocks, sauces and soups 35 hours
- SITHCCC009A Prepare vegetables, fruit, eggs and farinaceous dishes 45 hours

Exam specifications and advice, including sample exam materials, will be published on the VCAA website. Schools/RTOs will be notified through the VCAA Bulletin VCE, VCAL and VET when this material is available.

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The administration of the examination will be subject to the same guidelines applicable to all other tests and examinations administered by the VCAA. Students are to follow the procedures and guidelines contained in the current edition of the *VCE Exams Navigator* (Student Information and Timetable).

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- approved materials and equipment.

Examination date

The examination date for each year is published on the VCAA website: www.vcaa.vic.edu.au/vce/exams/timetable.html

VCE VET Interactive Digital Media

Template – Interactive Digital Media Assessment Plan 2010

CUF30107 Certificate III in Media

Template

Student Number:

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Assigned to:		Work Perf. (1st)	Work Perf. (2nd)	Work Project (1st)	Work Project (2nd)	Product (1st)	Product (2nd)	Portfolio (1st)	Portfolio (2nd)
Vass Data Entry No.		01	02	03	04	05	06	07	08
CUFANM301A	Create 2D digital animations 35								
CUFWRT301A	Write content for a range of media 40								
BSBDES302A	Explore and apply the creative design process to 2D forms 50								
CUFDIG302A	Author interactive sequences 40								
CUFDIG301A	Prepare video assets 30								
CUFDIG304A	Create visual design components 30								
Allocation of nominal hours:									

Sample – Interactive Digital Media Assessment Plan 2010

CUF30107 Certificate III in Media

Sample

Student Number:

1	2	3	4	5	6	7	8	9
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		Assigned to:		
		Product (1st)	Product (2nd)	Portfolio (1st)
Vass Data Entry No.		05	06	07
CUFANM301A	Create 2D digital animations 35	✓		
CUFWRT301A	Write content for a range of media 40		✓	
BSBDES302A	Explore and apply the creative design process to 2D forms 50			✓
CUFDIG302A	Author interactive sequences 40		✓	
CUFDIG301A	Prepare video assets 30	✓		
CUFDIG304A	Create visual design components 30			✓
Allocation of nominal hours:		65	80	80

Notes:

1. You need to select three tasks to cover all units of competence. Reading down the columns, the ticks indicate which task each unit of competence has been assigned to.
2. You may select two tasks of the same type, but not three. For example, a student could complete two Work Projects but could not do a third Work Project.
3. The assessment of a unit of competence cannot be split between two tasks.
4. Decide on task allocation after considering the units of competence and the scoring criteria for each task. This will help you to choose the task type that gives students most scope for demonstrating their achievement of the units of competence.
5. A perfectly even spread of nominal hours between the three tasks is not possible in most cases, but tasks should be as close to equally weighted as possible.
6. **No task may account for more than 100 total nominal hours in the student's Units 3 and 4 sequence. A task accounting for more than 100 hours will not be acceptable.**
7. The VASS data entry number is important information for the VASS coordinator, as these numbers appear on the VASS screen where the Assessment Plan is entered. When the VASS coordinator receives results for a coursework task, these numbers help identify the task against which the results are to be entered.
8. An electronic copy of the Assessment Plan pro forma allows you to delete unwanted columns for tasks which have not been selected.
9. It is not necessary to vary the Assessment Plan for individual students or to negotiate the plan with each student. Plan the assessment regime that will best suit your program delivery schedule.

VCE VET Interactive Digital Media examination advice

Students will undertake an externally set and assessed examination in the October/November examination period. The score for the examination will contribute 34% to the final study score. A study score will not be calculated unless the student has a score for the examination. The result for the examination will be reported as a letter grade.

Overview

The examination will be based on the compulsory units of competence from the Units 3 and 4 sequence of the VCE VET Interactive Digital Media program as follows:

• CUFANM301A	Create 2D digital animations	35 hours
• CUFWRT301A	Write content for a range of media	40 hours
• BSBDES302A	Explore and apply the creative design process to 2D forms	50 hours
• CUFDIG302A	Author interactive sequences	40 hours
• CUFDIG301A	Prepare video assets	30 hours
• CUFDIG304A	Create visual design components	30 hours

Exam specifications and advice, including sample exam materials, will be published on the VCAA website. Schools/RTOs will be notified through the VCAA Bulletin VCE, VCAL and VET when this material is available.

The examination items will focus on the underpinning knowledge and application of the skills identified in the relevant competency standards.

The administration of the examination will be subject to the same guidelines applicable to all other tests and examinations administered by the VCAA. Students are to follow the procedures and guidelines contained in the current edition of the *VCE Exams Navigator* (Student Information and Timetable).

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Examination date

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Published by

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