

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY



VICTORIAN CERTIFICATE OF APPLIED LEARNING

Quality Assurance Kit 2009

Victorian Curriculum and Assessment Authority
41 St Andrews Place EAST MELBOURNE 3002
Tel: (03) 9651 4435 Fax: (03) 9651 4324
vcaa.vcal@edumail.vic.gov.au www.vcca.vic.gov.au

CONTENTS

- Section 1** [VCAL Unit Quality Assurance](#)
- Section 2** [VCAL Unit Sample Assessment Task Templates](#)

SECTION ONE

VCAL Quality Assurance

The information contained in this VCAL Quality Assurance Kit is aimed at providing clear guidelines for the quality assurance of teachers' professional judgements about assessment of VCAL units and the design of VCAL unit tasks.

Quality Assurance (QA) is an important part of the VCAL and all Principals/Directors should allow appropriate staff to attend quality assurance meetings. Providers who do not participate in the regional VCAL quality assurance process may be required to submit their VCAL units to an audit by the Victorian Curriculum and Assessment Authority (VCAA).

Purpose of the quality assurance process

The QA process ensures that there is a common understanding and consistency among teachers regarding assessment judgements and the design of assessment tasks for the VCAL levels.

The QA process provides an opportunity for teachers to clarify their ideas about the appropriate VCAL level and tasks for students. The process is also an excellent professional development opportunity for teachers.

A VCAL QA Panel will be established in each Department of Education and Early Childhood Development (DEECD) region to:

- establish regional benchmarks for consistency in assessment of VCAL levels and VCAL learning outcomes
- provide advice to VCAL providers that will enable them to confidently design VCAL unit assessment tasks and to make assessment judgements about successful achievement of the learning outcomes for VCAL units
- select and provide advice regarding exemplar models of VCAL tasks for publication on the VCAA website.

Quality assurance Dates

The QA process will be undertaken in two stages (one meeting for each stage of the process). VCAL Liaison Teachers in each DEECD region will notify providers of the exact date, times and venue details for the two QA meetings.

Stage 1 QA meetings for VCAL units will be scheduled in week 1/2 of Term 2, 2009 (20 April – 1 May, 2009).

Stage 2 QA meetings for VCAL units will be scheduled in weeks 7 or 8 of Term 3, 2009 (24 August – 4 September, 2009).

Dates for Stage 1 and 2 QA meetings for Senior Extension units will be determined in consultation with Senior Extension providers.

STAGE 1

The purpose of Stage 1 is to establish consistency across VCAL providers in the design of assessment tasks and their appropriateness according to the purpose statement of the unit and the VCAL certificate level. The process for new and existing VCAL providers in 2009 is outlined below.

EXISTING VCAL PROVIDERS (2009)

Existing providers are providers who have delivered the VCAL prior to 2009.

The following are the QA arrangements for existing VCAL providers in 2009:

- Existing VCAL providers are required to submit up to **12 copies** of a Sample Assessment Task Template for **one VCAL unit from one of the following three VCAL strands: Work Related Skills (WRS), Personal Development Skills (PDS) and Literacy and Numeracy Skills**. The number of copies required to be submitted may vary between DEECD regions. Providers should contact their VCAL Liaison Teacher to confirm the number of copies to be submitted.
- The VCAA has allocated VCAL units to each DEECD region. Attachment 3 in the VCAA 2009 VCAL Quality Assurance memorandum outlines which VCAL strand is allocated to each DEECD region.
- Providers in the DEECD regions that have been allocated the Literacy and Numeracy Skills strand will be required to submit the Reading and Writing unit in Literacy **and** one VCAL Numeracy unit. In addition providers **may also choose** to submit an Oral Communication unit (all learning outcomes) for quality assurance.
- The Sample Assessment Task Template submitted for Personal Development and Work Related Skills units must address **all learning outcomes**.
- The Sample Assessment Task Template submitted for **Literacy Skills units** within the Literacy and Numeracy Skills strand must address **four learning outcomes – two for reading and two for writing**.
- The Sample Assessment Tasks Template submitted for **Numeracy Skills units** within the Literacy and Numeracy Skills strand must address **three learning outcomes**. The three learning outcomes do not need to be met within one individual task. However, it is essential that all elements in the three learning outcomes submitted for quality assurance are addressed.
- The QA panel may also request additional VCAL units/strands to be submitted for QA.
- Each provider is required to submit the highest level of the VCAL unit being delivered, e.g. a provider that delivers both Intermediate and Senior WRS will be required to submit the Senior unit of WRS. However, the VCAL Liaison Teacher may request a provider to submit a lower level for QA. The VCAL Liaison Teacher will contact the provider if a lower level unit is required to be submitted for QA.

- The provider can determine what unit is submitted e.g. WRS unit 1 or 2.
- Providers must include sufficient detail in the Sample Assessment Task Template to ensure that the VCAL QA panel can determine if the learning outcome and all assessment criteria/elements have been met and the tasks are at the appropriate level.

The 2009 VCAL unit Sample Assessment Task Templates provided within this VCAL Quality Assurance Kit must be completed and submitted for QA. The relevant templates can be downloaded and saved, to your computer, from the following VCAA website: <<http://www.vcaa.vic.edu.au/vcal/index.html>>. Providers will then need to type into the templates. **Providers must ensure that only 2009 templates are completed for the 2009 QA process.**

The QA Panel will review the tasks submitted to ensure consistency with the learning outcomes and that the appropriate assessment criteria/elements have been met.

The sample task/s submitted for QA should “stand alone”. Sufficient detail needs to be included to give a clear idea of how the task/s meets the learning outcomes.

Existing providers must ensure that their sample task/s are received by their VCAL Liaison Teacher no later than **Monday, 20 April 2009 (First day of Term 2 2009)**.

The VCAL QA panel will meet to review the sample tasks according to the following criteria:

- Does the task meet the purpose statement of the strand?
- Is the task at the appropriate level?
- Does the task enable the student to meet the learning outcomes specified?

The VCAL QA panel will also select templates that can be submitted to the VCAA for publication on the VCAL website as exemplar templates.

Feedback on the task/s submitted will be provided at the Stage 1 meeting. It is recommended that the teacher of **each** template submitted for QA attend this quality assurance meeting

The QA panel will determine the best method to provide feedback to particular providers. The QA panel may decide that providers will meet in one group or in a number of school clusters or the QA panel member/s may meet with the individual schools. Alternatively, the QA panel may choose not to meet and provide written feedback to providers.

NEW VCAL PROVIDERS (2009)

A new VCAL provider is a provider who is delivering the VCAL for the first time in 2009. Adult and Community Education (ACE) organisations who have been previously involved in delivering VCAL under an auspicing arrangement with a government school (Community VCAL) but in 2008 became a registered VCAL provider and now have responsibility for enrolling students on the Victorian Assessment Software System (VASS) are considered to be a new VCAL provider in 2009.

The following are the QA arrangements for new providers in 2009:

- All new VCAL providers in 2009 are required to submit up to **12 copies** of a Sample Assessment Task Templates for the following VCAL units:
 - one VCAL Personal Development Skills (PDS) unit
 - one VCAL Work Related Skills (WRS) unit
 - one VCAL Literacy Skills unit (Reading and Writing unit)
 - one VCAL Numeracy Skills unit.
- The number of copies required to be submitted may vary between Department of Education and Early Childhood Development (DEECD) regions. Providers should contact their VCAL Liaison Teacher to confirm the number of copies to be submitted.
- Selection of templates must cover all VCAL levels being delivered.
- The provider can determine what unit is submitted e.g. WRS unit 1 or 2.
- This means that the **maximum** number of templates that any provider needs to submit is **four**. For example if a provider is delivering all VCAL levels – Foundation, Intermediate and Senior – that include all possible VCAL units, a new provider could submit a template from:
 - one Foundation PDS unit
 - one Intermediate WRS unit
 - one Senior Literacy Skills (Reading & Writing) unit
 - one Numeracy Skills unit, any level.
- If only one VCAL level, which includes only PDS units, is being delivered, then one template from two different PDS units is required (a total of two tasks). This requires providers to submit:
 - a minimum of **two** templates (all VCAL programs must have at least two VCAL units)
 - up to a maximum of **four** templates.
- Sample Assessment Task Template/s submitted for Personal Development and Work Related Skills units must address **all learning outcomes**.
- Sample Assessment Task Template/s submitted for **Literacy Skills units** within the Literacy and Numeracy Skills strand must address **four learning outcomes – two for reading and two for writing**.
- Sample Assessment Tasks Template/s submitted for **Numeracy Skills units** within the Literacy and Numeracy Skills strand must address **three learning outcomes**. The three learning outcomes do not need to be met within one individual task. However, it is essential that all elements in the three learning outcomes submitted for quality assurance are addressed.
- Providers must include sufficient detail in the Sample Assessment Task Template to ensure that the VCAL QA panel can determine if the learning outcome and all assessment criteria/elements have been met and the tasks are at the appropriate level.

The 2009 VCAL unit Sample Assessment Task Templates provided within this VCAL Quality Assurance Kit must be completed and submitted for QA. The relevant templates can

be downloaded and saved, to your computer, from the following VCAA website: <<http://www.vcaa.vic.edu.au/vcal/index.html>>. Providers will then need to type into the templates. Providers must ensure that only 2009 templates are completed for the 2009 QA process.

The QA Panel will review the tasks submitted to ensure consistency with the learning outcomes and that the appropriate assessment criteria/elements have been met.

New providers must ensure that their sample tasks are received by their VCAL Liaison Teacher by no later than **Monday, 20 April 2009 (First day of Term 2 2009)**.

The VCAL QA panel will meet to review the sample tasks according to the following guidelines:

- Does the task meet the purpose statement of the strand/unit?
- Is the task at the appropriate level?
- Does the task enable the student to meet the learning outcomes specified?

The VCAL QA panel will also select templates that can be submitted to the VCAA for publication on the VCAL website as exemplar templates.

Feedback on the task/s submitted will be provided at the Stage 1 meeting. It is recommended that the teacher of **each** template submitted for QA attend this quality assurance meeting.

The QA panel will determine the best method to provide feedback to particular providers. The QA panel may decide that providers will meet in one group or in a number of school clusters or the QA panel member(s) may meet with the individual schools. Alternatively, the QA panel may choose not to meet and provide written feedback to providers.

STAGE 2

The purpose of Stage 2 is to establish consistency across VCAL providers in the assessment of VCAL unit tasks and to determine the appropriateness of student evidence in relation to unit learning outcomes. The process for Stage 2 QA for new and existing VCAL providers in 2009 is outlined below.

EXISTING PROVIDERS (2009)

Existing VCAL providers are required to bring to the Stage 2 meeting up to **12 copies** of the Sample Assessment Task Templates completed for the unit/s requested by the QA panel for the Stage 1 meeting and one student evidence portfolio for that template.

Portfolios of Evidence

A student portfolio contains evidence of the student's own work that demonstrates successful completion of the VCAL unit learning outcomes. It can include:

- teacher observation checklists
- student self assessment (verified by teacher/supervisor)
- reflective work journals
- logbooks
- a record of oral presentations or discussions e.g. audio tape or teacher record
- written texts, e.g. reflective diaries
- a video
- newspaper articles verifying student participation in a community project
- action plans and timelines
- photographic records of project work
- teacher observation of role plays
- Powerpoint presentations
- a record of a radio broadcast
- a website.

NEW PROVIDERS (2009)

Each new VCAL provider (2009) is required to bring to the Stage 2 meeting up to **12 copies** of each of the Sample Assessment Task Templates completed for the units from Stage 1 and one student portfolio of evidence for each template for:

- one VCAL Personal Development Skills unit
- one VCAL Work Related Skills unit
- one VCAL Literacy Skills unit (Reading and Writing unit)

- one VCAL Numeracy Skills unit.

Selection of portfolios must cover all VCAL levels being delivered.

If only one VCAL level, which includes only PDS units, is being delivered, then two portfolios of evidence from two different PDS units are required.

This requires providers to bring:

- a minimum of two templates with student portfolios (all VCAL programs must have at least two VCAL units)
- up to a maximum of four templates with student portfolios.

At this meeting practitioners will work in small groups with a QA panel member to compare and discuss assessment judgements and to select exemplar VCAL tasks and portfolios.

It is strongly recommended that the teacher of **each** template submitted attend this quality assurance meeting.

Portfolios of Evidence

A student portfolio contains evidence of the student's own work that demonstrates successful completion of the VCAL unit learning outcomes. It can include:

- teacher observation checklists
- student self assessment (verified by teacher/supervisor)
- reflective work journals
- logbooks
- a record of oral presentations or discussions e.g. audio tape or teacher record
- written texts, e.g. reflective diaries
- a video
- newspaper articles verifying student participation in a community project
- action plans and timelines
- photographic records of project work
- teacher observation of role plays
- Powerpoint presentations
- a record of a radio broadcast
- a website.

QA FOR VCAL SENIOR EXTENSION UNITS

Teachers from VCAL Senior Extension providers will be required to attend two QA meetings. The VCAA will consult with the VCAL Senior Extension providers to set the dates, times and venues for these meetings.

The QA panel for VCAL Senior Extension will consist of a VCAA representative and a representative from each VCAL Senior Extension provider.

Senior Extension Stage 1 QA

Each VCAL Senior Extension provider is asked to **submit four copies** of the Sample Assessment Task Template for the Senior Extension unit selected for QA.

The Sample Assessment Task Templates submitted for QA for the VCAL Senior Extension units must meet **all the learning outcomes** for each unit.

The VCAL Senior Extension units Sample Assessment Task Template (see Section 7) provided within this VCAL Quality Assurance Kit must be completed and submitted for QA.

VCAL Senior Extension providers are requested to bring the following to the Stage 1 QA meeting:

- four copies of the VCAL unit Sample Assessment Task Template submitted for QA
- a maximum of four additional pages of supporting information if required (4 copies).

At this meeting the QA panel will review the sample tasks and provide professional support for each other in the design of senior extension unit assessment tasks.

Senior Extension Stage 2 QA

Quality Assurance meeting – Student Portfolio for VCAL Senior Extension Units

At this meeting providers will submit four copies of the completed Sample Assessment Task template and a sample portfolio of evidence that demonstrates that one student has met the learning outcomes of the VCAL Senior Extension unit.

Portfolios of Evidence for VCAL Senior Extension units

A student portfolio contains evidence of the student's own work that demonstrates successful completion of the VCAL unit learning outcomes. It can include a range of evidence such as:

- a record of student self assessment
- a record of peer assessment
- teacher observation
- reflective diaries and work journals
- visual diaries
- oral presentations

- oral explanation
- a teacher record of a group discussion
- folio reviews
- a written report
- a teacher record of an observation of performance of practical tasks
- folios.

PRIVACY REQUIREMENTS

The following advice has been prepared for providers regarding the use of photographic and video images and student and school names being included on samples of student work for quality assurance (QA).

Personal information should only be used for the purpose it was collected for or for a directly related purpose that would reasonably be expected by the individual. Using information for a different or unrelated purpose usually requires the consent of the person unless an exception applies.

Samples of work that are submitted for QA must not include the student's name (only their VCAA student number) and if the work is being viewed by teachers from other schools the school code must be used and not the school name.

Student work e.g. samples of best practice must not be photocopied without first checking for copyright permission from the student. This permission should be contained in the student's VCE/VCAL enrolment form.

Students' assessment tasks cannot be photocopied and used without the express permission of the student whose work it is, unless the photocopying is for the intended purpose of collection, i.e. if copies are need to be distributed for VCAL quality assurance. In this instance, the copies should be identified e.g. Copy 1, 2 etc. and then collected after the intended function has been completed. Subject to students prior approval (see above paragraph on the VCE/VCAL enrolment form) examples of work that are considered best practice may be kept and circulated to other providers.

Video or photographic images may be submitted as part of the quality assurance process but permission must first be obtained from the person/s being photographed or videoed. Further information on privacy issues for schools, including the wording to be included in a permission form can be found at the following web address: <https://www.eduweb.vic.gov.au/privacy/>.

SECTION TWO

VCAL Unit Sample Assessment Task Templates

Instructions:

Providers are asked to use the following [Sample Assessment Task Templates](#) when submitting tasks for the 2009 VCAL Quality Assurance process to the QA Panel in your region.

Sample Assessment Task Templates have been prepared for the Personal Development Skills, Work Related Skills, Literacy and Numeracy Skills and the Senior Extension Units. Providers should note that the Literacy and Numeracy Skills units have been revised for 2009 and the Oral Communication unit templates have a new learning outcome: **Oracy for Self Expression**.

In the case of the VCAL Numeracy and Oral Communication units the elements do not need to be met in one activity or task. Therefore, the variety of assessment tasks or activities should be included on the cover page of the Sample Assessment Task Template in the *Overview of the assessment task and the project/theme it is linked to* section.