

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY



# VICTORIAN CERTIFICATE OF APPLIED LEARNING

## Quality Assurance Kit 2012

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## SECTION 1

### 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 participate in the QA process and attend QA meetings if required to do so. Providers who do not participate in the regional VCAL quality assurance process may be required to submit all their VCAL units to an audit by the Victorian Curriculum and Assessment Authority (VCAA).

**The VCAA has revised the VCAL QA process for 2012. All VCAL providers will be allocated to one of three categories for 2012. For further information on the 3 categories please refer to the VCAA Notice to Schools 176/2011 at the following web link <http://www.vcaa.vic.edu.au/correspondence/notices/2011/176.html>**

### Purpose of the QA 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.

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

- establish regional benchmarks for consistency in the 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
- allocate providers to one of three categories
- select and provide advice regarding exemplar models of VCAL tasks for publication on the VCAA website.

### QA Dates

The VCAL Liaison Teachers (VLT) in each DEECD region will notify providers of their QA category for 2012, as well as the date, times and venue details for the two QA meetings.

The QA process for Senior Extension units will be determined in consultation with Senior Extension providers and the Victorian Curriculum and Assessment Authority. See P9 of this kit for further information.

For further details on the 2012 VCAL quality assurance process, providers should refer to the 2012 VCAL Quality Assurance Notice to Schools  
<http://www.vcaa.vic.edu.au/vcal/providers/index.html>

## Sample Assessment Templates

The 2012 VCAL Sample Assessment Task Templates provided within this VCAL Quality Assurance Kit must be completed and submitted, by all providers, 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/providers/index.html>. Providers will then need to type into the templates.

The QA Panel will review the tasks submitted to ensure consistency with the learning outcomes, that the appropriate elements have been met and determine the category level (1-3) for each provider.

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 tasks are received by their VCAL Liaison Teacher no later than **Friday, 23 March 2012**.

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/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.

The VCAL QA panel will provide feedback on the task/s submitted. The QA panel will determine the best method to provide feedback to particular providers.

## QA arrangements for existing providers

Existing providers are providers who have delivered the VCAL prior to 2012.

VCAL providers in each DEECD region will be required to submit up to two VCAL units for QA.

The VCAA has allocated a VCAL strand/unit to each DEECD region. Attachment 3 in the *QA arrangements for 2012 Notice to Schools* outlines which VCAL strand/unit is to be submitted for QA.

The regional QA panels will determine the category status for each provider. Providers allocated **Category 1** status are not required to attend the QA Stage 1 and 2 meetings.

Providers who have any questions regarding the 2012 QA for their region should contact their VCAL Liaison Teacher (Attachment 2).

The following are the QA arrangements for existing VCAL providers, allocated to Category 2 and 3 in 2012:

- Category 2 providers are required to attend the Stage 1 meeting and may also be required to attend the Stage 2 meeting
- Category 3 providers are required to attend both Stage 1 and 2 meetings.

### Stage 1

- Details on the date and venue for the Stage 1 meetings will be provided by the VCAL Liaison Teacher for your DEECD region.
- VCAL providers required to attend Stage 1 QA meeting are required to submit up to **12 copies** of a Sample Assessment Task Template. The number of copies required to be submitted may vary between DEECD regions. Providers should contact their VCAL Liaison Teacher (VLT) to confirm the number of copies to be submitted.
- 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 for Literacy Skills **and** one VCAL Numeracy Skills unit. Providers **may also choose** to submit an Oral Communication unit (all learning outcomes) for QA.
- The Sample Assessment Task Template submitted for the **Literacy Skills unit**, within the Literacy and Numeracy Skills strand, must address **four learning outcomes – two for reading and two for writing**.
- The Sample Assessment Task Template submitted for the **Numeracy Skills unit**, within the Literacy and Numeracy Skills strand, must address **four learning outcomes**. The four learning outcomes do not need to be met within one individual task. However, it is essential that all elements in the four learning outcomes submitted for QA are addressed.
- Providers should note that the above Numeracy Skills requirement does not apply to the other VCAL strand/units. For all other VCAL units the one task must meet all elements within a learning outcome.
- The Sample Assessment Task Template submitted for the **Personal Development Skills (PDS), Skills for Further Study - Senior (SFS) and Work Related Skills (WRS) units** must address **all learning outcomes**.
- The QA panel may also request additional VCAL units/strands and/or a different VCAL level to be submitted for QA. The VCAL Liaison Teacher will contact the provider if this is the case.
- Each provider is required to submit the **lowest** level of the VCAL unit being delivered, e.g. a provider that delivers both Intermediate and Senior WRS and Numeracy Skills units will be required to submit the Intermediate unit for WRS and Numeracy Skills.
- In the case of PDS, WRS and Senior Numeracy Skills units the provider can determine what unit is submitted e.g. WRS Units 1 or 2.
- Providers must include sufficient detail in the Sample Assessment Task Template/s to ensure that the VCAL QA panel can determine if the learning outcomes and all appropriate elements have been met and the tasks are at the appropriate level.
- The QA panel will determine the best method to provide feedback to participating providers.

### Stage 2

- Details on the date and venue for the Stage 2 meeting will be provided by the VCAL Liaison Teacher for your DEECD region.

- VCAL providers required to attend Stage 2 QA meetings are required to bring up to **12 copies** of the Sample Assessment Task Template/s completed for the unit/s that was requested by the QA panel for the Stage 1 meeting and one student evidence portfolio for that template/s.
- It is recommended that the teacher/s who attended the Stage 1 QA meeting, attend the Stage 2 QA meeting.
- At the Stage 2 meeting, teacher/s will work in small groups with a QA panel member to compare and discuss assessment judgements.

## QA arrangements for new providers in 2012

A new VCAL provider is a provider who is delivering the VCAL for the first time in 2012. All new providers are classified as a Category 3 for QA purposes.

The following are the QA arrangements for new VCAL providers for 2012. There are two stages to the QA process:

### Stage 1

- Details on the date and venue for the Stage 1 meeting will be provided by the VCAL Liaison Teacher for your DEECD region.
- All new 2012 VCAL providers will be required to submit up to **12 copies** of a Sample Assessment Task Template 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)
  - one VCAL Numeracy Skills unit
  - Skills for Further Study - Senior (if delivered).
- 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.
- New providers must ensure that the selection of Sample Assessment Task Templates covers all VCAL levels being delivered. This means that the **maximum** number of templates that any new provider needs to submit is **five**. For example, where a provider is delivering all VCAL levels – Foundation, Intermediate and Senior – including all possible VCAL units, a new provider could submit a sample task template from:
  - one PDS unit (Foundation)
  - one WRS unit (Intermediate )
  - one Literacy Skills unit (Reading & Writing) (Senior)
  - one Numeracy Skills unit (any level)
  - Skills for Further Study – Senior (Senior).
- If only one VCAL level, which includes only PDS units, is being delivered, then a Sample Assessment Task Template for two different PDS units is required (a total of two templates).
- The above arrangements require a provider to bring:
  - a minimum of **two** templates (all VCAL programs must have at least two VCAL units)
  - up to a maximum of **five** templates.
- Sample Assessment Task Template/s submitted for Personal Development Skills, Skills for Further Study - Senior and Work Related Skills units must address **all learning outcomes**.

- Providers that are delivering the VCAL Literacy and Numeracy Skills units will be required to submit the Reading and Writing unit for Literacy Skills **and** one VCAL Numeracy Skills unit. Providers **may also choose** to submit an Oral Communication unit (all learning outcomes) for QA.
- 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 Task Template/s submitted for **Numeracy Skills units** within the Literacy and Numeracy Skills strand must address **four learning outcomes**. The four learning outcomes do not need to be met within one individual task. However, it is essential that all elements in the four learning outcomes submitted for QA are addressed.
- Providers should note that the above Numeracy Skills requirement does not apply to the other VCAL strand/units. For other VCAL units the one task must cover all elements within a learning outcome.
- Providers must include sufficient detail in the Sample Assessment Task Template/s to ensure that the VCAL QA panel can determine if the learning outcomes and all appropriate elements have been met and the tasks are at the appropriate level.

## Stage 2

- Details on the time and venue for the Stage 2 meetings will be circulated by the VCAL Liaison Teachers in your DEECD region.
- For Stage 2 of the QA process, all new providers for 2012 are required to bring to the Stage 2 meeting up to 12 copies of the completed templates and one student's portfolio of evidence for:
  - one VCAL Personal Development Skills unit
  - one VCAL Work Related Skills unit
  - one VCAL Literacy Skills unit (Reading and Writing )
  - one VCAL Numeracy Skills unit
  - Skills for Further Study – Senior unit (if delivered).
- The 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 completed templates and portfolios from two different PDS units are required.
- The above arrangements require a provider to bring:
  - a minimum of **two** templates and portfolios (all VCAL programs must have at least two VCAL units)
  - up to a maximum of **five** templates and student portfolios.

## 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

- written texts, e.g. reflective diaries
- information and communications technology e.g. blogs, wikis, podcasts, eportfolios, multimedia presentations
- 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.

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## QA FOR VCAL SENIOR EXTENSION (FOLIO ENHANCEMENT) UNITS

The VCAL Senior Extension (Folio Enhancement) program is currently only available at four schools. Any VCAL provider who wishes to deliver the VCAL Senior Extension (Folio Enhancement) program will need to contact David Gallagher, VCAL Manager on (03) 9651 4532 or email [gallagher.david.j@edumail.vic.gov.au](mailto:gallagher.david.j@edumail.vic.gov.au).

Teachers from VCAL Senior Extension (Folio Enhancement) providers will be required to participate in the VCAA QA process. The VCAA will consult with the VCAL Senior Extension providers to set the dates, times and venues for the Stage 2 QA meeting.

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

### Senior Extension Stage 1 QA

Each VCAL Senior Extension (Folio Enhancement) provider is asked to submit an electronic copy of the Sample Assessment Task Template for the Senior Extension unit they have been allocated for QA by **Friday, 23 March, 2012**.

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 8) provided within this VCAL Quality Assurance Kit must be completed and submitted for QA.

VCAL Senior Extension (Folio Enhancement) providers are requested to submit the following by Friday 23 March, 2012:

- an electronic copy of the VCAL unit Sample Assessment Task Template submitted for QA
- a maximum of four additional pages of supporting information if required.

### Senior Extension Stage 2 QA

At this meeting providers will submit five copies of the completed Sample Assessment Task template and a sample portfolio of evidence that demonstrates that the learning outcomes of the VCAL Senior Extensions units have been achieved.

### 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

- an oral explanation
- a teacher record of a group discussion
- folio reviews
- a written report
- a teacher record of an observed performance of a practical task/s
- folios.

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## 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 for which it was collected 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. The VCAA and all those participating in the VCAL QA process will not use or disclose the samples of student work for any other purpose.

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 needed to be distributed for VCAL QA. 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.

Multimedia or photographic images may be submitted as part of the QA process but permission must first be obtained from the person/s being photographed or digitally recorded. 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 2

### VCAL Unit Sample Assessment Task Templates

#### **Instructions:**

Providers are asked to use the following Sample Assessment Task Templates when submitting tasks for the 2012 VCAL QA process to the QA Panel in their region.

Sample Assessment Task Templates have been prepared for the Personal Development Skills, Work Related Skills, Literacy and Numeracy Skills, Skills for Further Study- Senior and the Senior Extension Units.

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.