Single Study Provider:

Accessing information from the VCAA

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| School/Provider details |
| School/Provider name: |  |
| Contact name/s: |  |
|  |

**Minimum standards for an accredited senior secondary course:**

**Student learning outcomes**

A senior secondary education provider that provides, or proposes to provide, an accredited senior secondary course must—

1. deliver the course to the standards established by the awarding body for the qualification; and
2. ensure that a student who satisfactorily completes all of the course requirements is entitled to be awarded the registered qualification.

(*Education and Training Reform Regulations 2017,* Schedule 8.2)

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| Evidence requirement | Complete this template or provide established documentation that includes the required information outlined in this template. |
| **What the VCAA is assessing** | Single study providers must ensure their staff and students have access to accurate administrative and curriculum information in a timely manner. Procedures should be in place so official VCAA correspondence is promptly available to the appropriate staff and students. This is essential for providers to be able to deliver the course to the standards established by the awarding body (the VCAA). |
| **Compliance is measured against** | * the *VCE and VCAL Administrative Handbook*, particularly the section ‘Administrative information: Schools and providers’.
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| **Resources** | * *VCE and VCAL Administrative Handbook:*

 [www.vcaa.vic.edu.au/administration/vce-vcal-handbook/Pages/index.aspx](http://www.vcaa.vic.edu.au/administration/vce-vcal-handbook/Pages/index.aspx)* VCAA Notices and Bulletins

 [www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/Pages/Index.aspx](http://www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/Pages/Index.aspx)[www.vcaa.vic.edu.au/administration/schooladministration/notices/Pages/index.aspx](http://www.vcaa.vic.edu.au/administration/schooladministration/notices/Pages/index.aspx) |

Collection Notice

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the Education and Training Reform Act 2006 (Vic). The VCAA collects the information requested in this form, which includes personal information within the meaning of the Privacy and Data Protection Act 2014 (Vic), for the purpose of assessing your institution’s application for recognition as a Senior School Provider.

The personal information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors for and in connection with the abovementioned purpose. The VCAA may also disclose the personal information collected in this form to organisations such as the Victorian Tertiary Admissions Centre (VTAC) and the Victorian Registration and Qualifications Authority (VRQA) to enable those organisations to contact your institution in relation to their functions. Additionally, in the event that this application is approved, the VCAA will use the personal information provided in this form to communicate with representatives of your institution regarding your institution’s ongoing recognition as a Senior School Provider. The personal information collected will not otherwise be used or disclosed by the VCAA except with the consent of the individual, or if the VCAA is required or otherwise permitted by law to do so. If the requested personal information is not provided, your institution’s application will not be considered by the VCAA. When an individual’s personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware that their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. An individual may request access to personal information the VCAA holds about them and request its correction if inaccurate. Initial enquiries regarding access to personal information held by the VCAA in relation to this application can be made by contacting the VCE Curriculum Unit on vcaa.permissions@education.vic.gov.au. The VCAA Privacy Policy can be found at [www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx](http://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx).

Accessing information from the VCAA: Respond to Sections A and B

Note: if policies or processes are already established at the school, reference them in the relevant section and submit them with the template. Items can be addressed collectively or separately.

Section A:

How will the school/provider ensure that their members of staff have access to school policy advice and information from the VCAA in a timely manner?

Schools/providers must explain the processes or structures in place to ensure that staff have access to up-to-date school policy advice and information from the VCAA:

* school/provider policy documents including: attendance policy, eligibility for the award of the VCE, satisfactory completion of VCE units, information pertaining to scored achievement in school-based assessment, management of authentication, investigation of breaches of school-based assessment rules, special provision
* accredited VCE study designs and VCE study design errata
* relevant VCE Advice for Teachers and Assessment Handbooks (if applicable)
* assessment criteria sheets and assessment advice for VCE School-assessed Tasks (SAT)
* relevant VCE VET program booklets, extracts or summaries
* current units of competency
* relevant VCE VET Assessment Guides
* VCE and VCAL Administrative Handbook
* VCAA Bulletins and VCAA Notices to Schools
* VCAA Important Administrative dates
* VCE Data Service
* VCE External Assessment Results Service.

Section B:

How will the school/provider ensure that students have access to school policy advice and information from the VCAA in a timely manner?

Schools/providers must explain the processes or structures in place to ensure that students have access to up-to-date school policy advice and information from the VCAA:

* VCAA’s rules and school responsibilities
* school/provider policy documents including: attendance policy, eligibility for the award of the VCE, satisfactory completion of VCE units, information pertaining to scored achievement in school-based assessment, management of authentication, investigation of breaches of school-based assessment rules, special provision
* comprehensive VCE course advice
* curriculum and assessment plans, including topic areas and assessment dates, in each study at the commencement of the year/unit
* student appeals on adverse school decisions
* examination timetables and information
* VCAA Important Administrative dates
* relevant VCAA Bulletin articles and Notices to Schools
* changes to accredited VCE studies
* student personal details form
* VCE Exams Navigator
* VCE Results and ATAR Service
* Post-Results and ATAR Service.