Student eligibility to complete VCE, VET and VCAL programs

Since 2018 the minimum requirement for satisfactory completion of the VCE is 16 units, which must include:

* three units from the English group, **including a Unit 3–4 sequence**
* at least three sequences of Unit 3–4 studies other than English, which may include any number of English sequences once the English requirement has been met.

The reports will identify students **not eligible** to complete their programs this year and the reason why. These irregularities must be investigated and actioned **immediately.**

VCE eligibility

The eligibility report MUST be run for all **Year 12** students intending to complete their VCE this year using the menu: **Student Program > VCE Reports > VCE Student Eligibility**.

The eligibility programs MUST be rerun whenever enrolment changes are made or following the entry of ‘N’ or ‘J’ results, in particular for VCE English group studies Unit 3 results, as it is highly likely this will affect student eligibility to complete their VCE in 2022.

How to read the eligibility report

The existing field ‘**English Units**’ changed in 2018 to become ‘**Contributing English Units**’.

‘**Contributing English Units**’ can have the value 0, 1, 2 or 3 as follows:

* Where report count is 0
* Student has no English at all
* ‘Student does not have English units or sequence’
* Where report count is 1
* Student has at least one unit of English at 1–2 level or 3–4 level but does not have a sequence
* ‘Student does not have English sequence’
* Where report count is 2
* Student has a sequence of English but does not have any other English unit at 1–2 or 3–4 level
* ‘Student does not have sufficient English units’
* Where report count is 3
* Student meets the English requirement for three units from the English Group including a Unit 3–4 sequence. The report will never display more than three, even if the student has completed more than three units. English units completed in excess of the English requirement will contribute toward the 16 units or sequence other than English counts.

VCAL eligibility

The eligibility report **MUST** be run for students in any year level who intend to complete a VCAL Certificate this year using the menu: **STUDENT PROGRAM > VCAL Reports > Student Eligibility**. Students identified as Not Eligible to complete (Eligible? N) will also have displayed the requirements not satisfied. These MUSTbe investigated. This should be a priority if the student intends to complete VCAL in 2022.

VET (VE1/VE2) eligibility

The eligibility report can be run for all students in any year level who intend to complete a VET (VE1/VE2) Certificate this year using the menu: **Student Program > VET Reports > VET Student Eligibility.**

Deleting non-current students from 2022 VASS database

Year 11 and 12 students appearing on the Students Without a Program Report who are not at your school this year may be deleted from your 2022 VASS database by entering an Exit Date in menu **Student ADMIN** **> Student Exit > Student Exit** clicking on **[Save]** then [**Delete**]. This process will assist schools in maintaining a current student database.