**Initial Enrolment Data 2022**

Certificate of enrolment

Please be aware:

* students can only be awarded one senior secondary certificate, either VCE or VCAL in a single academic year
* students cannot be awarded both a VCAL and VCE certificate for the same program of study
* students will need to nominate one certificate in each academic year to be their certificate of enrolment
* students are encouraged to undertake scored assessment wherever possible and adequate student counselling needs to be in place very early in the academic year if scored assessment is in question.

1. Checklist of important steps for 2022 enrolments

The checklist may be downloaded using the menu SYSTEM ADMIN > Downloads. The checklist is a very useful document as it sets out important steps, tips and advice to help VASS administrators prepare VCE, VET and VCAL Initial Enrolment data.

2. School details

VASS administrators are requested to check that all their schools’ details displayed using the menu SCHOOL ADMIN > Modify School Details are correct. If the information is correct, click on the [Confirm Details] button. If the information needs updating, make and [Save] the required changes then click on the [Confirm Details] button. The confirmed school information will be used to send information to your school’s postal and email addresses.

3. School program set-up

It is critical that all VCE providers, including single-study language schools, select only the VCE units they will be offering and assessing using the menu SCHOOL PROGRAM > VCE > Select Units to be Offered. Home schools should not include units being assessed by other schools as this incorrectly gives the VCAA and other schools the impression that you are offering and assessing these units.

The assessing school is the school responsible for providing the assessment and is responsible for fulfilling the requirements of the School-based Assessment Audit. The assessing school is usually, but not always, the home school. Where students are undertaking a VCE unit at another school, this is known as their assessing school.

If the assessing school code is unable to be selected in VASS, the home school cannot continue the enrolment by selecting themselves as the provider. If the enrolment cannot be finalised following the Initial Enrolment date, please contact Student Records and Results on [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au)

4. Importing data into VASS

Schools importing Student Personal Details and Student Programs into VASS must ensure that the data meets the required file definitions as specified in the Help file in the Student Imports screens. Schools are advised to read these documents before attempting to import data into VASS.

* During the Import Process, VASS will attempt to match the student’s record details with student records already on the VCAA central database. This is to avoid the creation of duplicate student records. If the new student’s details match an existing student on any three of the four criteria (surname, first name, date of birth, gender), the incoming student will be placed on the Import Hold Table. These students have not been allocated a student number but have the word ***Import*** instead.
* A student details record that has been created with the VCAA student number shown as ‘IMPORT’ cannot be enrolled in a VCE, VET/FE or VCAL program until a student number has been allocated to the record. The method of processing these students is described in the Help files.
* Please note: When Year 10 student details are imported into VASS, all permissions and consents default to NO except for the general declaration.
* Permissions and consents can be modified by going to Student Admin > Student Consent > Change Student Consents or in the Modify Student Personal Details screen.

5. Matching student data

When a student’s personal details are added using the STUDENT ADMIN > Add Student menu, VASS will attempt to match the student’s record details with student records already on the VCAA central database. This is to avoid the creation of duplicate student records. If the new student’s details match an existing student on any three of the four criteria (surname, first name, date of birth, gender), a ‘Student Search Results’ dialogue box will appear.

The details of potential student matches will be displayed. The listed students should be studied carefully to ensure that the new student being created is not already on the database. Do not click on the [OK] button unless you are absolutely certain that the student details you have entered and the student displayed are the same student; otherwise, click on the [Save as New Student] button. If unsure, click on the [Pending] button and contact Student Records and Results for advice.

Student personal email addresses can be entered on VASS which enables students to receive their final results by email. Student email addresses must be personal email addresses nominated by the student.

The VCAA requests schools to ensure student email addresses are functional by testing each address and confirming by student email response, this must be undertaken to avoid student results being sent to the incorrect recipient.

6. Transferring students

The Student Record must exist on your 2022 VASS database before you can transfer to another school using the menu STUDENT ADMIN > Student Transfer > Transfer Student.

7. English as an Additional Language (EAL) EN093/4

Students who meet the eligibility criteria for EAL should have their ‘Eligible for EAL status’ set to ‘Approved’ using the menu STUDENT ADMIN > Modify Student Personal Details.

VASS will only allow a student with an ‘Approved’ EAL status to be enrolled in EN093/4 (English EAL 3/4).

Schools must ensure that all EAL students are correctly enrolled in their chosen English study. Flagging a student as approved for EAL does not automatically enrol them into EN093/4. Schools can check Students EAL status using the menu: STUDENT ADMIN > Other Student Reports > Student EAL Status.

8. Second Language Enrolments in Units 3−4

Students cannot be enrolled in LO393/4 (Chinese Second Language 3/4), LO483/4 (Chinese Second Language Advanced 3/4), LO573/4 (Chinese Language, Culture and Society 3/4) LO403/4 (Indonesian Second Language 3/4), LO473/4 (Korean Second Language 3/4), LO463/4 (Japanese Second Language 3/4) or LO313/4 (Vietnamese Second Language 3/4) until prior approval has been granted by the VCAA Student Records and Results Unit.

Schools can check the status of Second Language applications using the menu STUDENT PROGRAM > VCE Reports > Second Language Applications.

If a student meets the criteria for any of these studies, and approval has not yet been sought, the appropriate form must be accessed from the downloads section of VASS and forwarded to Student Records and Results for approval. ALL pages of the application form must be completed by all students. All 2022 Second Language applications can be downloaded from VASS. SYSTEM ADMIN > Downloads. All relevant documentation must also accompany the application.

Student programs should be checked carefully where students have undertaken more than one VCE Language to ensure that equivalence is not occurring and VTAC rules for ATAR calculation contribution are considered.

Schools can check the status of VCE Study equivalencies by running Student Eligibility and ensuring enrolled studies do not share the same qualification codes, using the menu **STUDENT PROGRAM > VCE Reports > Student Eligibility Report**

**VCE Modern Languages**

For all other VCE language studies at units 3-4 level that do not have separate study designs, schools will need to ensure students complete a VCE Modern Languages Student Declaration form. The form can be downloaded from VASS. The form needs to be completed by the student, certified by the principal and retained by the school. Schools must record the students’ language learner status on VASS before the enrolment cut-off date for VCE Units 3 and 4 using the menu STUDENT PROGRAM > VCE > Record Modern Language Status.

Schools can check a student’s Modern Language status using the menu STUDENT PROGRAM > VCE Reports > Modern Language Status.

More information on Enrolment in VCE Modern Languages is available on the VCAA website here:

<https://www.vcaa.vic.edu.au/administration/schooladministration/Pages/EnrolmentinVCEModernLanguages.aspx>

9. VCE Dance enrolments

As private dance providers do not have access to VASS, home schools are responsible for enrolling students in Dance with the private dance provider as the assessing school. The home school is also responsible for the entry of results and coursework scores. Students can be allocated to a class for each unit for which they are enrolled using either of the menus:

* STUDENT PROGRAM > VCE > Enrolment
* STUDENT PROGRAM > VCE > Change Student Class Code.

10. Important advice for VCE assessing schools including single study language providers

It is imperative that the correct assessing school is selected when a student is undertaking a VCE study outside their home school.

In order to assist schools in the 2022 VCE enrolment process the VCAA has selected all authorised VCE language units for active single study language providers.

Enrolments are not complete until each student is allocated to a class by both their home and assessing school. Therefore, schools (including single study language providers and VSL schools) must run the ‘Students Not Allocated to Classes’ report STUDENT PROGRAM > Student Program Enquiries Report > Students Not Allocated to Classes. It is essential that this report is checked and actioned several times before the Last day for VCE unit 3/4 & VCE VET scored unit 3/4 UOC enrolments due date of Monday 9 May 2022. Assessing schools can enrol students into VCE units providing the VCAA student number is known. However, assessing schools, such as single study language or VSL schools are requested not to create student personal details records because this may result in duplicate records being created on the VCAA’s central database.

It is strongly recommended that assessing schools liaise closely with the students’ home school on all enrolment matters.

11. VCE Eligibility Report

It is critical that an Eligibility Report be run for Year 12 students at all Enrolment Cycles. This is to ensure that students expecting to complete the VCE at the end of this year are able to do so with their current enrolment. Each time a school amends the program of a Year 12 student, that student’s eligibility should be checked by running a new Eligibility Report for that student.

The report is produced using the menu: STUDENT PROGRAM > VCE Reports > VCE Student Eligibility.

Please be aware that the eligibility report reflects the 2018 introduced English minimum requirement (three units from the English group, including a Unit 3-4 sequence).

As of **2018** a student must have S results for a Unit 3-4 sequence from the English group to satisfactorily complete the VCE.

12. Completion of VCE and VCE VET units without calculation of a study score

Schools are encouraged to support all students to undertake scored assessment wherever possible. Scored assessment provides a more detailed record of student achievement and is the best way to maximise opportunities and pathways to further education and training.

The VCE does provide the flexibility to satisfactorily complete units without being assessed for levels of achievement in all or any graded assessments (two graded assessment scores are required to achieve a study score).

In some cases, where students are at risk of not completing or have other valid reasons for not undertaking scored assessment, a school may advise them to undertake one or more VCE units without being assessed for levels of achievement in those units or sitting examinations. All graded assessment will be entered as NA on VASS. In this case a study score will not be calculated for the study.

Schools are well placed to advise parents/guardians and students in individual cases where students may benefit from this option. It is important, however, that when students, with support from parents/guardians, make the decision to complete a unit without a study score, schools remind them of the possible restriction this places on future pathways and ensure that students fully understand the greater number of pathways available when scored assessment is completed.

If it is decided that a student will not undertake scored assessment in a VCE or VCE VET study this needs to be discussed, student counseled, and decision documented early in the academic year. This allows clear direction for the student, teacher and VASS Administrator when scores are required to be entered for School-based Assessment. This is especially important for studies that have combined Unit 3 and 4 graded assessments over the entire academic year; such as Applied Computing, Art, Dance, Drama, Mathematics, Media, Music, Product Design and Technology, Studio Arts, Systems Engineering, Theatre Studies, Visual Communication Design and scored VCE VET studies.

13. Other VASS reports

Schools are also advised to run and action the following reports:

* STUDENT ADMIN > Other Student Reports > Duplicate Student Search
* STUDENT PROGRAM > Student Program Enquiries Reports > Students Not Allocated to Classes
* STUDENT PROGRAM > Student Program Enquiries Reports > Students Without a Program.

14. VET in Schools

In recent years, VET programs have undergone a review and certificate types and [eligibility](https://www.vcaa.vic.edu.au/Pages/vet/vet-reform-projects.aspx) rules have been simplified.

* VE1 – VCE VET Program (previously VES)
* VE2 – SBAT (previously NAP)
* VE3 – Other VET (previously VFE)

Some VFE type Certificates will be available for continuing students

* As of **2019**, all Apprenticeships or Traineeships enrolments need to be in a VE2 type certificate and approval must be obtained from the VET Curriculum unit before enrolments can take place.
* For new enrolments into VE3 from 2019, credit accrues on the basis of hours completed and the 0level of the certificate as per the following table. Each completed 90 hours provides one unit.

|  |  |
| --- | --- |
| **Certificate level** | **VCE contribution** |
| 1 | does not contribute towards the VCE |
| 2 | unit 1/2 level up to a maximum of 6 units |
| 3 | unit 1 – 4 in the following order 1, 2, 3, 4, 3, and 4 up to a maximum of 6 units |
| 4 + | unit 3 – 4 in the following order 3, 4, 3 and 4 up to a maximum of 4 units |

Before a student can be enrolled in a VET program, the following steps must be taken:

The certificate and certificate type must be selected.

The RTO/RTOs must be selected for each certificate.

The Assessing Group must be selected for the certificate.

An Assessing Group can be:

* Home School: your teacher delivers VET curriculum and administers scored assessment
* RTO: Students attend TAFE/RTO for delivery of VET curriculum and scored assessment
* Other: A VET cluster agreement exists between schools where Students attend another school for the delivery and administration of VET curriculum/scored assessment.

Classes for the Units of Competence (UoC) must be set up.

The Registered Training Organisation (RTO) is a mandatory field when enrolling students in VET/FE certificates. A student cannot be enrolled in a VET/FE certificate without the RTO information being provided. Once a student has been enrolled in a VET/FE certificate the RTO can be modified but not omitted. The Add/Modify RTOs function can be accessed using menu SCHOOL PROGRAM > VET > Add/Modify RTO/Classes.

Note: If the required RTO for a VET/FE certificate is not available, contact Student Records and Results Unit before proceeding with enrolments in that VET/FE certificate.

Enrolments in Units of Competency from scored VCE VET Units 3 and 4 sequences must be finalised by the Last day for VCE unit 3/4 & VCE VET scored unit 3/4 UOC enrolments due date of Monday 9 May 2022.

A ‘VALID’ Assessment Plan is required for students intending to complete scored assessment (ie, access the Study Score) in 2022.

Additionally, schools offering VCE VET in Schools programs should check for students who expect to complete their VCE VET Certificate this year by running the VET Eligibility report.

SCHOOL PROGRAM > VET in Schools Reports > VET Student Eligibility

Schools should refer to the *VCE and VCAL Administrative Handbook 2022* for further information on VCE VET arrangements in 2022.

15. VET reports

Schools are advised to run the following reports if appropriate:

* STUDENT PROGRAM > VET Reports > Certificate UoC Structure Report
* STUDENT ADMIN > Student Full Details Report (Select VET Students only)
* STUDENT PROGRAM > VET Reports > Certificate Enrolment Lists.

16. VCAL eligibility

VCAL Student Eligibility is checked using the menu: STUDENT PROGRAM > VCAL Reports > Student Eligibility. The Eligibility Report must be run for students in any year level who intend to complete a VCAL Certificate this year.

Contacts

Schools are encouraged to use the ‘Help’ button on the appropriate screen for information regarding the use of specific VASS menus and functions.

* For queries about VASS, contact VASS Operations on (03) 9032 1758, 1800 623 681, or email: [vass.support@education.vic.gov.au](mailto:vass.support@education.vic.gov.au).
* For queries about enrolments contact Student Records and Results on (03) 9032 1756 or (03) 9032 1755, fax (03) 9032 1591 or email: [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au).