2022 Mid-year VCAL reporting

Important information before running VCAL mid-year reporting

The process is only for students completing their certificates mid-year.

Enter available unit results including available VET units of competence on VASS no later than Friday 17 June:

* VCE unit results > As the VCE unit results screens are temporarily unavailable to schools, please forward any VCE unit results for eligible VCAL students to SRRU for processing. Requests should be sent by email to [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au) by 17 June
* VCAL unit results are entered from Results Admin > VCAL Results Entry > by class or student
* VET Units of Competence/Modules are entered from Results Admin > VET Results Entry > by class − Unit of Competence or by student.

Run the VASS ‘Mid-Year Reporting’ function (**Results Admin > VCAL Reports > Mid-Year Reporting**) no later than Friday 17 June and check that all students that you expect to satisfy at mid-year have a status of ‘Pending’. Only those students listed as ‘Pending’ will receive a VCAL certificate and a Statement of Results in July 2022.

If there are students who are not on the list, but they are expected to satisfy the requirements at midyear, please check their entered results and amend where necessary. The VASS ‘Mid-Year Reporting’ function may be run as many times as necessary.

Once the report accurately lists the students the principal believes are eligible for certification, the report should be printed, endorsed, and filed at the school. The VCAA may require submission of this document at a later time.

The VASS ‘Mid-Year Reporting’ function is not available after Friday 17 June 2022.  Schools only need to run the report **if they are expecting students to satisfy the requirements at mid-year**.

Schools will receive all VCAL Certificates and Statement of Results by registered post in the first week of Term 3. These may be distributed to students at any time.

Students who receive a VCAL certificate at midyear will not receive another certificate (at the same level) at the end of the year. They may receive an updated Statement of Results, or a VCAL certificate at a higher level, if they have qualified.