**Geoffrey O’Neill -** Welcome to the 2024 VCAA Briefing for the VCE and VPC. I want to welcome back all of our VCE and VPC and senior school leaders who have participated in these briefings in the past. But also a special welcome for those who are beginning their leadership journey this year. My name is Geoffrey O'Neill and I'm the manager of VCE curriculum at the VCAA.

The purpose of this professional learning program is to provide our school leaders for the VCE and VPC, particularly those that may be new to the job with an overview of the current VCE and VPC matters related to the delivery in your schools. And it also provides us with an opportunity to increase knowledge and skills that can be shared with your teaching teams for the VCE and the VPC. For 2024, the structure of this professional learning program will again be a series of on-demand videos for school leaders covering information, skills and resources for leading the VPC and VCE in your schools.

There'll also be further live webinars in term one and as required throughout the year. These on-demand videos provide you with information as through the touch of a button any time, anywhere, and it also allows you to review the information at any time and revisit it. This video will provide you with an overview of what the VCAA briefing for VCE and VPC professional learning will look like in 2024. A key part in the professional learning offerings as part of the VCAA briefing for the VCE and VPC are the on-demand videos that we'll be publishing, and they're going to be published on this webpage and include information for school leaders regarding the VCE and the VPC. Curriculum matters regarding the VCE and VCE VM and VPC, videos will be provided for that. Also, videos around school-based assessment and the audit program that supports that.

The administrative requirements for the VCE and VPC will also be explored as well as special provisions and other areas. And these will be available throughout the year. So these on-demand videos, they provide you with some of the key information for you to lead the VCE and VPC in schools. But I'm sure you're going to have questions following watching these videos. And the purpose of our live webinars is to respond to those questions that you have from watching these videos. So we encourage you that after you've watched these on-demand videos, please submit your questions to us to inform the content of the upcoming live webinars. Questions can be submitted with the link available on this professional learning webpage on our website where you are watching this video right now. Please submit them and that will inform the live webinars that we'll be delivering later in February, 2024.

So following on from the On-demand videos and the information presented in them, we'll be delivering some webinars to support school leaders for the VCE and VPC as part of our VCAA briefing program. The webinars ran on the 20th February at 4:00 PM or the 22nd of February at 1:30 PM will be the same webinar with the same content covered. So you don't need to attend both of these webinars. We are presenting at two different times to allow school leaders to attend at a time that is best for them. We'll also be recording these webinars and we'll be making the recordings available to those who have registered at a later date.

So we please, we encourage you to register on the professional learning page. For further information about these webinars and the registration details, please go to the VCE Professional Learning page on our webpage. You'll find it from the homepage, and there is links on this page where you're watching this video right now. Please provide us with questions for these webinars to inform and guide the information that you want to know As part of these webinars.

Our acting CEO, Kylie White, and members of the VCAA Leadership team will also attend these webinars to provide an executive update on matters of the VCE, the VPC, and the wider work being undertaken in Senior Secondary Curriculum. As the school leaders of the VCE and VPC, there are three key roles that you have in schools. Firstly to ensure that your staff are informed of all the rules and requirements for the delivery of the VCE and the VPC. And that is outlined in the VCE or VPC Administrative Handbook. It's important that staff are kept up to date through the information that we share to schools through the VCAA Bulletin and through our notices to schools. Please ensure you encourage your staff to sign up to the VCAA Bulletin and the registration link again is on this page where you are watching this video.

And also to ensure compliance, you are the leaders of the VCE and VPC in your schools. So you need to support and train your staff to ensure that the programs that they're delivering are in line with the VCAA requirements outlined in our study designs and our administrative handbooks. Our administrative handbooks will be your Bible. They will be your guide to ensure the delivery of VCE and VPC in your school is administered correctly. It is a comprehensive guide to support principals, teachers and administrators, that outlines the rules and regulations and policies governing the delivery of the VCE or VPC. These rules, regulations and policies support the integrity of the certificate and equity of student access to fair and valid results. It also provides instructions to principals and teachers and administrators who are required to use the Victorian Assessment Software System commonly known as VASS. Each year there are changes to the administrative handbook.

So it is really important, even if you have been a school leader for a number of years, that you review this annually to ensure that you school's policies, processes, and procedures reflect the current practice for delivery of the VCE and VPC in schools. These handbooks can be found on the VCAA website currently as a download or webpage content for each section. Here you'll also find relevant checklists for your staff in your school. These checklists will assist key staff in your school to identify the processes and practices they need to monitor to ensure they meet their obligations to deliver the VCE, including the Vocational Major and also the VPC. These checklist items have been drawn directly from the administrative handbooks and reflect the most frequent type of queries we respond to. They're a really useful and handy tool to follow. And on the screen you can see that we have four checklists available for the VCE under the Administrative Handbook page. So please check them out and use them. And if you've got any questions, don't hesitate to contact us.

As mentioned previously as the school leader for the VCE and the VPC, it's really important that you and your teachers are up to date with the most up relevant and up-to-date information available from the VCAA. We communicate to schools through the notices to schools and VCE School leaders can register for the notices through the school's VASS Administrator. It is our official communication to schools and organisations by the VCAA. The VCAA Bulletin is our official publication for early years Foundation to 10 VCE and VPC and VET. And we publish up to 10 editions each year of the VCAA Bulletin. Any stakeholder, including your teachers in your school, can subscribe to the bulletin and we encourage you to do so. And encourage you to encourage them to do so also.

A reminder of a really handy and useful resource that we have developed, which is a set of advisory resources to assist schools and their leadership teams to conduct an internal self-review an audit of the practice for delivery of the VPC and the VCE, identifying best practice in the delivery of these senior secondary programs, facilitating a school development plan and identifying practices which may lead to improve student outcomes. The continuation of practice and the supporting documents and resources can be found on the VCAA website. We have updated these recently to include the VCE VM and VPC as part of the package of information to inform schools through a continuation of practice. Please visit the website on your screen and that link is also available directly on this webpage where you are watching this video.

So please take the time to watch these videos that are available on as part of this professional learning program on this website for the briefings for 2024. Questions are vital to inform our webinar, so please make sure you submit questions to us from these videos. If you do have any questions throughout the year, please don't hesitate to call us or contact us on the email addresses on the screen. Our website is the key source of information, so don't forget to visit that regularly to get the most up-to-date information with regards to leading and delivering the VCE and VPC in your school.

We wish you all the best for 2024 and please don't hesitate to contact us throughout the year if you have any questions. So enjoy these videos that are available on this webpage and we'll look forward to seeing you in the webinar in February.

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