**Tim -** Welcome to the Senior Secondary Briefing for 2024. My name's Tim. I'm from the Student Records and Results Unit, and I'm going to take you through some of the important information you need to understand to prepare you for the rest of this year.

In 2024, the following certificates are available for enrolment, the Victorian Certificate of Education, the Victorian Certificate of Education with a Vocational Major, and the Victorian Pathways Certificate. Enrolments for these certificates should be entered by Monday, the 26th of February, and VCE, including VCE VM Unit 3-4 sequences, and VCE VET scored Unit 3 and 4 units of competency must be finalised by Tuesday, the 30th of April 2024.

There are some things to keep in mind when it comes to getting enrolment right. The only study with mid-year reporting is VPC, and the last day to flag eligible students is Friday the 14th of June. As many of you know, the Victorian Certificate of Applied Learning, Intermediate is no longer available for enrolment. Other things to keep in mind when you're trying to get enrolment right are to keep an eye on duplicate student numbers. You should also ensure that the student personal details form has been updated and collected. You should also ensure that the collection notice and the student consents have been distributed, understood, and updated. Students who don't understand the impact of correctly selecting consent flags are often disappointed to see that their results are not published in the media, or that they are not eligible for a Premier's award. Sometimes students request for their results to be removed as their high achievements might embarrass or disappoint them.

So, collecting those student consents and ensuring that they are active is absolutely essential. It's important that students are given the opportunity to review their student personal details when undertaking a VCE, VPC, or VET study. They should be on the lookout for incorrect personal details. Studies are listed as being in the current year, and their previous years, and advising if they're incorrect, and they need to make sure that all studies have been included. Sometimes the report may show studies which do not belong to the correct student, and it is possible that a previous student was overwritten when creating the entry on VASS. If this has happened, you need to notify the VCAA immediately. A new student in 2024 should have the VCE student number that begins with 24, and that's because VCE student numbers begin with the last two numbers from the year they have been enrolled.

There are some things to know about what's new in Senior Secondary. VPC is available for enrolment at the same time as VCE. Eligibility reports for vocational major programs can sometimes have issues when VET program enrolments have not yet been finalized. So, your early checks on eligibility may not be accurate for VCE VM students until their VET enrolment is complete. The general VET credit is a calculated unit, rather than a unit into which a student can be enrolled. The General VET credit may appear and disappear according to changes in the student's achievements, enrolments, and completions. It can be tempting to enrol students in a full program of VET at the start of every year, but it's important to ensure that you are only enrolling a student in the units of competency they are expecting to complete in the current academic year. Enrolling in units of competency that the student is not undertaking in the current academic year creates a lot of additional work for teachers and for results processing. All units of competency need to have their results entered and where applicable the corresponding score data is updated. Even if that's just to say "NA". There are numerous challenges in enrolling a student in the full program and then needing to go through each unit that they have not completed just to say "NA".

Where schools haven't enrolled students into VET certificates before the closing dates, there are a few steps to complete first. Select the certificate to be offered in VASS, select the RTO, select the units of competency, set up the classes, and confirm the moderation group. Once those steps have been completed, you can send the amendment form for enrolment to Student Record and Results. In 2024, VET credit calculation changes will be applied. It is important to understand that what the enrolment looks like in early February may not be what it is going to look like in November. The model is a significant change to how enrolment, reporting of results, and achievements are represented, and calculated. Further information will be available and will be critical in building your understanding of how these changes will affect your students. It's essential to provide the VET assessment plans for students who are undertaking scored program to VASS before the cutoff dates. And the last day to enter scored VCE VET assessment plans is Friday, the 26th of July. If the student is not enrolled in a scored program, there is no assessment plan, but students should be marked on VASS and have an "NA" entered against them.

This year, there's some new information about Structured Workplace Learning Recognition for VET. Each unit involves at least 20 hours of scheduled classroom instruction. As in previous years, students must complete 80 hours of Structured Workplace Learning placement. Students undertaking a VCE VET program classified as VE1 can complete one unit per year with a maximum of two units in any VCE program. Students undertaking an approved school-based apprenticeship or traineeship classified as VE2 can complete two units per year with a maximum of two units in any VCE program. Students undertaking a VET program that is not on the VCE VET list of qualifications classified as VE3 aren't eligible to complete the VCE study with SWL. A Notice to Schools will be published detailing the 2024 and 2025 Structured Workplace Learning Recognition enrolment process, which will be managed by the VCAA for eligible students. Community and satellite programs will continue to be available for approved schools in 2024. Those provider numbers will be made available according to the requirements provided by regions, and updates will follow with direct communication to the relevant schools from their regional counterparts.

When it comes to students who are home schooled, it's important to understand Foundation and Senior Secondary programs cannot be delivered in home school settings. The information is available from the VRQA, and there are further downloads and resources available from the website listed on screen. On this slide is a breakdown of who sits the GAT including Section A only, both Sections A and B, and what happens if students do not sit the GAT. Student Records and Results conducts a variety of quality assurance processes and checks across the course of the year to ensure that data entered by schools is accurate, relevant, and useful.

It is critically important that Principals, VCE Coordinators, and teachers ensure that the correct information is provided to VASS Administrators for entry into VASS. Some things to keep an eye on include, Is it the right study design? Have "NA"s has been entered when relevant? And have you got the right marks against an assessment? Schools are solely responsible for decisions about satisfactory completion of a unit and making sure the data entered into VASS accurately reflects a student's results. There's further information about satisfactory results and not satisfactory results on this slide. It's also important to understand that if a student is no longer attending a unit, but they have not officially withdrawn by signing a Student Exit form, the symbol J will be included on VASS. On this slide, you can find page number references for more information about assessment and assessment resources.

It's essential that moderation groups are chosen and entered correctly in VASS as the on flow effect of incorrect data generates headaches for everyone. For VCE VET programs with scored assessment, the moderation group is the identified assessing group. By selecting an assessing group, schools are choosing the group in which students will be statistically moderated as a cohort. It is critical that the moderation groups are correct. It has a significant effect on statistical moderation processing at the end of the year.

A further reminder about entering the right data. Keep an eye on the use of "NA"s. Make sure that you're aware that indicative grades must be submitted for VCE students before the relevant external assessment period. The last day for indicative grades for all VCE performance examinations is Monday the 9th of September. And the last day for indicative grades for all written VCE examinations and the Extended Investigation Externally-assessed Task is Monday the 14th of October.

You are likely already aware of the requirements around VCE second language applications, and this slide is included for your reference. The submission date for all 2024 second language applications was Friday the 13th of October. There's more information available on the slide. And for students who need to apply for an International Movement Record, they can do so through the Department of Home Affairs. For students undertaking VCE Modern Languages at Units 3-4, they're required to complete a declaration when enrolling in relevant studies and return it to the school. When the study score is then calculated, a student will be considered a second language learner if they have completed all their schooling in Australia or they have less than seven years of education in a school where the VCE modern language was the main language of instruction. This refers to the student's homeschool, not a specialised language school. The record of a student's first or second language learner status must be entered on VASS by Tuesday, the 30th of April 2024.

Some notes about submitting scored assessment. It's important that students confirm if they are undertaking scored assessment. Removing scores after the VASS cutoff dates is not encouraged and it's not best practice. Indicative grades for scored assessment are compulsory. There's more information available in the 2024 Assessment Schedule. Principals, Coordinators, and teachers need to familiarise themselves about the criteria for awarding a student a "0" score or an "NA" for school-based assessment. Criteria for entering a "0" is that a student has completed the SAC or the SAT, the teacher marked it, but the work did not score against the assessment criteria. Schools are reminded that if a "0" is entered inappropriately, that it is a score, and it's included in the school's statistical moderation process.

It's vitally important that students keep their postal address up to date. If they move, it's important that students notify the post office to hold or redirect their mail. The last date to change personal details and addresses is Monday the 11th of November 2024. It's important to ensure that student email addresses are collected, and, when they are, that they're personal, rather than created by schools or those used by parents. That's because the primary purpose of collecting these email addresses is for the release of results, the provision of statement of marks, and getting in touch about awards. It's important that student email addresses are active until at least the year following their graduation. So personal email addresses are much more likely to still be in use.

There is a limitation on the number of characters that can be ended on VASS for students with long names. Schools can email their student number and legal name for the student if it doesn't fit into VASS. The names will be manually corrected before the printing of results. However, they're not able to be mirrored on VASS. The last day to lodge requests for alternate format names is Friday the 18th of October 2024.

There's more information available about fee-paying international students on the VCAA website. Student Visa details must also be checked on the International Student Visa Fee Table. There are some updates about English as an Additional Language. Schools are responsible for determining if students are eligible for English as an additional Language Units 3 and 4 as per VCAA criteria. Students enrolling in Units 1 and 2 no longer need to meet eligibility rules on VASS. The requirement is only against EAL EN09 Units 3 and 4.

At the end of every year, Student Records and Results undergo a variety of processes to check and complete calculations, and those are affected by the data that is entered by schools. As part of these processes, we investigate quality assurance, the use of "NA" and other scores, satisfactory completions, moderation groups, and students who have transitioned to non-scored programs.

All the dates that you need to know are in the 2024 important administrative dates information link. When it comes to processing results, the release is on Wednesday, the 11th of December 2024, and the time will be confirmed later this year. VCE results and ATARs will be released to students at 7:00 AM, Thursday, the 12th of December 2024. The Post Results and ATAR Service, more commonly known as PRAS, will be available at 7:00 AM on Thursday, the 12th of December until 5:00 PM, Monday, the 16th of December.

New this year is the Student Achievement Profile, which brings together new and existing certifications and academic transcripts to capture a wider range of student achievement. It's a summary, not a certification, that's issued for Senior Secondary students leaving school without a qualification in 2023-24. It recognises all student achievement, and it means that students are celebrated for what they have learned. In 2023-24, the Student Achievement Profile is available to VCE, including VM, and VPC students who are exiting Senior Secondary schooling without a qualification and where it is requested by schools.

Let's just do a quick recap of a school's responsibilities. It's a school's responsibility to ensure that students are enrolled in VASS using their legally registered name. Running eligibility and identifying students who are not eligible and adjusting their program, printing student full details, student personal details form, and the collection notice, printing class lists for teachers, verifying information which must be completed by students and signed off, running final checks before due dates, and ensuring that SAC or SAT submission dates are set prior to VCAA due dates. Home schools are responsible for preparing and providing to the VCAA all applications for second languages, and they're also responsible for students undertaking dance through dance providers.

It's critically important that school contact details are updated each year, including Principals, Coordinators, and VASS Administrators. These contact details are used by the VCAA to send important communication to resolve issues and in emergencies. Some of the extra things to keep an eye on include late enrolments in VET, compassionate late withdrawal, the circumstances around interrupted studies, and the details of home assessing schools for external studies. VASS new users training will be coming soon. A Notice to Schools will be provided, which will include details on registering, attending, and the question and answer opportunities. There are updates coming to the VASS Manual this year and training will follow the release of the new Manual, including online video tutorials.

The contact details for Student Records and Results are student.records@education.vic.edu.au. At the end of this presentation, there are a list of resources and links which you might find helpful in preparing for your year. Thank you so much for your attention. Have a great rest of your year.

[Copyright Victorian Curriculum and Assessment Authority](https://www.vcaa.vic.edu.au/Footer/Pages/Copyright.aspx) 2024