Higher Education Studies in the VCE recommendations

It is recommended that a student:

* seek detailed information about the Higher Education Study particularly the level of commitment required to satisfactorily complete the course prior to application
* ensure the prerequisite or concurrent study has been met or is being undertaken
* advise the school’s nominated contact person of your enrolment in a HES
* check the VCAA and university exam timetables and discuss any clashes with the school contact person and advise the university
* keep the school contact informed regarding difficulties or concerns with your academic progress and or your wellbeing for the appropriate level of support to be provided.

A student must be approved to undertake a Higher Education Study (HES) by the school principal. It is recommended the student should have:

* a high standard of literacy
* an overall academic strength across all areas of study
* very strong results in the subject related to the chosen HES
* good time management and organizational skills
* a high degree of autonomy
* appropriately selected a Higher Education Studies that relates to their career pathway choice.

A student must have completed the prerequisite study or completing the study concurrently if applicable.

[Summary of the VCAA approved Higher Education Studies offered by participating universities](https://www.vcaa.vic.edu.au/curriculum/vce/Pages/HigherEdStudiesVCE.aspx)

It is recommended that schools:

* nominate a school contact person to liaise between the school and university/ies
* provide the name and relevant details of the school nominated contact person to each relevant university
* the role of the contact person is to:
* liaise as the contact point for the university/ies
* oversee the progress of the student/s in the HES program
* disseminate information within the school relevant to the HES student cohort
* at the school’s discretion, and with student permission, inform the university where there has been a significant change in the student’s circumstances that may impact on their capacity to undertake a HES
* advise relevant university of examination date clashes.

It is recommended that Universities:

* nominate a university contact person to liaise between the university and the school/s
* provide the name and relevant details of the university nominated contact person to each relevant school/s
* at the university’s discretion and with student permission, flag a concern about the student’s progress
to the school contact. This could be communicated at the completion of the university’s second assessment task
* provide to the student detailed information about the depth of commitment required to undertake a HES for example:
* hours per week (face to face, online)
* expected reading/tutorial preparation/lectures
* assessment details (number, type, weighting, calendar of due dates)
* platform to access tutorials and other information
* timelines for key events for example, orientation program or whole day events
* how to access a student mentor (if applicable)
* how to access student support services students.

HES and VCE examinations

While most universities would not have the flexibility to change their examination timetables for a small cohort of students undertaking HES, within this constraint it is recommended that universities:

* place studies with the greatest number of HES students after the VCE examinations where practicable
* once the exam timetable is finalized the timetable is sent via email to the school contact.

Credit transfer between universities

Upon successfully completing a HES, a student will be able to continue into the second year of a bachelor’s degree for that study at that university. If a student is moving to another university to complete their studies, they will need to apply through the credit transfer process at the university in which they have enrolled.

VCAA

The VCAA will conduct an annual non identified student online survey for the purpose of improving the experience of students undertaking a HES. Results will be made available to participating universities and schools to be used as appropriate to support students.