VCE Vocational Major Flexible Delivery Program

Criteria and requirements

Authorised and published by the Victorian Curriculum and Assessment Authority
Level 7, 2 Lonsdale Street
Melbourne VIC 3000

© Victorian Curriculum and Assessment Authority 2024

No part of this publication may be reproduced except as specified under the *Copyright Act 1968* or by permission from the VCAA. Excepting third-party elements, schools may use this resource in accordance with the [VCAA educational allowance](https://www.vcaa.vic.edu.au/Footer/Pages/Copyright.aspx). For more information go to <https://www.vcaa.vic.edu.au/Footer/Pages/Copyright.aspx>.

The VCAA provides the only official, up-to-date versions of VCAA publications. Details of updates can be found on the VCAA website at [www.vcaa.vic.edu.au](https://www.vcaa.vic.edu.au/Pages/HomePage.aspx).

This publication may contain copyright material belonging to a third party. Every effort has been made to contact all copyright owners. If you believe that material in this publication is an infringement of your copyright, please email the Copyright Officer vcaa.copyright@edumail.vic.gov.au

Copyright in materials appearing at any sites linked to this document rests with the copyright owner/s of those materials, subject to the Copyright Act. The VCAA recommends you refer to copyright statements at linked sites before using such materials.

The VCAA logo is a registered trademark of the Victorian Curriculum and Assessment Authority.

|  |
| --- |
| Contact us if you need this information in an accessible format - for example, large print or audio.Telephone (03) 9032 1635 or email vcaa.media.publications@edumail.vic.gov.au |

Contents

[Introduction 1](#_Toc164434481)

[Flexible Delivey Program options 1](#_Toc164434482)

[Key dates 2](#_Toc164434483)

[Criteria 3](#_Toc164434484)

[Duration of permission 5](#_Toc164434485)

[Submission of applications 5](#_Toc164434486)

[Enquiries 5](#_Toc164434487)

Introduction

VCE VM studies can be delivered flexibly to meet the needs of students who may learn at different paces or transition into the VCE Vocational Major (VCE VM) during the academic year.

Further information is available in the [*VCE Administrative Handbook*](https://www.vcaa.vic.edu.au/administration/vce-handbook/Pages/index.aspx) and on the VCAA website – see [About the VCE Vocational Major](https://www.vcaa.vic.edu.au/curriculum/vce/Pages/AboutVCEVocationalMajor.aspx).

Flexible Delivey Program options

|  |  |  |
| --- | --- | --- |
| Category | Option | Application required |
| Mid-year commencement | Deliver Unit 1 in Semester 2 and Unit 2 in Semester 1 in the following year | No |
| Deliver Unit 3 in Semester 2 and Unit 4 in Semester 1 the following year in the standard time frame | Yes |
| Extended delivery | Deliver a single VCE VM unit across more than a semester | Yes |
| Commence delivery of a VCE VM unit during a semester and continue in the next semester, including over multiple calendar years | Yes |
| Concurrent delivery | Deliver Units 1 and 2 or Units 3 or 4 concurrently across 2 semesters | No |

Key dates

|  |  |  |
| --- | --- | --- |
| Year | Date | Description |
| 2024 | **Friday 10 May** | **Applications due to VCAA** |
| Monday 24 June | Providers formally notified |
| Monday 19 August | Nominal commencement of academic year |
| Wednesday 30 October | Last Day for VCE VM Unit 3–4 sequence enrolmentsThis data must contain all 2024–25 VCE enrolment data that is known and available to schools. After this date, VASS will not allow schools to:* enter enrolments for VCE VM Units 3-4 sequences
* withdraw VCE VM Unit 3 enrolments
 |
| 2025 | Monday 13 January | Last day for Unit 4 withdrawalsAfter this date VASS will not allow schools to withdraw Unit 4 enrolments |
| Monday 1 June | Last day for VCE VM Unit 1–2 enrolmentResults for all VCE Units due. |
| Monday 12 June | Last day to amend student addresses, email addresses and consentsNominal end of academic year |
| Monday 28 June | Results available to schools and studentsResults packages delivered to schools |

Criteria

The VCAA will apply the following criteria in considering applications to deliver VCE VM units on the Flexible Delivery Program.

1. The applicant is a registered VCE provider with proven experience delivering VCE and/or vocational and applied learning

The provider must:

* be registered by the Victorian Registration and Qualifications Authority (VRQA) as a senior secondary education provider delivering the VCE in Victoria
* have proven experience in the delivery of VCE VM studies and/or the VCAL at Intermediate or Senior Level, generally indicated by at least three years of satisfactory delivery of studies
* be delivering a program that adheres to the requirements for VCE VM delivery as outlined in the [*VCE Administrative Handbook*](https://www.vcaa.vic.edu.au/administration/vce-handbook/Pages/index.aspx)
* be aware of the need to support special provision and coursework audit requirements.

Providers in the first year of delivering VCE VM are not eligible to apply for flexible delivery.

Compliance with these requirements will be assessed by the VCAA, based on its own records of VCAL Quality Assurance and VCE VM Curriculum and Assessment Audit outcomes and recommendations.

2. The provider has identified the accredited VCE VM units it intends to offer on the Flexible Delivery Program

Providers must indicate:

* the VCE VM units they intend to offer
* the Flexible Delivery Program option they will use to delivery them.

Providers should also provide the anticipated number of student enrolments, including student numbers if available.

For flexible delivery of Units 3 and 4 of VCE VM studies, predicted student enrolment numbers in Units 3 and 4 studies are essential for VCAA administrative purposes.

Providers may only deliver unit/s of VCE VM studies that are within their current scope of delivery.

3. The provider is able to demonstrate capacity to meet the requirements for design and delivery of units on the Flexible Delivery Program.

The provider must demonstrate clear intentions to offer students enrolment in unit/s VCE VM studies on the Flexible Delivery Program. To do so they must provide:

* documentary evidence of a proposed student counselling and management process
* appropriate resourcing of the program
* a rationale for offering VCE VM units on the Flexible Delivery Program (for example, predicted volume of mid-year enrolments in the VCE VM).

4. The provider has considered the requirements for satisfactory completion of the VCE

Providers must demonstrate that:

* the learning program enables students to be eligible to meet the satisfactory completion requirements of the VCE VM
* the provider has a proposed delivery schedule for each unit/s of a VCE VM study it intends to offer on the Flexible Delivery Program, which:
* is consistent with the requirements of a full two-year VCE VM program or a recognised and permissible alternative described in the [*VCE Administrative Handbook*](https://www.vcaa.vic.edu.au/administration/vce-handbook/Pages/index.aspx) (for example an Adult VCE VM program)
* demonstrates delivery of 50 hours of scheduled classroom instruction for each VCE VM unit
* complies with all other curriculum and assessment requirements for the unit/s of VCE VM studies being delivered.

5. The provider has nominated a Flexible Delivery Program Coordinator and VASS coordinator

These roles may be undertaken by the provider’s current VCE and VASS coordinators.

The provider must have key contacts available to support administrative and external assessment processes associated with administration, teaching and assessment on the Flexible Delivery Program – see ‘Key Dates’ above.

Duration of permission

Permission to deliver unit/s of VCE VM studies on the Flexible Delivery Program is only valid for the delivery periods specified in each application. Providers will be required to submit a fresh application each calendar year in which they wish to provide unit/s of VCE VM studies on the Flexible Delivery Program.

The VCAA has the power to suspend or withdraw a provider’s permission to deliver unit/s of VCE VM studies on the Flexible Delivery Program, under its responsibilities outlined in the Education and Training Reform Regulations 2017, Schedule 8, Clause 6 (3).

A determination to undertake this action would be a consequence of evidence that a provider is unable to satisfy the criteria for permission.

Submission of applications

Providers wishing to deliver unit/s of VCE VM studies on the Flexible Delivery Program must submit the [Flexible Delivery Program Application Form](https://www.vcaa.vic.edu.au/Documents/vce/FlexibleDeliveryApplicationForm.docx)

Enquiries

Enquiries about the Flexible Delivery Program may be submitted to: vcaa.permissions@education.vic.gov.au.