



## VCE and Vocational Major Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact a member of the Leadership Team.

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## **Preamble**

The purpose of this document is to provide advice and information to students and parents about the administration of the VCE and VCE Vocational Major. The Victorian Certificate of Education is administered and overseen by the Victorian Curriculum and Assessment Authority. This policy is derived from the VCE Administrative Handbook, an official publication of VCAA which contains further resources for VCE students. Albert Park College's VCE Policy has been created in line with VCAA's requirements for the successful completion of the VCE and the school's commitment to academic excellence. Any changes made to VCAA information will be distributed to students, parents and staff as appropriate.

## **Program Overview**

### **Victorian Certificate of Education (VCE)**

The Victorian Certificate of Education (VCE) is a senior years curriculum course of study that provides pathways for students into further study such as university, TAFE or directly into employment.

Students will complete a range of subjects. Subjects are structured into units 1-4. Every VCE Unit is organised into Areas of Study (AOS). Within each AOS students are required to meet a number of Outcomes. Teachers are required to assess and report on every Outcome. Assessments are assessed against performance descriptors which correlates to the marking scheme A+ to UG. Students need to pass all assessment tasks to be awarded a Satisfactory (S) result for each unit.

Students complete internal and external assessment which will provide students with a study score. Students who successfully complete the VCE will be provided an ATAR. The ATAR is calculated by the Victorian Tertiary Admissions Centre (VTAC) on the basis of study scores and is presented as a ranking between 0.00 and 99.95, the ATAR is predominately used for direct enrolment post school to tertiary institutions.

### **Victorian Certificate of Education Vocational Major**

The Victorian Certificate of Education Vocational Major is a senior years curriculum study introduced in 2023. At its core are applied learning principles in both curriculum and



assessments. Students will be assessed against a rubric and will be awarded a Satisfactory (S) or Non-Satisfactory (N) result for each outcome. Students will receive a Victorian Certificate of Education upon completion of the course. The VCE Vocational Major will prepare students to move successfully into apprenticeships, traineeships, further education and training, university through alternative entry programs or directly into the workforce.

## **Course Structure**

The College commences its Senior Years Program from Year 10 for both the VCE and the VCE VM. This means that students will be able to commence their senior years studies in Year 10 alongside their Victorian Curriculum subjects. Students who wish to accelerate will need to have teacher recommendation and display positive learner attributes that reflect the requirements of the program.

A student may become ineligible for continued enrolment in an accelerated study if they are not meeting the course requirements for attendance, coursework and assessment. In this case, students will be counselled into a more appropriate pathway.

## **VCE**

### **Year 10 VCE Acceleration**

Students in Year 10 who are accelerating into the VCE program will complete:-

- Victorian Curriculum (English, Advanced English or Literature)
- 1 x VCE Unit 1&2 Study including VET
- 4 Victorian Curriculum subjects.

SEAL students may be eligible to complete 2 VCE studies in Year 10.

### **Year 11 and 12**

Students in Year 11 will be required to complete 6 subjects in Year 11, including English and the continuation of any accelerated studies.



Students in Year 12 are required to complete 5 Unit 3&4 subjects, even if they have successfully completed a Unit 3&4 study in Year 11. University enhancement subjects may be completed as part of the 5 Unit 3&4 studies required at Year 12 level.

Where a student completes a VET or VCE subject off campus they will have study periods incorporated in their timetable to support the successful completion of their external studies.

## **VCE VM**

### **Year 10 VCE VM Acceleration**

Students in Year 10 who are accelerating into the VCE VM program will complete:-

- Victorian Curriculum English
- 2 x Victorian Curriculum subjects of their choice
- VCE VM Core: Work Related Skills
- VCE VM Mathematics
- VCE VM VCE Specialisation

### **Year 11 and 12 VCE VM**

A student who enters directly into the VCE VM will be required to complete 6 subjects:-

- VCE VM English
- VCE VM Mathematics
- VCE VM Core: Work Related Skills and Personal Development Skills
- VET
- 2 x VCE subjects (VM Specialisation)

When a student accelerates into the VCE VM in Year 11, they will have 5 subjects face to face onsite and students will complete Structured Workplace Learning as an additional subject.

Year 12 Students in the VCE VM who have accelerated and who have met the eligibility requirements of the program will have a reduced timetable to provide structured workplace learning and opportunities for school based apprenticeships.



## VET

Vocational Education and Training (VET) is offered at APC through a range of providers.

Senior Years students at the College will be able to apply for a VET course as part of their program of study. Successful completion of VET courses at Certificate II level or higher can be credited as units towards the VCE and the VCE VM.

Students should view the relevant provider handbook for course offerings and locations and timings.

As VET is offered offsite students are required to sign out of the College, at reception and make their way to the VET educational institution independently.

Students interested in applying for VET, should indicate their interest as part of APC subject selections. APC's VET Coordinator will be in touch with students who are interested in completing a VET subject as part of their course.

VET providers will assess students against the Units Of Competency (UOC) for each course and provide interim and semester reports. The College will distribute these reports to students and families. Students will receive a statement of results at the end of year 1 and a statement of attainment at the end of year 2 provided they have successfully completed all UOCs.

Students are expected to attend all VET classes, complete all coursework and assessment.

When VET is scheduled on a school event or curriculum day, students are still expected to attend VET as timetabled. If students have a school event that clashes with their VET course they must contact the College VET coordinator, at least 3 days prior.

Students who are absent from VET will need to:-

- Provide a medical certificate
- Communicate absence to the College VET coordinator.
- Contact the VET trainer in regard to any work missed



## Structured Workplace Learning

Students who have met the VCE VM eligibility requirements for the certificate may be eligible in Year 12 to complete Structured Workplace Learning (SWL). SWLs can contribute as 2 additional units in the VCE VM.\

## Eligibility

English is mandatory in both the VCE and VCE VM. Students will need to receive a Satisfactory (S) result across Units 1-4. In the VCE and VCE VM, students need to receive a S grade in Unit 3 to continue with Unit 4 studies as Unit 3&4 subjects need to be completed in sequence.

## Awarding a S or N Grade

To receive a Satisfactory (S) grade for a Unit students must:

- Attend all classes including VET and participate in all school events, refer to APC Senior Years Attendance Policy
- Complete all coursework prior to the assessment date
- Pass assessments
- Comply with the Academic Integrity Policy and submit work on time
- Observe the VCAA examination and School Rules

A Not Satisfactory (N) grade is awarded when:

- The student does not demonstrate achievement of the Outcome/s through coursework completion prior to an assessment
- Does not pass all assessments
- The student has not met the deadline and does not have a medical certificate
- The student's work cannot be authenticated

Students will be considered At Risk if they are not meeting all of the requirements to receive a S grade. Parents/carers will be notified and the student will be supported by a member of the Senior Years Team Students and parents should refer to the Assessment Policy for information about At Risk Procedures.



## Attendance

Students are required to attend all classes unless a valid medical certificate is supplied in order to meet the minimum attendance requirements. Retrospective medical certificates are not valid. If a student is unwell they must produce a medical certificate for the first and all subsequent days they are absent from school and this must be obtained on the day of the first absence

If a student is absent on medical grounds they are expected to complete all set coursework set during their absence. Students who have an approved absence for an assessment will be able to reschedule the task.

If a student has completed work but there has been a substantial breach of attendance rules, the College will assign an N to the affected outcome. A student who receives an N for an outcome is not eligible to receive an overall S for the Unit. Students with unapproved absences may be ineligible to receive a satisfactory grade for that unit.

Any family holidays scheduled during the school year are not approved absences. A student who is absent from class as a result of a holiday may not meet the minimum eligibility requirements in relation to attendance, completion of coursework and assessment. Any assessments scheduled during this time will be awarded an Ungraded result. As such, they will receive an N for an outcome and thus the Unit.

Please refer to [APC Attendance Policy](#).

## Study arrangements and leaving school grounds

Students are not permitted to leave the College during the school day without parental consent. Students who have permission to leave the College will need to sign out at reception.

Year 10 or 11 students completing an external VCE or VET study, must remain onsite for their study periods. Student's can work in the library on level 1 at Danks Street or in the reading room at Pickles Street.



Year 12 students will have study periods included in their timetables. Study periods can be completed onsite or off campus, ensuring that students are able to return to school in time for their onsite classes.

## **Assessment and Academic Integrity**

In the VCE and VCE VM students need to demonstrate their knowledge and skills for each outcome.

In the VCE, there is a distinction between terminology used across Units 1-4.

In Units 1 and 2 assessment tasks are referred to as Graded Assessments (GAs).

In Units 3 and 4 students will complete School Assessed Coursework (SACs) and School Assessed Tasks (SATs).

In the VCE VM summative assessments are simply referred to as an assessment task.

Academic integrity refers to the principle that all students act with honesty and integrity in the creation, development and application of ideas and their work. All students are expected to abide by the Academic Integrity Policy.

Students and families should refer to the [Assessment Policy](#) and the [Academic Integrity Policy](#) regarding rules of assessment.

## **Exams**

### **APC Exams**

Students are expected to attend all scheduled exams.

End of Semester exams are provided in year 10 Victorian Curriculum and in Units 1&2 to provide opportunities to practice exams in simulating VCAA exams. VCE VM in Year 10 will only complete exams for the Victorian Curriculum subjects.

The results of students' exams are published in their end of semester report according to the VCE Marking Scheme.





Year 12 students will also complete practice exams formally at the end of Term 3 as well as periodically throughout the year.

### **External Exams**

In Year 12, students complete end of year exams as per the VCAA program. They will be provided with information about the VCAA exams, including the exam navigator, in Positive Education classes.

### **General Achievement Test (GAT)**

All VCE students undertaking a Units 3 & 4 study are required to participate in the GAT in Sections A and B of the GAT.

VCE VM students are required to complete Section A of the GAT.

The GAT has two components;-

Section A: Literacy (Reading and Writing) and Numeracy

Section B: General Knowledge and Skills

Section A is an assessment designed to assess a student's proficiency in literacy and numeracy. Students will receive a result on their statement of results.

Section B is a general knowledge and skills across a broad range of areas, such as written communication, the arts and science and technology. Each area represents a body of knowledge students are likely to have built up across their years of schooling. Although GAT results do not directly contribute towards VCE results, they do play a role in checking that school-based assessments have been accurately assessed.

Students who are below minimum standard will have the opportunity to resit the GAT at a later date.

### **Reporting**



Students' overall achievement will be reported as an S and N grade for Units 1-3.

Students in the VCE and VCE VM will not receive a report for Unit 4 studies as they receive a Statement of Results from VCAA. The VCAA also issues a VCE Certificate to all eligible students.

## **EAL eligibility**

To apply for EAL status, each student is required to submit an Application for Enrolment in English as an Additional Language Units 3 and 4 form to the school. This will be provided by the College.

Students who are applying to seek EAL status must meet the criteria outlined below.

- They have not resided in Australia or another predominantly English-speaking country for a total period of more than seven years prior to 1 January in the year the student will be undertaking Units 3 and 4 EAL
- and have not been enrolled in schools where English has been the student's major language of instruction for a total period of seven years or less over the period of their education

## **Special Provision**

The underlying principle of Special Provisions is to ensure that the most appropriate, fair and reasonable arrangements and options are available for students to demonstrate their capabilities if their learning and assessment programs are affected by illness, impairment or personal circumstances. Students and families should refer to the Assessment Policy and the Student Wellbeing and Engagement Policy regarding special provision.

Students may be eligible for Special Provision if, at any time while studying the VCE or VCE VM, they are adversely affected in a significant way by:

- Acute or chronic illness (physical or psychological)
- Any factors relating to personal environment
- An impairment or disability, including learning disabilities.

A student is eligible for Special Provision for: Coursework, School-Assessed Tasks, Examinations and the GAT.



## Transferring between programs

Students who are at risk of being ineligible for completing the VCE, may be able to enrol in the VCE VM after commencing the VCE. Students may need to complete additional subjects such as VCE VM Work Related Skills and VCE VM Personal Development Skills and VET. Students will be supported with this transition and the application for transitional credits.

## Breaches of the VCE policy

Students who breach the College's VCE policy including the eligibility requirements for the award of an S grade, will be referred to a member of the Senior Years Team. This may include appearing before a VCE Panel where the student's eligibility for continued study will be determined. Parents will be notified of all breaches. The Senior Years Curriculum Leading Teacher will follow the requirements in the VCE administration handbook for any breaches of the VCE policy.

## Evaluation

This policy will be reviewed on a 3-4 year cycle, or as necessary to respond to policy changes made by the Department or VCAA, or changes made by the college.

Date implemented	June 2015
Responsibility	Foundation Principal
Endorsed by	School Council
Date reviewed	22 November 2022
Next review date	November 2026
Consultation	School Council: November 2022
Version control	v.1 (2015)



	v.2 (2019) v.3 (2022 - current)
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