

Welcome to the VCE

VCE Policy

- To be enrolled in VCE, you need to agree to follow the rules set out by VCAA and the College
- To get your VCE, you need to do a minimum of 16 units with 3 being English
- St. Bede's offers 2 units of RE at year 10 as well as other subjects

Key parts of the policy

- There is a minimum attendance requirement of 90%. You can have no more than 10% unauthorised absences
- Authorised absences include College events
- Family holidays are unauthorised absences – they affect your attendance and can not be used as an excuse to miss SACs.

Key parts of the policy

- You must satisfactorily complete all outcomes to get an “S” for a subject.
- Outcomes are measured by SACs – School Assessed Coursework

Key parts of the policy

- Breach of rules are reported to the VCE administrator who investigates the breach and a VCE panel will notify you and your parents of the outcome
- Breaches include:
 - Having an electronic device (including smart watches) during SACs
 - Plagiarism
 - Bringing in unauthorised materials into a SAC

Paperwork

- Absence from SAC or need special provision (you have 4 days to return the form)
- At risk of not attaining an “S”
- Provisional N

Alt SAC Date form

Student at risk

Provisional N



ST BEDE'S COLLEGE

2 MENTONE PARADE, MENTONE, VICTORIA 3194

Phone: 9582 5999 Fax: 9582 5757

www.stbedes.catholic.edu.au

ABN: 59 127 195 135

Request For:

- Alternative SAC Date**
- Alternative SAT Date**
- Special Provision**

Student Name:	
Tutor Group:	
VCE Unit:	
Outcome Number:	
Outcome Title:	
Subject Teacher:	

Official Date:	
Requested Date/Provision:	
Reason For Request:	
Documentary Evidence Provided:	

Signature of Student:			
Signature of Parent:			
Daytime Contact No of Parent Signing:		First Name:	
Date:			

APPROVAL GRANTED:	
Date of SAC:	
Subject Teacher's Signature:	
Learning Area Leader: <i>(If there is more than one teacher of the subject):</i>	
VCE Coordinator:	



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VCE PARENTAL NOTIFICATION OF STUDENT AT RISK

In each Unit at VCE your son completes internally assessed pieces of work called "School Assessed Coursework" (SAC) and for these he receives a score/percentage. He will also complete external examinations for Unit 3 and 4 subjects. The overall assessment of each Unit is measured on whether the "Outcome" (key learning/skills) has been demonstrated by the student – this is reported as either "Satisfactory" (S) or "Not Satisfactory" (N) by the subject teacher. One criterion which needs to be met in order to successfully complete VCE is the attainment of at least 16 Units over Years 11 and 12; a second criterion is attendance – if attendance is below expectations without reasonable evidence explaining the absence (such as medical certificates) then an "N" will be awarded regardless.

A "VCE parental notification of student at risk" letter informs parents/guardians of issues with their son's level of performance in a Unit which, if unaddressed, would lead to a low results or to an award of an "N".

Student Name:	
Subject:	
Subject Teacher:	
Date of Notification:	
Tutor Group Teacher:	
House Co-ordinator:	

In the VCE Unit named above, your son's current performance level indicates that they are at risk. 'At risk' means one or more of the following:

1. Your son's standard of homework and/or classwork is low, indicating little work or motivation on your son's behalf
2. Your son's level of unexplained absences is high
3. Your son's general level of motivation in this subject area is low
4. Your son has not completed set work – work has not been done
If your son was to continue with his present motivation and level of assessments he would be in danger of receiving an 'N' overall

Your son is at risk in this Unit for the following specific reason/s:

In order to not be "at risk", your son should, or is required to do the following:

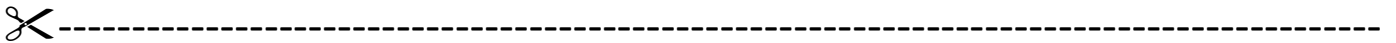
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If you require further information, please contact:

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We thank you for your support.

Please return the signed attached form to the VCE Coordinator by:	
Approved & Signed by VCE Coordinator:	
Date Received by VCE Coordinator:	



Reply Slip

As a parent / guardian of the above named student, I am fully aware of why my son is deemed 'at risk' and I am fully aware of the requirements my son must fulfil in order to remedy the situation.

Parent/Guardian Name:	
Parent/Guardian Signature:	
Date:	

If you have any further comments:

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VCE PARENTAL NOTIFICATION OF A PROVISIONAL "N"

In each Unit at VCE your son completes internally assessed pieces of work called "School Assessed Coursework" (SAC). The overall assessment of each Unit is measured on whether the "Outcome" (key learning/skills) has been demonstrated by the student – this is reported as either "Satisfactory" (S) or "Not Satisfactory" (N) by the subject teacher. One criterion which needs to be met in order to successfully complete VCE is the attainment of at least 16 Units over Years 11 and 12; a second criterion is attendance – if attendance is below expectations without reasonable evidence explaining the absence (such as medical certificates) then an "N" will be awarded regardless.

Student Name:	
Subject:	
Subject Teacher:	
Date of Notification:	
Tutor Group Teacher:	
House Co-ordinator:	

In the VCE Unit named above, your son's current performance level indicates that an "N" will be awarded – at this moment it is a provisional "N". The award of an "N" would mean the following:

1. Your son has not demonstrated a satisfactory understanding of the Outcome/s for the Unit
2. Your son would not be able to count this Unit towards his VCE
3. If the subject is English, this may have severe consequences for the completion of your son's VCE

Unless the provisional "N" is awarded due to significant unexplained absences, your son still has time to meet requirements and achieve an overall "S" for the Unit

Your son has the impending "N" for the following specific reason/s:

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In order to not receive an "N" for this Unit, your son is required to:

PLEASE NOTE: Meeting this requirement does not change the original SAC mark that your son received

If you require further information, please contact:

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Please sign and return the attached form to the VCE Coordinator by date:	
Signed:	

Attachment: Impending "N" Form



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REPLY SLIP

VCE PARENTAL NOTIFICATION OF A PROVISIONAL "N"

In each Unit at VCE your son completes internally assessed pieces of work called "School Assessed Coursework" (SAC). The overall assessment of each Unit is measured on whether the "Outcome" (key learning/skills) has been demonstrated by the student – this is reported as either "Satisfactory" (S) or "Not Satisfactory" (N) by the subject teacher. One criterion which needs to be met in order to successfully complete VCE is the attainment of at least 16 Units over Years 11 and 12; a second criterion is attendance – if attendance is below expectations without reasonable evidence explaining the absence (such as medical certificates) then an "N" will be awarded regardless.

Student Name:	
Subject:	
Subject Teacher:	
Date of Notification:	
Tutor Group Teacher:	
House Co-ordinator:	

As a parent / guardian of the above named student, I am fully aware of the consequences of the provisional "N" and I am fully aware of the requirements my son must fulfil in order to remedy the situation.

Parent/Guardian Name:	
Parent/Guardian Signature:	
Date:	

If you have any further comments:

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Paperwork

- Personal details form



VCE and VCAL Student Personal Details 2017

Instructions: This form is to be completed by all students upon your first enrolment in the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL). This is an official document to be retained by your educational provider. For the purposes of VCE and VCAL enrolment, you are required to use your legal names. Please print clearly and in CAPITAL LETTERS.

Family name

First name

Second name

Gender (M or F or X, where X is undefined gender)

Date of birth (dd/mm/yyyy)

Are you of Aboriginal or Torres Strait Islander origin? (Y or N). If Y(es) tick the applicable box/es below.

Aboriginal

Torres Strait Islander

VCAA student number

VSN (Victorian Student Number)

Student Management ID (e.g. CASES ID)

Email address (must be active for results delivery)

Telephone (student mobile preferred)

Postal Address (for results delivery)

Suburb/Town

Postcode

State/Country

Year level

Form/Home group

Section A: Adults returning to study

Adult returning to study? (Y or N) Adult students must be at least 18 years of age on 1 January in the year of enrolment AND not have undertaken full time secondary schooling for the full year preceding the first year of enrolment as an adult.

School last attended

Level last completed

Year last attended

Most recent student number

Previous family name

Previous first name

Previous second name

Past years enrolled

Section B: Overseas full-fee-paying and exchange students

Full-fee-paying overseas student? (Y or N). Students are those seeking to enrol in the VCE who are non-residents of Australia and are not subsidised by the Commonwealth via the Overseas Student Program. See the VCE and VCAL Administrative Handbook

or Exchange student? (Y or N). Exchange students who are non-residents or have Student Entry Visas and are not subsidised.

Date of last arrival in Australia (dd/mm/yyyy)

Country of origin

Section C: Application for approval to enrol in English as an additional language

Applied for English as an additional language status? (Units 3/4 only) (Y or N). If Y(es) provide the following information.

Country of origin

Date of last arrival in Australia (dd/mm/yyyy)

Multiple entries to Australia? (Y or N)

Cumulative residence in Australia (years)

(months)

Section D and E:

You can sign all, any or none of the permissions and consents below. If you do not sign each of the following sub-sections, your work and/or results will not be used and/or disclosed.

Section D: Copyright (permission for use of student work)

I grant permission to the Victorian Curriculum and Assessment Authority (VCAA) and third parties authorised by the VCAA to use (including for publication, reproduction and distribution), free of charge, any work/s or parts of works produced by me in the course of assessment for the VCE or VCAL ('Material').

I understand that I will not be identified or acknowledged as a creator and that I retain copyright in the Material. I consent to any and all alterations, modifications and adaptations of the Material.

I agree not to assert any moral rights with respect to these acts and omissions as described above.

If you wish to give consent this year, sign below. If you do not wish to consent, do not sign below.

Student signature

Date

Section E: Consent to disclosure to other organisations

1. Publication of my results on the VCAA website and in newspapers.

I authorise the publication of my name, educational provider name, VCE studies and scores (of 40 or higher) on the VCAA public website and the disclosure of that information to metropolitan and regional newspapers for publication.

If you wish to give consent this year, sign below. If you do not wish to consent, do not sign below.

Student signature

Date

2. Selection and announcement of awards.

I authorise the disclosure of my name, gender, telephone number, email and postal address to the Victorian Department of Education and Training (and its successors) and the Department of Premier and Cabinet (and its successors) for the selection of students for the Premier's VCE Awards and the Governor of Victoria's Australia Day Reception.

If you wish to give consent this year, sign below. If you do not wish to consent, do not sign below.

Student signature

Date

3. Contact information to the On Track project.

I authorise the disclosure of my name, address, and telephone number to the Victorian Department of Education and Training (and its successors) for the purposes of the On Track project.

If you wish to give consent this year, sign below. If you do not wish to consent, do not sign below.

Student signature

Date

Section F: General declaration

All VCE and VCAL students must sign the declaration below in order to be enrolled.

Student declaration

I declare that to the best of my knowledge the information I have supplied on this form is correct and complete and that I have used my legal names. I acknowledge that the VCAA accepts no responsibility for verifying the information I have provided.

I agree to abide by and observe the rules and instructions relating to the conduct of the VCE or VCAL assessment programs including VCAA examination rules for VCE examinations, and the General Achievement Test (GAT), and rules for school-based assessment (including school rules).

I have read and understand the VCAA COLLECTION NOTICE FOR STUDENTS (below).

I acknowledge that:

- a) my school will provide my results to the VCAA for the purpose of VCE or VCAL assessment
- b) the VCAA will provide my final VCE or VCAL results and GAT results to my home school, and to my educational provider if different from my home school
- c) the VCAA will provide my name, enrolment details and results to the Victorian Tertiary Admissions Centre (VTAC) for:
 - i) inclusion in its password-protected Courselink database so that I can access my individual career and course options
 - ii) the calculation by VTAC of the Australian Tertiary Admissions Rank (ATAR) and
 - iii) if applicable, submission of my application for tertiary course selection.

Student signature

Date

Student name

VCAA COLLECTION NOTICE FOR STUDENTS

The VCAA is a statutory authority continued under the Education and Training Reform Act 2006 (Vic).

The VCAA is responsible for curriculum, assessment and reporting in year levels Foundation to 12 for all Victorian school students.

Students' 'personal information' [as defined in section 3 of the Privacy and Data Protection Act 2014 (Vic) (PDP Act)] is collected and handled by the VCAA in accordance with the PDP Act.

Collection of Student Data

In order to perform its functions the VCAA collects personal information and assessment information (including enrolments and results) (Student Data) related to the VCE and VCAL assessment programs from students enrolled or intending to enrol in VCE or VCAL.

Student Data is ordinarily collected from students by their educational provider for the VCAA.

In some instances where additional information is required, for example in the case of applications for Special Provision, this is collected from individual students and other relevant parties.

Consequences if all or part of the information requested in this form is not provided

If a student does not provide their personal information or does not sign Section F (General declaration), the student cannot be enrolled in the VCE or VCAL.

Use and disclosure of Student Data

Student Data is used by the VCAA to provide individual students with their final VCE, VCAL and GAT results (Student Results). The VCAA also uses Student Data and Student Results to assure the quality of the VCE and VCAL assessment programs, and for research purposes related to its statutory powers and functions.

Student Results are also provided to the student's home school and to the educational provider where the study was undertaken. Student Results may also be provided to the relevant sector organisations, for example to the Catholic Education Office in the case of students enrolled at Catholic schools. This is to enable schools and sector organisations to analyse the effectiveness of their assessment and teaching programs.

The VCAA provides Student Data and Student Results for all VCE and VCAL students to VTAC for:

- i) inclusion in Courselink, a VTAC service that enables students to access their career and course options;
- ii) the calculation of the Australian Tertiary Admissions ranking (ATAR); and
- iii) if applicable, applications for tertiary course selection.

The VCAA may provide Student Data and Student Results to the Victorian Registration and Qualifications Authority (VRQA) in the relation to the VRQA's statutory functions including the registration of schools and training organisations.

The VCAA must comply with notices from the Victorian Electoral Commission (VEC) under s.26(4) of the Electoral Act 2002 (Vic), requiring the provision of information required by the VEC in connection with the preparation, maintenance or review of the register of electors. The VEC requires the VCAA to provide information so that it can contact students on their 17th birthday, and to facilitate the provisional enrolment of students who have turned 18.

De-identified information relating to students of Aboriginal and Torres Strait Islander origin is provided to the Victorian and Commonwealth governments to assist in the planning of support for these students.

The VCAA provides de-identified results data to the Australian Curriculum and Reporting Authority (ACARA) so it can prepare reports related to the outcomes of the National Assessment Program Literacy and Numeracy (NAPLAN) tests.

Access and security

Student Data and Student Results collected by the VCAA are stored securely on the VCAA's database. Subject to the disclosures referred to above, access is limited to authorised VCAA employees and authorised educational provider employees.

An individual may request access to personal information the VCAA holds about them and request its correction if inaccurate. Contact the VCAA Manager, Student Records and Results Unit, VCAA, Level 1, 2 Lonsdale St, Melbourne 3000.

The VCAA Privacy Policy can be found at www.vcaa.vic.edu.au/Pages/aboutus/policies/privacypolicy.aspx.

This VCAA form cannot be added to, altered, or used by educational providers to collect information for any other purpose.

