

600 TEACHING & LEARNING	
603 Victorian Certificate of Education	
VCE and VCAL Administrative Handbook: http://www.vcaa.vic.edu.au/Pages/schooladmin/index.aspx?Redirect=1	Last Update Month Year
Last Ratified by School Council	Date Month Year
Line Manager	Pam Oakes

The Victorian Certificate of Education (VCE) is a senior secondary certificate of education recognised within the Australian Qualifications Framework (AQF). The VCE is designed to be completed over a minimum of two years.

The VCE includes general education curriculum components (VCE studies) and programs from Vocational Education and Training (VET) qualifications. Each VCE study is designed to provide a two-year program. Units at 1 and 2 level are nationally and internationally benchmarked to a Year 11 standard. Similarly, Units at 3 and 4 level are benchmarked to a Year 12 standard.

Units 1 and 2 can be completed as single units and Units 3 and 4 in each study are designed to be taken as a sequence.

Outcomes are the basis for satisfactory completion of a VCE unit. Each VCE unit includes a set of two to four outcomes. Satisfactory completion of units is determined by the school, in accordance with Victorian Curriculum and Assessment Authority (VCAA) requirements. The learning outcomes and associated assessment tasks are specified in the currently accredited VCE study designs.

Assessment Pg. 2

Students' levels of achievement for Units 1 and 2 are determined by the school and not reported to the VCAA.

Students' levels of achievement for Units 3 and 4 sequences are assessed using school-based assessment and external examinations. Each VCE study has three Graded Assessment components, either one school-based assessment and two examinations, or two school-based assessments and one examination. Each of the three Graded Assessment components contributes to a study score.

Scored VCE VET studies have only two Graded Assessment components, comprising one school-based assessment and one examination. Graded Assessments are reported on an eleven-point scale as grades A+ to E or UG (Ungraded).

School Based Assessment Pg. 2

There are three forms of school-based assessment for Units 3 and 4 – School-assessed Coursework (policy 708.1), School-assessed Tasks (policy 708.1), and the Externally-assessed Task. The Externally-assessed Task is specific to Music Style and Composition (2011–2015) and assesses a student's level of achievement in accordance with the study design and published assessment criteria. It is assessed by a panel appointed by the VCAA.

Examinations Pg. 2

- June – the General Achievement Test (GAT). All students undertaking Unit 3 & 4 VCE and/or VET studies are expected to sit the GAT.
- October – the performance and oral examinations
- November – written examinations

VCE Units Pg. 3

VCE units are numbered 1, 2, 3 or 4. Units 1 and 2 are benchmarked to a Year 11 standard and Units 3 and 4 are benchmarked to a Year 12 standard. Student programs may include some Units 1 and 2 in the second or final year and/or some Units 3 and 4 sequences in the first year.

Units 1 and 2 may be undertaken separately or as a pair. Schools may timetable Units 1 and 2 in a sequence that is suitable for their program. Students may enrol simultaneously in Units 1 and 2 of a study.

Units 3 and 4 of all studies **must be undertaken as a sequence**. Unit 3 must be offered in Semester 1 and Unit 4 must be offered in Semester 2. A student who has previously received an **N** for Unit 3 may complete the sequence provided the enrolment into Units 3 and 4 is received by the.

The VCE can include components of nationally recognised VET qualifications from within the AQF. Training from a nationally recognised VET or Further Education (FE) qualification can contribute towards the VCE through the following recognition arrangements:

- through enrolment in a VCAA approved VCE VET program, or a School-based Apprenticeship or Traineeship
- through enrolment in any other nationally recognised qualification at AQF level II or above. This arrangement is called Block Credit Recognition.

The VCE can include Victorian Certificate of Applied Learning (VCAL) units where the student transfers enrolment from VCAL to VCE. Intermediate VCAL units may contribute to the satisfactory completion of the VCE at Units 1 and 2 level. Senior VCAL units may contribute to the satisfactory completion of the VCE at Units 3 and 4 level. Foundation VCAL units do not contribute to the VCE. Combinations of VCAL units may contribute as a VCE Units 3 and 4 sequence but no study score is available.

Students may enter studies at Units 1, 2 or 3 level. In some studies, students are advised to complete either or both Units 1 and 2 before attempting Unit 3, or have equivalent experience, or be willing to undertake some preparation. This advice is published in the study design for each study.

Specific Entry Requirements for VCE Studies Pg. 4

There are specified entry requirements for

- English as a Second Language (ESL)
- VCE Second Language studies in Chinese, Japanese, Korean and Indonesian.

All enrolments in VCE Second Language studies Units 3 and 4 must be approved by the VCAA .

English as a Second Language (ESL) Pg. 4

Enrolment in ESL is available only to students who have approved ESL status. A student may be eligible for ESL status if they meet both conditions 1 and 2 as set out below:

1. (a) He/she has been a resident in Australia or New Zealand or other predominantly English speaking country for no more than seven (7) years. Note: The period of seven (7) years is to be calculated cumulatively over the student's whole life. The calculation of time spent in Australia is made from the Date of Last Arrival plus any previous periods of time spent in Australia or any predominantly English speaking country. Time spent out of Australia during school vacations should be included in the accumulation towards the seven (7) years as no disruption to education occurs during these periods.

or

(b) He/she is an Aboriginal student whose first language is not English.

and

2. English has been the student's major language of instruction for a total period of not more than seven (7) years over the period of his/her education.

VCE Eligibility Pg. 4

The VCE is awarded on the basis of satisfactory completion of units according to VCE program requirements. The decision about satisfactory completion of a unit is distinct from the assessment of levels of achievement.

School-assessed Coursework and School-assessed Tasks are generally used to determine both satisfactory completion of the unit and assessment for a study score. However, it is not a requirement that these be scored for the student to be eligible for the VCE. Where no score is provided for the unit, the student will not receive a study score.

When making their enrolment selection, students should consider the requirements for satisfactory completion and the award of the VCE.

Study for the VCE is normally completed over at least two years, but students may accumulate units over any number of years. It is possible for students returning as adults, and students who have received credit equivalent to a full Year 11, to complete their VCE in a single year.

Minimum Requirements For The Award of The VCE Pg. 5

The minimum requirement is satisfactory completion of 16 units which must include:

- three units from the English group, with at least one unit at Units 3 and 4 level (Foundation English Units 1 and 2, English Units 1 to 4, ESL Units 3 and 4, English Language Units 1 to 4, and Literature Units 1 to 4)
- at least three sequences of Units 3 and 4 studies other than English, which may include any number of English sequences once the English requirement has been met.

Note: The Victorian Tertiary Admissions Centre (VTAC) advises that for the calculation of a student's Australian Tertiary Admission Rank (ATAR), satisfactory completion of both Units 3 and 4 of an English sequence is required.