



# VCE & VCAL/VET ASSESSMENT POLICY

The units of study offered to students in Years 11 and 12 are fully in line with the VCE course offered at all schools throughout Victoria. All studies are broken down into **units**.

A unit of study will occupy one semester (or about sixteen weeks) of a school year.

**English is the only compulsory subject and one unit must be taken each semester.**

Within the VCE there are certain requirements regarding the types of units selected. Briefly, the requirements **over the two years** are that students must include:

- At least 3 units of English

More information about these requirements will be found in “**Where to now?**” that is published by the Victorian Curriculum and Assessment Authority of Studies (**VCAA**) and distributed to Year 9, 10 and 11 students at the start of Term 3 each year. Students and parents may also access this guide on the VCAA website.

Year 11 Subjects: Units 1 and 2

Year 12 Subjects: Units 3 and 4 (Must be done as a sequence)

Parents and students should read carefully the information given about any Unit 3 & 4 requirements and the general benefits of that particular subject. They should then make their choice according to student interests, abilities and/or requirements for future studies or employment.

To be awarded the VCE, students must **satisfactorily complete**:

- **At least 16 units.**

These units must include:

- **At least 3 units from the English Group**
- **At least three sequences of Units 3 & 4 subjects other than English.**

It is recommended that current Year 10 students plan their intended full two-year course at this stage. This will not mean that changes will not be possible to a planned course. Changes will be possible at the start of each semester over the two years, however each course must fit the VCAA guidelines.

The school’s timetable will be constructed to allow access to Unit 3/4 subjects by Year 11 students, and access to Unit 1/2 subjects by Year 10 students.

Students in Year 11 will study the equivalent of 6 units during each semester. Because Unit 3 & 4 studies also involve "School Assessed Coursework", students in Year 12 will study the equivalent of 5 units during each semester.

Students considering tertiary education may limit their choices by not doing Mathematics at VCE level. The VCE Mathematics units enable all students to select mathematics relevant to their interests and abilities.

In addition to the subjects actually taught at Mortlake, it may also be possible to study subjects via video conferencing with other schools.

All students (with parents) will be counselled before final selection of units by students. We must stress, however, that the final choice of subjects will depend on student demand for units, as well as time-tabling considerations and staff availability.

## **UNIT ASSESSMENT**

There are two ways in which the VCE units will be assessed:

- By satisfactory completion of a unit in line with the **outcomes** for each subject.
- By levels of performance in each unit.

### **1. Satisfactory completion of a unit**

"S" or "N" will be awarded for each unit depending on whether students satisfactorily complete all the outcomes for that unit.

To be awarded the VCE, students must satisfactorily complete the outcomes for at least 16 units according to the requirements regarding study areas. Completion of each unit of study will be reported on the statement of results by VCAA (Victorian Curriculum and Assessment Authority) as **S** (Satisfactory) or **N** (Not Satisfactory).

Therefore the **outcomes** are very important. Students must **satisfactorily complete all the outcomes** in a unit. Failure to complete even one outcome means a student will not be deemed to have satisfactorily completed the unit.

If, for any valid reason, a student is unable to complete an outcome by the date set, he or she may apply (in writing) to the VCE Coordinator for an extension of time, provided that the application is submitted one week before the due date. (See Redemption policy.)

**NB: Dates for completion of work are set by the school, in compliance with VCAA regulations, and are binding.**

**VCE AND VCAL ADMINISTRATIVE HANDBOOK** states that each VCE student must be aware of:

- All work he/she needs to do to achieve S for the unit
- All work he/she needs to do for Graded Assessment
- Class attendance requirements
- How to submit work
- Timelines and deadlines for completing work
- Procedures for obtaining an extension of time
- Internal school appeal procedures

If students wish to have an extension for VCE work, they must complete the appropriate form to then be submitted to the VCE Co-ordinator for approval. Students must go through this process to ensure consistency across all subjects. Students who do not receive an 'S' for an outcome also need to be given the appropriate notification from teachers. House mentors need to be aware and should be given a copy, along with parents.

- **80% Attendance Criteria Policy:**

For any student undertaking a particular VCE or VCAL unit of study, the student must attend a minimum of 80% of classes\* as a prerequisite to be eligible to be awarded an S in that unit. This attendance requirement is set by individual schools, not the VCAA.

Special provision for this attendance rule may be granted at the Principal's discretion for exceptional circumstances.

\*Classes where a student cannot attend because of clashes with TAFE classes, designated School Based Apprenticeship work days or other official school commitments will not be counted as an absence when calculating attendance rate.

**Criteria for determining whether a student passes or fails a VCE subject:**

All VCE studies offered at Mortlake College will be assessed under this structure.  
The assessment structure is:

**SATISFACTORY COMPLETION OF A UNIT**

A student is awarded an S for a unit of study if they get an S for all outcomes of that unit.

Each VCE unit includes two to four **learning outcomes**.

Satisfactory completion of outcomes:

**When deciding whether a student be awarded an S or N for a particular outcome, teachers should consider a range of assessment methods which could include the graded assessment task, other assignments completed or other work done/completed in the classroom for that particular outcome.**

Achievement of an outcome can be based on these factors:

- the work meets the **required standard**
- the work was submitted **on time**
- the work is clearly the **student's own**
- there has been **no substantive breach of rules** (including the school's attendance policy)

**If a student receives an N for one or more outcomes, the student automatically receives an N for the unit of study.**

If the teachers gives a student an N for the Unit, the teacher must specify which outcomes the student got an N for.

## **Resubmission**

Where an N has been obtained, the student must be given the opportunity to resubmit the work in order to demonstrate satisfactory achievement of the outcomes as long as there had been a reasonable attempt to complete the original work by the due date. Otherwise the work is treated as not having been submitted. Resubmission occurs to allow S to be demonstrated. The original mark/grade given to the work will remain unchanged.

**When a student is in danger of receiving an N for any outcome, the classroom teacher must make sure that both the student and the level coordinator are made of aware of this. Teachers need to document this communication to prevent any possible comeback from either the student, parent or level coordinator that the awarding of an "N" result was without proper warning or the chance for the student to resubmit the unsatisfactory work.**

## **2. Level of performance**

Gaining an "S" will not tell students or parents how well students have completed the unit.

Therefore students will also receive reports at the end of each term throughout the year with feedback given on two areas: 'Achievement' and 'Attitude and Effort'.

Throughout Years 11 and 12 there are formal exams. In Year 11 these exams are assessed internally and feedback given to students by teachers. In Year 12 the end of year exams are assessed externally and students receive a grade from the VCAA. Students may also receive an ATAR score from VTAC.

## **VCAL**

The Victorian Certificate of Applied Learning is a senior secondary certificate of education that can be completed at three levels: Foundation, Intermediate or Senior.

*At Foundation level*, knowledge and employability skills development is supported by a strong emphasis on literacy and numeracy skills and preparatory learning.

*At Intermediate level*, knowledge and employability skills development leads to independent learning, confidence and a high level of transferable skills.

*At Senior level*, knowledge and employability skills development leads to a high level of interpersonal skills, independent action and achievement of tasks that require decision-making and leadership.

A VCAL unit contains learning outcomes that are generic by nature and enable content to be developed and/or planned at the local level to suit the individual needs of students. Locally developed non-accredited curriculum and activities or structured workplace learning programs can contribute to the achievement of learning outcomes in a VCAL unit.

Each VCAL unit is 100 nominal hours in length, and each unit that is successfully completed contributes one credit towards the VCAL at the appropriate award level. The nominal hours include both scheduled and unscheduled time.

## Entry to VCAL studies

There are no formal entry requirements for VCAL studies. The VCAL has been designed to accommodate flexible entry and exit. Students can enter at the appropriate level of VCAL to suit their learning needs, abilities and interests.

Students can gain more than one VCAL qualification in their post-compulsory education program, depending on their abilities and learning goals.

## Eligibility for award of the VCAL

Course requirements To be awarded any VCAL qualification, students must successfully complete a learning program that contains a **minimum of 10 credits** and includes:

- curriculum components that can be justified against the purpose statement for the Literacy and Numeracy Skills Strand\*: one credit is required for Literacy Skills and one credit is required for Numeracy Skills\*
- curriculum components to the value of at least one credit that can be justified against the purpose statement for each of the Work Related Skills Strand, Personal Development Skills Strand and Industry Specific Skills Strand
- a minimum of two VCAL units, one must be a VCAL Personal Development Skills unit at level.
- curriculum components to the value of six credits at the level of the VCAL award or above: one of which must be for Literacy Skills. \*Note: If using VCAL units to meet the eligibility requirements of the literacy component of the VCAL Literacy and Numeracy Skills Strand, the Reading and Writing unit must be completed at the award level or above. If using VCAL units to meet the eligibility requirements of the numeracy component of the VCAL Literacy and Numeracy Skills Strand, a Unit 1 numeracy unit must be completed.

At Foundation level, Numeracy Skills Foundation meets the eligibility requirements. Students may carry credit forward from the previous award level into the level in which they are currently enrolled. However, credits allocated at Foundation level (VCAL Foundation units, and VET and FE units at Level 1) cannot contribute to Senior Level.

VCAL providers can include additional curriculum, such as the VCAL Literacy Skills Oral Communication units, other VCE units and FE accredited curriculum in a VCAL learning program, to meet the requirement for a minimum of 10 credits.

At the VCAL Intermediate and Senior levels, the learning program must also include accredited VET curriculum components to the value of a minimum of one credit in the Industry Specific Skills strand. One credit is awarded on successful completion of 90 nominal hours of accredited VET curriculum. One credit is awarded on successful completion of 90 nominal hours of accredited FE/VET curriculum, or on successful completion of a VCE unit.

Upon successful completion, students will receive a VCAL certificate and a Statement of Results.

## Curriculum options for meeting the VCAL Strand requirements

Strand	Foundation	Intermediate	Senior
Literacy Skills	<ul style="list-style-type: none"><li>• VCAL Literacy Skills Reading and Writing units</li><li>• VCE units:<ul style="list-style-type: none"><li>– EAL</li><li>– English</li><li>– English Language</li><li>– Foundation English</li><li>– Literature</li><li>– Bridging EAL</li></ul></li></ul>	<ul style="list-style-type: none"><li>• VCAL Literacy Skills Reading and Writing Intermediate/ Senior units</li><li>• VCE units:<ul style="list-style-type: none"><li>– EAL</li><li>– English</li><li>– English Language</li><li>– Foundation English</li><li>– Literature</li></ul></li></ul>	<ul style="list-style-type: none"><li>• VCAL Literacy Skills Reading and Writing Senior units</li><li>• VCE Units 3 and 4:<ul style="list-style-type: none"><li>– EAL</li><li>– English</li><li>– English Language</li><li>– Literature</li></ul></li><li>• selected FE Certificate</li></ul>

	<ul style="list-style-type: none"> <li>selected FE reading and writing modules</li> </ul>	<ul style="list-style-type: none"> <li>Bridging EAL</li> <li>selected FE Certificates II/III literacy/reading and writing modules</li> </ul>	<ul style="list-style-type: none"> <li>III literacy/reading and writing modules</li> </ul>
<b>Numeracy Skills</b>	<ul style="list-style-type: none"> <li>VCAL Numeracy Skills units: <ul style="list-style-type: none"> <li>Numeracy Skills Foundation</li> <li>Numeracy Skills Intermediate Unit 1</li> <li>Numeracy Skills Senior Unit 1</li> <li>Advanced Numeracy Skills Senior</li> </ul> </li> <li>VCE units: <ul style="list-style-type: none"> <li>any mathematics units</li> <li>Chemistry</li> <li>Environmental Science</li> <li>Physics</li> </ul> </li> <li>selected FE numeracy and mathematics units of competency</li> </ul>	<ul style="list-style-type: none"> <li>VCAL Numeracy Skills units: <ul style="list-style-type: none"> <li>Numeracy Skills Foundation</li> <li>Numeracy Skills Intermediate Unit 1</li> <li>Numeracy Skills Senior Unit 1</li> <li>Advanced Numeracy Skills Senior</li> </ul> </li> <li>VCE units: <ul style="list-style-type: none"> <li>any mathematics units</li> <li>Chemistry</li> <li>Environmental Science</li> <li>Physics</li> </ul> </li> <li>selected FE Certificate II or above numeracy and mathematics units of competency</li> </ul>	<ul style="list-style-type: none"> <li>VCAL Numeracy Skills units: <ul style="list-style-type: none"> <li>Numeracy Skills Intermediate Unit 1</li> <li>Numeracy Skills Senior Unit 1</li> <li>Advanced Numeracy Skills Senior</li> </ul> </li> <li>VCE units: <ul style="list-style-type: none"> <li>any mathematics units</li> <li>Chemistry</li> <li>Environmental Science</li> <li>Physics</li> </ul> </li> <li>selected FE Certificate III or above numeracy and mathematics units of competency</li> </ul>
<b>Strand</b>	<b>Foundation</b>	<b>Intermediate</b>	<b>Senior</b>
<b>Industry Specific Skills</b>	<ul style="list-style-type: none"> <li>VET certificates <ul style="list-style-type: none"> <li>VCE units: <ul style="list-style-type: none"> <li>Accounting</li> <li>Industry and Enterprise</li> <li>Technology studies</li> <li>Visual Communication Design</li> <li>Studio Arts</li> <li>Business Management</li> <li>Media</li> <li>Product Design and Technologies</li> <li>Systems Engineering – Agricultural and Horticultural Studies</li> </ul> </li> </ul> </li> <li>selected VET units of competency within FE certificates at level I/II</li> </ul>	<ul style="list-style-type: none"> <li>VET certificates II or above</li> <li>selected VET units/modules within FE certificates at level II or above</li> </ul>	<ul style="list-style-type: none"> <li>VET certificates II or above</li> <li>selected VET units/modules within FE certificates at certificate III or above</li> </ul>
<b>Work Related Skills</b>	<ul style="list-style-type: none"> <li>VCAL Work Related Skills units</li> <li>VET certificates</li> </ul>	<ul style="list-style-type: none"> <li>VCAL Work Related Skills units</li> <li>VET certificates</li> </ul>	<ul style="list-style-type: none"> <li>VCAL Work Related Skills Intermediate/Senior</li> </ul>

	<ul style="list-style-type: none"> <li>• VCE units: <ul style="list-style-type: none"> <li>– Industry and Enterprise (Unit 1 only)</li> <li>– Outdoor and Environmental Studies*</li> <li>– Product Design and Technologies</li> <li>– Systems Engineering – Agricultural and Horticultural Studies</li> <li>– Industry and Enterprise (Unit 1 only)</li> <li>– Studio Arts</li> </ul> </li> <li>• selected FE units of competency</li> </ul>	<ul style="list-style-type: none"> <li>• VCE units: <ul style="list-style-type: none"> <li>– Industry and Enterprise (Unit 1 only)</li> <li>– Outdoor and Environmental Studies*</li> <li>– Product Design and Technologies</li> <li>– Systems Engineering – Agricultural and Horticultural Studies</li> <li>– Industry and Enterprise (Unit 1 only)</li> <li>– Studio Arts</li> </ul> </li> <li>• selected FE Certificates II/III units of competency</li> </ul>	<ul style="list-style-type: none"> <li>units</li> <li>• VET certificates II or above</li> <li>• VCE units: <ul style="list-style-type: none"> <li>– Industry and Enterprise (Unit 1 only)</li> <li>– Outdoor and Environmental Studies*</li> <li>– Product Design and Technologies</li> <li>– Systems Engineering – Agricultural and Horticultural Studies</li> <li>– Industry and Enterprise (Unit 1 only)</li> <li>– Studio Arts</li> </ul> </li> <li>• selected FE Certificates III units of competency</li> </ul>
<b>Personal Development Skills</b>	<ul style="list-style-type: none"> <li>• VCAL Personal Development Skills Foundation unit</li> </ul>	<ul style="list-style-type: none"> <li>• VCAL Personal Development Skills Intermediate/Senior unit</li> </ul>	<ul style="list-style-type: none"> <li>• VCAL Personal Development Skills Senior unit</li> </ul>

\*Will meet the Strand requirement for 2020 only.

**Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle or earlier if required.

This policy was last ratified by School Council in....

**AUGUST 2020**

Danny Forrest  
Principal

Bruce Goddard  
School Council President