



WEDDERBURN
COLLEGE

VCE & VCAL BEST PRACTICE PROCEDURES

Wedderburn College is committed to students in Year 11 and 12 realising their full potential in their learning. Through information sessions, consultation and review students choose the most appropriate course that will assist them in realising their future goals beyond school.

This process is completed with full consultation of parents/guardians of the student. Information sessions will give students and their parents an overview of both the Victorian Education Certificate (VCE) and the Victorian Certificate of Applied Learning (VCAL).

Prior to Commencement of the Academic Year	
Student	<ol style="list-style-type: none">1. All students will have received all information via information sessions, consultation and meetings that will enable them to make an informed choice on either studying VCE or VCAL.2. Students are invited to discuss the expectations of individual subjects with the subject teacher.3. All students will know their subjects and be enrolled in all external subjects where appropriate in readiness for the commencement of the year.4. Students will receive appropriate summer holiday preparation work in each of their studies.5. All students would have met with the Managed Individual Pathways coordinator6. All VCAL students will meet with the VCAL teachers/Manager for an interview.7. Students will receive a booklist of requirements.8.
Parent	<ol style="list-style-type: none">1. Parents/Guardians will be fully informed of the process in selecting the appropriate certificate for their child. They will be involved in the subject selection process if their child is choosing the VCE pathway.2. They will be informed through an information session of the requirements and outcomes of both VCE and VCAL certificates to enable an informed decision on the appropriate pathway for their child.3. They are offered the opportunity to meet with the MIPs coordinator in the presence of their child to discuss outcomes.4. They are invited to discuss individual subjects with subject teachers if so desired.
Teacher	<ol style="list-style-type: none">1. The teacher will be available to consult with any student that requires assistance around choosing subjects in their VCE or VCAL studies2. They will keep abreast of any new changes to their subject including new study designs.3. They will attend or participate in any Professional Learning that is either required by the VCAA or their subject association.4. The VCE/VCAL Manager will notify subject teachers of any changes to the either certificate or subject5. Teacher will prepare all curriculum resources and planning documents for their subject in preparation for the beginning of the year.6. Teacher will inform the Assistant Principal of any excursions or incursions in their subject for the following year.

VCE/VCAL Manager

1. In partnership with Leadership Team and Timetabler, design the timetable for following year.
2. Work with the Managed Individual Program Coordinator to ensure all students have a Careers Action Plan that will inform their post compulsory pathway.
3. Ensure current and new staff are aware of new study design changes. Ensure all VCE and VCAL teachers are using the correct Study Design for their subject.
4. Commence the process of setting up small group partnerships for subjects under 5 students.
5. Organise the Year 11 and 12 Camp

Commencement of the Academic Year

Student

1. Students will be informed of all rights and responsibilities pertaining to VCE and VCAL. They will be informed of the process for dealing with concerns or enquiries relating to school and their studies.
2. Attendance requirements will be explicitly discussed with all students.
3. Any changes to their course will be verified by the VCE/VCAL Manager in consultation with parent and MIPs coordinator.
4. New enrollees to the college will meet with the Principal/Assistant Principal or delegate.

Parent

1. Parents will ensure their child is properly equipped to commence the school year with all required requisites.
2. Parents will inform the college of any concerns they may have relating to their child and their studies.
3. Parents will inform the VCE/VCAL Manager of any potential disruptions to the learning of their child over the year.

Teacher

1. Teachers will notify the VCE/VCAL Manager of any students not present in their class at the commencement of the year.
2. Class Teachers will inform their students of the responsibilities in their class. Set down the guidelines for assessment. Ensure all students have at least one week notice before commencing School Assessed Coursework or School Assessed Task.
3. Teachers will be clear on attendance requirements and students being responsible for keeping up to date with work.
4. Teachers will be explicit on homework requirements.
5. Arrange small group partnerships with another school for classes under 5 students.

VCE/VCAL Manager

1. Commence the enrolment processes with the VASS coordinator to all certificates.
2. Ensure all students who are taking external courses have all necessary supports in place.
3. Conduct a VCE and VCAL briefing for all students. Briefing needs to cover but not limited to:
 - i. Attendance
 - ii. Assessment and Reporting Procedures
 - iii. Wellbeing and support
 - iv. College Expectations around behaviour
 - v. Processes for changing units/courses
 - vi. Hand out the Wedderburn College VCE Students Handbook

4. Provide access to VCE staff to the School Data Service on VASS
5. Commence organisation and arrangement of external examinations.
6. Conduct VCE Information night for Parents and students.
7. Set up a calendar/timeline for School Assessed Coursework.
8. Conduct Orientation Program and information sessions for new VCE staff.
9. Ensure all staff are aware of policies, current study design for their subject.
Handout the Wedderburn College VCE Staff Handbook.

During the Academic Year

Student

1. All students will inform VCE/VCAL Manager of any changes to their circumstances regarding subjects or attendance at the first possible instance.
2. Any changes to a student program will be in consultation with the parents and VCE/VCAL Manager. The Principal will be informed of any changes that affects the student enrolment.

Parent

1. Parents are offered the opportunity to meet with the MIPs coordinator in the presence of their child to discuss outcomes.
2. Parents inform the school of any changes to students circumstances that affects student learning.

Teacher

1. Ensure all curriculum plans are up to date and continually revised.
2. Attend any VCE or VCAL subject Professional Learning that is relevant to the teachers subject.
3. Complete administration tasks as required by the VASS coordinator
4. Ensure students are given feedback and feed forward at regular intervals
5. Keep up to date with emails from VCAA particularly in relation to their subject whether VCE or VCAL.
6. Teachers will receive data on previous years results. A professional learning meeting will be conducted to review the results. From the meeting recommendations and processes will be put in place for the current cohort.

VCE/VCAL Manager

1. Work with the VASS coordinator to ensure all enrolment procedures have been adhered to.
2. Offer guidance and advise to staff on policy and procedures for the VCE and VCAL.
3. Monitor students taking external courses and subjects.
4. Arrange both internal and external examinations (incl. the GAT) for Year 11 and 12 VCE students.
5. Conduct VCE and VCAL Information Nights for subject selections (August)
6. Arrange the Tertiary Information Service Excursion for Year 12 students.

End of Year Procedures	
Student	<ol style="list-style-type: none"> 1. Year 10, 11 students and returning Year 12 students have made selections for the following year. 2. Students Leaving the College have had an opportunity to speak with MIPs Coordinator or any relevant staff regarding future career plans. 3. All students studying VCE have received relevant information including summer holiday preparation work.
Parent	<ol style="list-style-type: none"> 1. Parents inform the school if their child is not returning in the following year other than year 12 students. A exit meeting with the Principal or delegate.
Teacher	<ol style="list-style-type: none"> 1. Teachers will receive class student results. These results are confidential. 2. Teachers will review their curriculum plans and reflect upon the year. Professional Learning Meeting of all VCE and VCAL staff to review the year and recommendations put forward to the Leadership Team. 3. Conduct Orientation Classes for the following year
VCE/VCAL Manager	<ol style="list-style-type: none"> 1. Make contact with all exiting students (including Year 12 students). Inform students of options that are available. 2. Work closely with the MIPs coordinator to assist leaving students. 3. Monitor VTAC selections and offer assistance to students when needed. 4. Ensure all VASS procedures and administration processes have been finalised for the year. 5. Organise and conduct the Presentation/Valedictory Dinner. 6. Organise the VCE Orientation Program. 7. Commence work on the SAC/SAT timeline for the following year

FURTHER INFORMATION AND RESOURCES

Policy - Curriculum Framework
Assessment & Reporting Policy

REVIEW CYCLE

This document is updated and review annually