LYNDHURST SECONDARY COLLEGE

VCAL / VCE / VET Student Handbook

2020

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VCAL

The Victorian Certificate of Applied Learning (VCAL) is a hands-on option for students in Years 11 and 12. The VCAL gives you practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. Like the Victorian Certificate of Education (VCE), VCAL is an accredited secondary certificate.

This equates to four days' school and one day TAFE. Students also have the opportunity to find a work placement in place of one day of school. This is explained by the VCAL coordinator during the orientation process. Apart from this, normal school policies apply to VCAL students as far as attendance, expectations of adherence to school rules, authentication and enrolment are concerned.

Satisfactory Completion of the VCAL

A VCAL (Victorian Certificate of Applied Learning) program must contain curriculum that relates to the purpose statements of each of the VCAL strands and can include components from VCAL units, VCE units and/or VET curriculum or accredited training packages. The four VCAL curriculum strands include:

- Literacy and Numeracy Skills
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills

To be awarded a VCAL, students must successfully complete a learning program designed to comply with the course requirements and which will lead to the award of 10 units.

At LSC in 2021, students will undertake a variety of units to meet VCAA VCAL qualification requirements.

The VCAA (Victorian Curriculum and Assessment Authority) offers a diverse range of subjects that may contribute to a VCE. Most student's programs consist of a minimum of 20 units over two years. Some students study more or less units, but only after consultation with the Senior Sub School Leader.

Satisfactory Completion of the VCE:
To meet the requirements of the VCE, each student must achieve the following:

A) demonstrate all learning outcomes in a minimum of 16 Units (achieve an "S"),

B) satisfactorily complete 3 units from the English group, including both Unit 3 and Unit 4, and

C) satisfactorily complete a minimum of 3 sequences of Unit 3 and 4 studies other than English. Satisfactory Completion of a VCE Unit:

To gain a pass/achieve an "S", students must demonstrate an understanding of **ALL** stipulated Learning Outcomes in the Unit on designated Assessment Tasks or via a coursework requirement. Hence, one Learning Outcome not completed will lead to an "N" assessment for the Unit overall.

Theory and practice should be provided as part of the ordinary activities in class. Students are expected to complete homework, as up to 40% of the time for each unit is designed to be spent on out of class work. *The class teacher determines whether a student has demonstrated a Learning Outcome or not.*

A student who fails to reach a satisfactory level on an Assessment Task or requirement may have an opportunity to resit the test or task, or complete another activity as set by the teacher to gain the outcome. In so far as possible, teachers will try to be flexible and negotiate possible alternative tasks but are unable to reduce the difficulty of the task. The mark from the initial Assessment Task is the one that will stand, as students are attempting to gain an S for the outcome in their second effort. The timing of the resit will be negotiated between staff and the student at the teacher's discretion, but it should be within two weeks of the initial task. An Assessment Task can only be re- attempted a finite number of times set by the teacher and Senior Sub School in consultation. The teacher will notify parents by letter of the need for a resit in order to foster most effective study habits in students. The teacher may regard the end of unit exam as a final opportunity for the student to achieve a learning outcome, but this is unlikely in most cases.

If the student is unable to satisfactorily demonstrate achievement of the outcome, then the result for that outcome and the Unit will be an N.

In order to calculate a student's ATAR, satisfactory completion of Units 3 and 4 of an English sequence is required. Each study is conducted according to VCAA Study Designs, details of which will be given to the

students by their teachers at the start of each unit of work. Current Study Designs are also available on the VCAA website.

The program chosen by each student will reflect the career and / or tertiary aspirations of that student.
Summary of subject selection guidelines
When designing a VCE program, please be aware of the following:

- An English / Literature course is compulsory (including a sequence of Units 3/4)
- A year 11 student must select six subjects
- A year 12 student must select five subjects
- Tertiary prerequisites are available in the VTAC publication, "Prerequisites for 2020" and "Prerequisites for 2022". They are also available from individual tertiary institutions.

Sample learning sequence:

Year 11: Unit 1 & 2 English, Unit 1 & 2 Maths Methods, Unit 1 & 2 Physical Education, Unit 1 & 2 Studio Arts, Unit 1 & 2 Psychology, Unit 1 & 2 Health and Human development

Year 12: Unit 3 & 4 English, Unit 3 & 4 Maths methods, Unit 3 & 4 Physical Education, Unit 3 & 4 Studio Arts, Units 3 & 4 Psychology

VET or Vocational Education and Training studies are an expanding, integral part of broad stream VCAL and VCE programs. Lyndhurst students undertaking VET may do so via study of the course at another school, or at a TAFE college or with a private provider. VET training courses are module based, and students work through the modules of competence at their own pace.
Each module must be signed off by the assessor once the student is able to exhibit competence with the skills involved in the module. When the required number of modules has been completed, the VCAA will credit the student with a VCE Unit. Credit will be granted for all modules that are completed. These are nationally recognised and may in the future provide credit to further TAFE studies.

VET scores contribute towards a students' ATAR either by accruing an additional 10%, or by being graded themselves and becoming part of the normal ATAR calculation. Normal school policies apply to VET students as far as attendance, expectations of adherence to school rules, authentication and enrolment are concerned.

GENERAL STUDENT DECLARATION TO VCAA, 2020

Before undertaking any VCE or VCAL studies, the student must sign an agreement to abide by the VCAA regulations. This Declaration must be signed at the start of each year that a student undertakes a VCE or VCAL study. The declaration must also be signed by any students who are undertaking VET studies only.

SENIOR SUB SCHOOL POLICIES

Attendance

Experience shows that one of the first indicators of a student being at risk is when he/she starts missing class. It's simple – you can't learn the course material unless you attend class. Make sure you attend class regularly – don't let absence from class become a problem.

Senior School students are expected to attend **ALL** timetabled classes, excursions, assemblies etc. Students are expected to be punctual. For an absence to be considered approved, you must provide a medical certificate or a parental note with an acceptable reason. Any other absence is deemed unapproved. In particular, absence for VCE School Assessed Coursework and assessment tasks has more stringent approval requirements, and requires a medical certificate. Absences due to family holidays needs to be approved prior to the dates, and school work will need to be collected from teachers and completed.

Students are required to provide a medical certificate or approved note to a Senior Sub School Leader for each absence that has been approved and must gain this approval within 5 school days of returning to school after the absence.

To pass a unit, Senior School students must not have more than 6 unapproved absences, and no student may have more than 15 absences of any sort per unit. Please note that the 15 absence limit will be enforced strictly, with Senior Sub School Leaders able to grant an exception in only the most extreme cases.

Student Uniform

Students are required to be in uniform at all times over the course of the year. If a student cannot be in uniform, principal class members or a sub school leader will find uniform at the college for the student to put on. In the case that uniform is not able to be located for the student a pass may be written. Consistent breaches of the uniform policy may result in the senior school student being removed from class and potentially sent home.

Students are reminded that notes are *requesting* permission – please do not assume that permission to be out of uniform will always be granted given that is a clear expectation that students will wear the College uniform and thereby demonstrate commitment to belonging to the Lyndhurst community. Please see Student Uniform Policy for full for details on Student Uniform.

Special Provision is designed to allow VCE and VCAL students who have experienced hardship the maximum opportunity to demonstrate what they know and what they can do. There are four forms of provision…
- Curriculum Delivery and Student Programs,
- School based assessment,
- Special Examination Arrangements and
- Derived Exam Scores for VCE students.

In each case, there are special eligibility requirements that apply. For the first two, the school determines what is suitable, while the school applies to the VCAA for the second two.

Grounds for claiming Special Provision include the following:
- Significantly adversely affected by illness (physical or psychological), personal environment or other serious cause.
- Disadvantaged by a disability or impairment, including a learning disability and hearing impaired.
- Personal circumstances.

Special Provision strategies used to enable students to address their issues include:
- Allowing the student to complete at a later date.
- Allowing the student extra time to complete a task.
- Setting a substitute task of the same type.
- Replacing one task with a task of a different kind.
- Using another planned task to assess more outcomes or aspects of outcomes than originally intended.
- Using technology, aides or other special arrangements to undertake assessment tasks.
- Deriving a score from other assessments or tasks completed by the student when none of the above options are feasible.

If you feel you deserve the considerations of Special Provision, complete a *Special Provision Applications (*these can be obtained from the sub-school office)*. The relevant subject teacher, team leader and/or Senior Sub School leader can help you to do this, so please ask for the assistance. The form should be handed in to Mr Brannan for consideration.

Special Provision arrangements are particularly important for students completing VCE Unit 3/4 studies, as special examination arrangements can be requested. Any such arrangements are approved by VCAA – not the school. The closing date for applications is quite early in the school year, so students should apply as soon as possible.

School based applications for all coursework and Unit 1 and 2 exams will be dealt with by the appropriate Team leader and the Senior Sub School leader and, if granted, the student's teachers will then be advised of the strategies they may wish to take to provide consideration.

External applications for Special Examination Conditions and Derived Scores will be completed by the VCE student with the assistance of the Senior Sub School Leader, before being forwarded to the VCAA.

(Please Discuss deadlines with the Senior Sub School Leaders due to recent restrictions and changes to exams dates.)

LYNDHURST SECONDARY COLLEGE — EXTENSIONS

A student may apply for an extension of time at the school level to complete assessment tasks, SACs or SATs by communicating a valid reason to the Senior Sub School. An extension will only be granted on the basis of a medical certificate or other convincing evidence of good reason, such as a death in the family, a family crisis, or having to represent the school or alternative body at an event. Where ever possible the extension request should be made prior to the due date.

LYNDHURST SECONDARY COLLEGE — VCE ASSESMENT

Unit 1/2 Assessment

The VCE is a two-year certificate where students must demonstrate a satisfactory level of achievement of subject outcomes. Some outcome tasks (known as SACs or SATs) are also graded (A+ - UG).

At Unit 1 and 2, teachers give School Assessed Coursework (SACs) and School Assessed Tasks (SATs) even though these are not officially reported to the VCAA, to ensure students are thoroughly and effectively prepared for the following year.

Course work requirements are additional tasks that teachers may require students to undertake to exhibit an understanding of a Learning Outcome, and these may or may not be graded.

SACs and SATs – Unit 3/4 Assessment

Unit 3 and 4 studies have a large component of their graded assessment based on exams.

The rest is based on assessed coursework (SACs) or tasks (SATs). Teachers select from the range of options for these as per the Study Design. Students will be clearly informed of the tasks they are required to undertake for each SAC or SAT by their classroom teacher.

What's an S, an N, an NA, and A+ - UG?
School Assessed Tasks/Coursework and work requirements use these codes to indicate the level of achievement to students on work submitted.

- Work or tests are graded from A+ to E if satisfactory, or UG if not.
- If not submitted by the due date, the item receives an NA, or Not Assessed.
- Work designated "UG" requires further work for a student to meet an outcome.
- Students do not always have to pass the end of Unit exam to gain an S, although this may be used on occasion by staff to allow a further opportunity to meet an outcome. It is certainly in their best interests to attempt to, however, as that is one of the first things employers look at.

To Summarise:

A+ to E = Assessed level of achievement

S = Outcomes exhibited

NA = Work not submitted

N = Outcome not exhibited and unit failure

UG = Work submitted on time but unsatisfactory in standard

Both NA and UG will result in an N unless redeemed by the student.

Presentation of SATs completed in Units 3/4 Studio Arts and Media only.

Students will be provided with a clear outline of requirements for each SAT, together with progressive dates. You must maintain the timeline required, and exhibit your work a minimum of three times to your teacher during the development of the SAT or it cannot be authenticated and work submitted after the progressive due date may receive a score of zero

Due Dates

If a student does not meet a due date for a deadline and has not been granted an extension, he or she may be required to attend an interview after which the consequences will be determined. This applies to both SAC and SAT components. All other work will receive an "NA", and will need to be redeemed in order to satisfactorily complete the unit.

If a student has a medically approved absence for either of the above, they will need to liaise with their classroom teacher and a member of the Senior Sub School Team to complete the assessment. The subject teacher will then consider whether the original task or a replacement task can be completed. If the absence was not approved then the student scores zero for the task, but will be granted a further opportunity to demonstrate the Learning Outcome as discussed under "Assessment".

GAT, EXAM AND ORIENTATION DATES

LYNDHURST SECONDARY COLLEGE

The GAT (General Achievement Test) – Wednesday 9th September 2020

The GAT is a test undertaken by all students completing any Unit 3/4 Studies. It is used as a checking tool in the statistical moderation of SACs, and in the generation of ATAR scores with indicative grades and class result profiles under Special Provision if students suffer illness or accident and can't complete exams effectively. Additionally, it is used to select classes of SAT results that are outside the expected performance levels for review. Hence, it is in your best interests to complete this test to the best of your ability.

Exam Dates

Year 10 and 11 Exams:

At LSC the policy is to have assessment tasks that reflect what is required at Unit 3/4, to provide the best possible learning preparation for the following year. The assessment tasks during semester are used to allow students to exhibit Learning Outcomes, while formal exams in June and November complete the preparation.

Exam dates have been subject to change due to recent COVID restrictions.

Year 11 VCE Exams
Monday 16th November to Monday 23rd November

Year 10
Wednesday 2nd December Year 10 Study Day
Thursday 3rd December to Wednesday 9th December

Normal, timetabled classes will not operate during exam periods however it is compulsory for each student to undertake each exam. Normal student uniform requirements must also be met during exam periods. Exams are a critical assessment tool, and are a students' best guide to their level of achievement. Performance on exams in units 1 and 2 give information about likely success in Units 3 and 4.

Year 12 Semester One Exams
Tuesday 28th July to Friday 31st July

Revised VCAA Examination Periods due to recent COVID Restrictions

- **Extended Investigation Critical Thinking Test**
  Wednesday 12 August

- **Performance and Languages oral examinations and Extended Investigation: oral presentations**
  Monday 12 October – Sunday 8 November

- **Languages (CCAFL) written examinations**
  Tuesday 20 October

- **Auslan examination**
  Wednesday 21 October

- **Written examinations**
  Monday 9 November – Wednesday 2 December

Year 11 into 12 VCE Orientation
Tuesday 24th November to Friday 27th November

Year 11 into 12 VCAL Orientation
TBC

Year 10 into 11 VCE Orientation
December 10th to December 11th

Year 11 VCAL Orientation
TBC

Year 10 Orientation
TBC

As part of a student's VCE and VCAL certificates there are certain guidelines surrounding aspects of the certificates including:
- Attendance Requirements
- Breach of VCAA Rules

Attendance Requirements

The VCAA allows the school to set attendance rules and communicate such rules to all stakeholders of the college.

At Lyndhurst Secondary College the VCE and VCAL attendance policy states that students are not allowed to miss any more than 15 classes in any one subject or unit and as a part of that subject or unit no more than 6 of those classes can be unapproved.

For an absence to be approved a medical certificate should be provided to the College for approval. In cases which do not relate to a medical issue, a clear description of the situation surrounding the absence must be provided to the College to be approved at the discretion of the Senior Sub School team or a Principal Class member.

Students who fail to meet the minimum attendance requirements in a subject / unit can be awarded a N for that subject / unit.

Breach of VCAA Rules

As part of student's VCE or VCAL they will be required to complete and submit some or all of the following in a subject / unit including:
- Classwork
- School-assessed Coursework (SACs)
- School-assessed Tasks (SATs)

School-assessed Coursework consists of a set of assessment tasks that assess each student's level of achievement in VCE Unit outcomes as specified in the study design.

Schools are responsible for the initial assessment of School-assessed Coursework. The basis for this is the teacher's rating of the performance of each student on the tasks specified in the study design.

Schools are responsible for the assessment of School-assessed Tasks. The sole basis for this assessment is the set of criteria for the award of scores, published each year by the VCAA on the VCE study pages of its website

School-assessed Tasks are used to measure, in accordance with published criteria, a student's level of achievement in completing a task.

When completing any classwork, SAC or SAT students should ensure that they do so in accordance with school and VCAA rules.

College and VCAA rules include:

- A student must ensure that all unacknowledged work submitted for assessment is genuinely their own.
- A student must acknowledge all resources used, including:
    - Texts, websites, resources and other assistance
- A student must not receive any undue assistance from any other person in the preparation or submission of any work
- Acceptable assistance includes:
    - The use of ideas or material created from other sources (for example, by reading, viewing or note taking), but which have been taken by the student and used in a new context
    - Prompting and advice from another person or source, which leads to improvements and/or corrections.
- Unacceptable assistance includes:
    - Use of, or copying, another person's work or other resources without acknowledgement
    - Corrections or improvements made or completed by another person.
- A student cannot submit the same piece of work for assessment in more than one subject / unit, or more than once within a subject / unit
- A student must not knowingly assist another student in a breach of rules.
- In deciding if a student's work is their own, teachers should consider if the submitted work:
    - Is not consistent with the level of other work submitted by the student
    - Is inconsistent with the teacher's knowledge of the student's ability
    - Contains unacknowledged material
    - Has not been sighted and monitored by the teacher during its development.

In the case of an alleged breach being brought to the college's attention an investigation will be conducted by the College.

At the completion of the investigation the College will determine whether a panel interview is required to take place. The panel will consist of the subject teacher, the member of the college heading the investigation and one other. The student may bring a support person to the meeting who can be a family member, friend or teacher however the support person is not permitted to advocate of the student in the meeting.
The meeting will give the classroom teacher the opportunity to explain the circumstances surrounding the allegation and the student the opportunity to give his/her version of events. Questions may be asked by the other members of the panel.
At the completion of the meeting the panel will make a decision concerning the allegation and outcomes may range from punitive consequences such as detention and suspensions, having the student re-submit the task or giving the student a N for the subject / unit being completed. The decision will be supplied to the student in writing and the student has the right to appeal the outcome if he or she wishes to.

<u>Student records</u>

The Student Full Details Report on VASS is the key report for checking students' personal details and enrolments. As part of the school's audit procedures, this report must be printed and given to students for checking and signing at the beginning of the academic year, and always when changes have been made to either a student's personal details or enrolment details.

VASS-generated class lists should also be produced and handed to class teachers at the beginning of each unit. Class teachers should confirm the list against the students they are teaching. When a student's enrolment changes, the relevant class lists should be produced and given to the class teachers for signing to confirm acknowledgement of the changes. These audit procedures are essential for ensuring the accuracy of students' personal and enrolment data.

Senior School Timetable TBC
See senior Sub School Leader if you have any questions about dates in the meantime.