Dear Parents and Students,

This booklet is designed to assist you and your child to understand the commitment required in the final years of study. It is important that you and your child read this booklet closely as it contains important information on the Victorian Curriculum and Assessment Authorities procedures, as well as suggestions to aid the organisational skills required to succeed at the VCE/VCAL.

Stawell Secondary College expects all students to maximise the opportunities available to them. However, sometimes circumstances arise where some students may not be able to meet these expectations. This booklet provides specific advice as to how to deal with such unforeseen circumstances. Students should always keep the school informed of problems they are experiencing as the VCAA has procedures (Special provision policy) to deal with these issues and the school has adopted procedures for offering appropriate assistance to students.

As young adults, Stawell Secondary College expects Year 11 and 12 students to be self-reliant and independent in their approach to their studies. However, there are ways in which parents and guardians can assist in promoting success. These include:

1. Providing a suitable study area;
2. Encouraging sensible management of time and a regular study routine;
3. Encouraging student use of a College Diary and Study Planner. Dates for assessment tasks are known in advance and should be included in the diary;
4. Offering support and encouragement;
5. Contacting us regarding any problem or issues which you feel are negatively impacting on your son/daughter’s progress, as Special Provision applications may be sought;
6. Encouraging your son/daughter to participate fully in the life of the school as VCE/VCAL success means more than academic success.

All of us at Stawell Secondary College wish your son/daughter every success in Year 11 and 12 and trust that your years as a parent/guardian of a VCE/VCAL student are positive ones.

Yours sincerely,

Nicholas Lynch  Aaron Dalziel  Millie Francis  Murray Hart
Principal  Assistant Principal  VCE Coordinator  VCAL Coordinator
Year 12 Centre Rules and Expectations

The Year 12 Centre is a privilege that the students receive for their VCE and VCAL studies. To ensure that the space is welcoming and productive for all members the following rules and expectations must be met:

- **Study periods:** When students have study periods rather than scheduled classes, they are to use the space as a silent, individual study space. Group work can be undertaken if everyone in the space is involved, otherwise alternative locations must be found. Students should sit separately and are not to use the kitchen facilities.

- **Lockers:** Students will be assigned a locker at the beginning of the year. It is their responsibility to maintain a tidy and clean locker space for the duration of the school year.

- **Kitchen:** Students must maintain the Year 12 centre kitchen themselves. The school cleaning staff are not responsible for the upkeep of this facility. All dirty dishes must be washed, dried and put away by the end of each school day.

- **Hours:** The Year 12 centre is open from 8am until 6pm every school day. No student access is allowed outside of these times due to supervision requirements.

- **Music:** Students may play music during the hours of 8am - 8.55am (before school), 10.50am – 11.15am (Recess), 1pm – 1.40pm (lunch) and 3.25pm – 3.45pm (After school break). The noise level must not disturb surrounding offices at any point.

- **End of day routine:** At the end of each school day, all chairs must be put onto tables to allow for cleaning staff to clean the floor.

A failure to follow any of the above rules can result in bans or limits from using the Year 12 Centre and its facilities. These consequences will be negotiated in terms of the breaches made.
# THE LANGUAGE OF THE VCE and VCAL

<table>
<thead>
<tr>
<th><strong>Assessment task</strong></th>
<th>These are the tasks that enable Unit 1 and 2 students to demonstrate their knowledge and skills in relation to Learning Outcomes.</th>
</tr>
</thead>
</table>
| **ATAR**            | Australian Tertiary Admission Rank  
The overall ranking on a scale of 0 to 99.95 that a student receives based on his/her study scores. The ATAR is calculated by VTAC and used by universities and TAFE institutes to select students for courses. Formerly known as Equivalent National Tertiary Entrance Rank (ENTER). |
| **General Achievement Test (GAT)** | Is a test all students enrolled in Unit 3 and 4 studies are required to complete in June. GAT results are included in your final results. |
| **Learning Outcomes** | To satisfactorily complete a unit of work, a student must demonstrate certain knowledge and skills described as the Learning Outcomes of the topic of study. |
| **School Assessed Course Work (SACs) and School Assessed Tasks (SATs)** | These are the tasks which are graded by teachers of students enrolled in Unit 3 and 4 studies. |
| **Special Provision** | The VCAA has a Special Provision Policy to provide all Unit 3 /4 students with the maximum opportunity to participate in and complete their senior secondary studies |
| **Units of Competence** | These are the tasks which are assessed for competency in VCAL that allow for completion of units to a satisfactory standard. |
| **VCAL (Foundation)** | There are three levels in the VCAL; at Foundation level, knowledge and employability skills development is supported by strong emphasis on literacy and numeracy skills and preparatory learning. |
| **VCAL (Intermediate)** | There are three levels in the VCAL; at Intermediate level, knowledge and employability skills development leads to independent learning, confidence and a high level of transferrable skills. |
| **VCAL (Senior)** | There are three levels in the VCAL; 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. |
| **VET** | Vocational Education and Training that can be undertaken as part of the VCE of VCAL and will receive credit for any recognised VET qualification that they receive (Certificate II or III levels). |
| **Victorian Curriculum and Assessment Authority (VCAA)** | The authority which sets the policies and procedures associated with the VCE and VCAL. |
| **VTAC** | Victorian Tertiary Admissions Centre. The body responsible for university, TAFE and other tertiary education offers made to students in January after completion of their VCE/VCAL. |
WHAT IS EXPECTED OF A VCE STUDENT?

As a VCE student you are a young adult who has selected to undertake a course of study at Stawell Secondary College. The school will do its best to support you and you are expected to make the best use of the opportunities available to you.

Priorities
Study should be your main priority this year. Part-time employment, socialising and sport are all worthwhile activities but you need to choose between juggling too many things and doing your best at the VCE.

Attendance
It is expected you will attend all classes and you must maintain an 85% attendance rate. Class time is crucial to assessment preparation and completion. Unexplained class absences may result in a student failing the unit. Students should also attend all trial examination opportunities available to them.

Assessment
Assessment is ongoing throughout each semester. Unit 3 and 4 students will be given a copy of the expected assessment schedule each semester. Students are expected to be in attendance for all assessment. Exceptions may be made in the event of Special Provision circumstances. See the section on Special Provision.

Homework
At Year 12 level VCE students are advised to complete about 20 hours of homework per week. Year 11 students are advised to complete 10-15 hours of homework per week.

It is important to strike a balance between schoolwork, homework, part-time employment, sport/leisure pursuits and family responsibilities.

This year is a short and intense year where your focus should be on achieving the very best you can. Try not to lose sight of why you chose to complete these final years of secondary education.

Leadership
As the senior students in the school it is expected that you will demonstrate leadership and maturity in whatever area of school life you are best able to.

Work Organisation
This will be a busy year so you are expected to organise your diary and folders to best manage the tasks and record-keeping required. It is advisable to plan ahead to avoid last-minute rushes. This is particularly crucial for students participating in VCE VET/SBA programs and/or subjects with a folio component.

Communication
One of the ways to success this year is for you to clearly communicate with your teachers and parents. It is your responsibility to seek help whenever needed. This is not a sign of weakness rather; it is a sign of intelligence.

Authentication of Work
Students must be able to demonstrate that assessment work is their own. Hence class attendance and up-to-date maintenance of class work/homework is important.
VCAL Information Sheet

The VCAL aims to provide students with the skills, knowledge and attitudes to make informed choices about pathways to work and further education.

Principles
- New accredited pathways for secondary students
- Tailoring a program to suit students' interests
- Personal development
- Development of work related and industry specific skills

In VCAL these principles are shown through:
- The development of knowledge and employability skills that help prepare students for work and for participation in a broader society – family, community and life-long learning
- The development of knowledge and skills that assists students to make informed vocational choices and facilitate pathways to further learning and employment.

What are the qualifications?
The VCAL is accredited at three levels:
- VCAL (Foundation)
- VCAL (Intermediate)
- VCAL (Senior)

The three qualification levels cater for a range of students with different abilities and interests. They also provide a progression in the development of skills, knowledge and attributes. The demonstration of knowledge and skills that apply directly to the workplace or further training is also important.

Entry Requirements
There are no formal entry requirements for VCAL. Students can enter at the level of VCAL to suit their learning needs, abilities and interests. Decisions about which VCAL level a student should be placed in should take into account the students literacy level, interests, goals and abilities. They decision about entry level should take into account the student’s:
- Strengths and interests
- Preferred learning style
- Vocational goals
- Readiness for participation in structure workplace learning or formal vocational education
- Envisaged pathways
- Leadership capabilities

How many hours in each certificate?
The nominal duration of each qualification is 1000 hours. The emphasis is on the development of skills, knowledge and attitudes and satisfactory completion of learning outcomes. The VCAL program is based on a full-time load of 1000 hours of independent (i.e. structured workplace learning school based new apprenticeships) and classroom learning.

Structure
The VCAL has four curriculum areas, called strands. These strands are:
- Literacy and Numeracy Skills
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills

A student's VCAL learning program must include studies in each strand.
VCE/VCAL POLICY & PROCEDURES

Introduction
While the VCAA has overall responsibility for the regulations relating to the VCE/VCAL, Stawell Secondary College is responsible for developing policies and procedures. The College applies the following principles in delivering the VCE/VCAL:

Our policies and practices aim to be fair and reasonable and as far as possible, to assist students to succeed at the VCE/VCAL.
If teachers and the College have made reasonable efforts to assist the students to succeed, then students must accept the ultimate responsibility for their own actions and behaviour.
In fairness to students and all teachers, there needs to be consistency in the way key procedures are carried out.
All teachers, students and parents need to know in advance the expectations, assessment criteria and work to be done in relation to all units to be taken by the students.
Students and parents need to be supplied with clear feedback, both positive and negative, about the student’s progress.

Information for Students:
Students are provided with course outlines and assessment timelines in all subjects. Parents are invited and encouraged to inspect these.
Teachers and students are expected to keep records of work set and completed. Feedback is available on assessment tasks to students, but an ‘S’ must be gained in all outcomes for the unit in order for students to pass subjects.
Students must retain work completed in class until the end of the year.

VCE School Assessed Coursework/Task (SAC or SAT) Completion Dates:
Unit 3/4 students complete SACs/SATs in class. It will be collected and assessed by the class teacher. The assessment grade issued by the teacher contributes to the students study score (subject to the VCAA’s statistical moderation procedure).
Students are advised to keep all work schedules up-to-date. If a SAC is missed due to exceptional circumstances (eg. Illness, where a doctor’s certificate or a relevant professional’s report is supplied) or official school activity, the student will be given an alternative date. This will usually be after school from 3.30-4.30 pm.

Students must accept responsibility to attend SAC/SAT sessions. Should a student fail to attend a scheduled SAC/SAT session, he/she must apply under the Special Provision policy to the VCE Coordinator for permission to attend an alternative SAC/SAT time within 3 school days of returning to school. Such requests will need to be substantiated for approval to be given.

Redemption:
When a student completes a SAC task and it is subsequently marked as a 'Not Achieved' (N), then he/she has an opportunity to redeem that to a 'Satisfactory' (S) standard at the designated date negotiated with the teacher. The student’s mark for that particular coursework assessment task will remain at the original grade.
In the case of **School Assessed Tasks** students must be mindful of the due date the tasks are expected to be submitted. These tasks are often completed over the course of the whole unit and the due date is not negotiable. In the event of a known absence on the due date the student should submit the task the day prior to the due date. In the event of an unforeseen absence due to illness the student should provide the VCE Coordinator with a medical certificate.

**Attendance and Lateness:**
The School provides the 50 hours plus of class work time required by the VCAA and it is policy that students attend all classes. An attendance below 85% could result in a student not being accredited the VCE. This is important as it ensures that students not only receive the guidance and assistance necessary to complete all tasks, but it also fulfils the conditions necessary to establish verification of the authenticity of each student’s work. In some subjects there are specific attendance demands in relation to sections of the coursework. The teachers will make these known to students involved.

If a student misses any classes, a written explanation for the absence should be given immediately to the Home Group Teacher on return. This is very important because if the student is later found to have missed a substantial amount of time without an acceptable explanation, it might be very difficult to grant that student any time extensions or special provision.

If a student believes he/she is going to miss a substantial amount of class time in the future, he/she should make this known to the relevant VCE teacher(s) and the VCE Coordinator. This will ensure that the situation may be reviewed for possible special provision or time extension.

*(Please note: Students are expected to attend all scheduled classes throughout the school year. Family holidays should be avoided during term time. If taken within the term it is not an expectation that teachers will provide students with coursework)*

**Official Documents:**

**VCE Student Personal Details**
At the start of any year in which a student is enrolled into VCE/VCAL studies the student will be asked to complete a Personal Details Form. This will record the students name, address and ask the student to sign an agreement to abide by VCAA rules. Students undertaking Unit 3 and 4 studies should carefully read the privacy component of the form (section B) and sign it if they wish to grant approval to the VCAA to disclose study score information to newspapers and government departments. The VCAA must comply with statutory requirements under the Information Privacy Act.
VCE/VCAL Student Full Details
All VCE enrolments and school-based assessment are entered via the VASS computer system. From time to time, official enrolment detail sheets and assessment summary sheets are issued to students via Year Level Assemblies.
This record contains the following:
- Name and address
- VCE/VCAL/VET studies the student is enrolled in
- VCE/VCAL/VET studies the student has completed
- Results of VCE/VCAL/VET studies attempted by the student (S/N/J)

It is crucial students closely inspect this record to ensure it is accurate. Errors can be noted in the amendment section and will be attended to by the VCE/VCAL Coordinators. It is each student's responsibility to examine these carefully, checking for any errors, and to inform the VCE/VCAL Coordinators immediately if a mistake is detected.

Changes in a Student's Enrolment
At Stawell Secondary College we advise that all Year 11 VCE students take 6 subjects across Unit 1 and 2 and all Year 12 students take 5 subjects across Unit 3 and 4. Students can enrol in a VCE subject when in Year 10 to head start their VCE. There is the opportunity for students to vary their enrolment. This is subject to a number of qualifications including:
- It must be made within the timeframe allowed
- The effect it will have on student eligibility to satisfy the VCE/VCAL minimum requirements
- Stawell Secondary College timetable and class size restrictions

All course changes, including deletion of units, must have the written approval of:
- VCE/VCAL Coordinator;
- Parent/Guardian;

When this written approval has been obtained, subject changes will be registered officially on the VASS computer system. A change of address or name change must likewise be notified.

Special Provision
Special provision may be granted for school-based Unit 3 and 4 coursework assessment and for examinations. Special provision strategies allow schools to assist the student who has been unable to perform an outcome at an optimal level because he or she has experienced significant hardship or illness during the course of their studies. Supporting medical evidence outlining the diagnosis, and the symptoms and issues which have impacted on school performance must be supplied when the student applies for a rescheduled assessment opportunity. Students should be very aware that absences from assessment due to events such as driving lessons or license tests do not fall within the VCAA Special Provision guidelines. Similarly, taking holidays outside of the scheduled school holiday period does not fall within Special Provision Guidelines.

In addition the VCAA provides the opportunity for a student to apply for a Derived Examination Score in the event of significant hardship occurring within a two-week period prior to examinations.

Special examination arrangements may be applied for by students who experience for example the sudden onset of illness, an accident, difficult personal circumstances or long term impairment. Such application must be made to the VCE Coordinator and must be accompanied by recent supporting medical or other specialist documentation. If you believe you are eligible for Special Provision, then you should see the VCE Coordinator for details as soon as possible.
What if?

1. What if I don’t understand any part of this booklet?

See the VCE Coordinator for assistance. Remember, communication is crucial.

2. What if I am absent when a SAC/SAT is done?

If you have a good reason which falls under the VCAA’s Special Provision policy and can furnish supporting details (eg. doctor’s certificate) an alternative time will be set by the VCE Coordinator. If you do not have a legitimate reason your work will be ungraded. (NA)

3. What if my SAC/SAT does not reach the required standard. Can I repeat the task?

Yes, but only to receive an ‘S’ for the Learning Outcome. The initial grade remains as is.

4. Will I know my SAC/SAT grades?

Yes, your teacher will mark your work and return it to you with the grade shown. These grades will not be shown on your school reports. Final results are subject to statistical moderation by the VCAA. Final results are published in early December.

5. When will I find out my exam results?

Final exam results are available to students in December. Specific dates will be provided to students during the year.
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<th>Category</th>
<th>Help Available</th>
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<td>Other Issues/Problems</td>
<td>Mr Nicholas Lynch (Principal)</td>
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<td>Ms Katie Jewel (Black Range HL)</td>
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<td>Ms Heidi Sudholz (Lonsdale HL)</td>
</tr>
<tr>
<td></td>
<td>Mr Simon Brearley (Mackenzie HL)</td>
</tr>
</tbody>
</table>
1. **Uniform**: The prescribed school uniform/VCE uniform is to be worn in full.

2. **Smoking, alcohol & drugs**: All are prohibited whilst in attendance at the College or any recognised function (school socials, VCE Camp, Sports days/activities, etc.) and while travelling to or from the College.

3. **Leaving College grounds**: Students are expected to remain at the College for the ENTIRE day.
   - Students who need to leave the grounds during the general school day are required to bring a note and obtain a pass from the VCE Coordinator.
   - Any appointments should be made after 3.25pm.
   - Lunch passes will be issued to students who go HOME for lunch. They are NOT a street pass.

4. **Year 12 Centre**: The Year 12 Centre is for all Year 12 students only.
   - The room is to be kept in a clean and tidy state at all times.
   - During class time this room is to be used as a Silent Study Area.
   - Students will be rostered daily to do a tidy up after school.

5. **Study Periods**: These are to be used for work and are to be done in either the Year 12 Centre or the Library.
   - Either venue is not to be used as a socialising or discussion area during this time.
   - Students are not permitted to leave the College during this time without special permission from the VCE Coordinator.

6. **Travelling to School**: You may ride/drive a motorised vehicle to College if you wish, and are legally entitled to do so. A permission form must be obtained from Ms. Francis or Mr. Dalziel, which is then counter-signed by the student, parent/guardian and the College Principal, Mr. Lynch and Assistant Principal, Mr. Dalziel prior to using the vehicle.
   - It is expected that you do not transport other students, and you are not permitted to use your vehicle to leave school grounds during the school day (this includes lunch time) or take others with you!
   - Parking will be in Hastings Street.

7. **Books**: Books issued to you are your responsibility. You will be required to pay for any loss or damage incurred.
8. **Absences:** These must be explained by a note from a parent or guardian. If you know you will be absent, let your teachers know so that work can be arranged for you.

- **Medical Certificates** will be required if important assessment dates are missed. Give your absence notes to your Home Room Teacher/General Office.
- Both parents and students should consider the effects of unexplained absences on Youth Allowance payments. “If you are absent from school for more than 5 days in a term and your absences are not approved you will not receive **Youth Allowance** for any unapproved absences after the first 5 days. In addition, a penalty period of 14 days for which you lose benefits applies each term, to students with unapproved absences of more than 5 days in a term.”

9. **Lateness:** Lateness to any class is not acceptable. All students are required at school at the start of each day at 8.50am and are not permitted to leave until 3.25pm.

- If you arrive to school or a class late, it will be recorded electronically by the classroom teacher on their class roll.
- Lateness on 3 occasions without explanation/reason will result in an after school detention.

10. **Hands-Off:** The College operates a ‘Hands-Off’ policy between students - either friendly or hostile.

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Thank you for taking the time to read through this information handbook. Please sign below and show Ms Francis for approval. Afterwards you will be able to keep this handbook for later reference.

**Student:**

I, ________________________, hereby declare that I have read and understood the policies and procedures outlined in this handbook.

Signed: ______________________ Date: ______________________

**Parent:**

I, ________________________, hereby declare that I have read and understood the policies and procedures outlined in this handbook.

Signed: ______________________ Date: ______________________