

# **BRAUER COLLEGE**

## **SENIOR PROGRAMS MANUAL 2012**

### **(VCE, VCAL & VET)**

#### **INTRODUCTION:**

This manual deals with a summary of the policies and procedures relating to all VCE, VET and VCAL subjects from the VCAA (see below) or which have been developed by the school as per VCAA instructions. Faculties may have additional practices that complement what is in this manual (once again, as per VCAA guidelines).

All students are required to read this document carefully and sign the form agreeing to abide by the rules. Enrolment with the VCAA (and hence access to VCE or VCAL) is dependent on this. Any questions should be directed to a member of the VCE committee.

#### **2011 SENIOR PROGRAMS COMMITTEE MEMBERSHIP:**

- |                 |                      |
|-----------------|----------------------|
| ○ B. Mcgarvie   | Year 12              |
| ○ R. Rose       | Year 12              |
| ○ R. Moody      | Year 11              |
| ○ A. Sydenham   | Year 11              |
| ○ A. Clingan    | Year 10              |
| ○ D. Jenkins    | Year 10              |
| ○ P. McLeod     | VASS Manager         |
| ○ R. Porter     | Assistant Principal. |
| ○ D. Richardson | VCAL Coordinator     |
| ○ R. Mugavin    | VCAL Coordinator     |
| ○ I. Jackson    | Careers Counsellor   |

#### **OVERALL:**

The *Victorian Certificate of Education* (VCE) and the *Victorian Certificate of Applied Learning* (VCAL) are both senior education certificates in Victoria administered by the *Victorian Curriculum and Assessment Authority* (VCAA). *Vocational Education and Training* (VET) units may contribute to either certificate. Students are enrolled in both certificates with the VCAA, via the school. The VCAA sets the rules, and schools are legally mandated to enforce these rules. A full copy of the *VCE and VCAL Administrative Handbook 2010* is available from the VCAA website – [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

The VCE is a two year certificate. The VCAA has set a number of rules about the numbers and combinations of units that are acceptable to achieve the overall certificate. Most students achieving their VCE will also receive an Equivalent National Tertiary Entrance Rank (ENTER) which can give access to a range tertiary education programs at universities and TAFE colleges across Australia.

The VCAL runs at different levels, with each level typically taking a year to complete. In any level students must achieve 10 VCAL units, which can be made up of VCAL, VET and VCE work. The total certificate at any level is made up of about 1000 hours of contributing work. All 10 units (which incorporate the 1000 hours) must be satisfactorily completed for the certificate to be awarded (see later notes on absenteeism).

*The word unit is used in this booklet to cover a VCE unit of study from any level, a VCAL unit of study or other credit, and VET studies which receive VCE or VCAL recognition at the appropriate level. Generally a unit is a half year of study in a particular subject or VET program.*

#### **VCE and VCAL UNIT REQUIREMENTS:**

**For satisfactory completion of a VCE or VCAL unit, a student must demonstrate achievement of all of the outcomes for the unit as specified in the study design.** The decision about the satisfactory completion of an outcome (ie pass or fail) is based on the teacher's professional judgment of the student's performance on assessment tasks designated for the unit. This decision is distinct from the assessment of levels of performance, which are indicators of how well a student did in a unit they passed (eg whether they received an A, B, C ... for each assessment task or a group of tasks).

#### **COMMUNICATION:**

From time to time the school administration or individual teachers will need to get notices to absent students. While others may receive these notices in class, absent students will be deemed to have received notices if they are:

- Posted to the address registered with the school for that student. It is each family's responsibility to ensure that address and phone contact details are kept up to date.
- Emailed to the student's school email address. It is each student's responsibility to check this email address regularly. It is accessible from outside the school.

### AT THE STUDENT MUST DO TO PASS A UNIT:

To achieve the satisfactory completion of a unit in any senior program, a student must

- **Attend a minimum of 95% of scheduled classes in that unit** (*ie not miss more than 5 periods per semester in a subject for unapproved reasons*).
  - Classes missed for school-related reasons (eg structured work placement, TAFE) are generally approved.
  - Absences without any reasons from parents are unapproved absences.
  - When notes or phone calls from parents do not give reasons for absences (eg “Student X was absent” rather than “Student X was ill”), they remain unapproved absences.
  - Notes or phone calls from parents indicating illness can be used for up to 5 absences per semester, but any absences beyond that require medical support such as a medical certificate, doctor’s letter, etc.
  - Students with serious physical or mental illness which is likely to seriously impact on their attendance and/or performance need to provide a letter from a doctor which details the nature of the illness, how it is likely to affect the student, and what sorts of things the school can do to help them.
- **Produce work that meets the required standard.**
  - For students with diagnosed special needs this standard may be varied from what is set for the rest of the class.
- **Submit work on time.**
  - Work submitted by the date of an official extension is regarded as “on time”.
- **Submit work that is clearly his or her own.**
  - A student must ensure that all unacknowledged work submitted for assessment is genuinely his or her own.
  - A student must acknowledge all resources used.
  - A student must not receive undue assistance from any other person in the preparation and submission of work.
  - Students involved in copying (both the original author and the copier) will receive the same penalty – usually a failing grade for the unit.
- **Satisfy the requirements of all outcomes.**
  - Wherever possible all outcomes will be assessed my multiple assessment tasks. However some study designs stipulate a single task for some outcomes.
- **Sign agreements to meet the VCAA and school requirements for their VCE or VCAL.**

### VARYING DUE DATES:

- **Students who will be absent on days work is due**
  - A student may NOT submit work after the due date, or sit an assessment task they have missed due to absence, UNLESS:
    - They are within the attendance requirement and have an acceptable reason validated by a parent or carer (*teachers check with coordinators if unsure – family holidays are generally not acceptable*).
    - They are outside the attendance requirement and have obtained a medical certificate from a doctor for a period of time including the due date.
    - They have given PRIOR NOTICE of their inability to attend. This can be granted by the coordinator if they receive a phone call from the student before 9:00am on the day in question at the latest. *Students abusing this system will be advised that it is no longer open to them.*
- **Students seeking an extension of time for a piece of work**
  - Extension for an individual student may be granted BY THE COORDINATOR if a student can demonstrate unusual circumstances (eg illness; an unusually high number of tasks due at once, etc).
  - Students seeking extensions must use the appropriate extension request form (Form B), and submit it at least 48 hours before original the due date.
  - Teachers may give their opinion on whether an extension should be given, but can neither deny the extension or give an extension to an individual student themselves.
- **Teachers rescheduling or changing a submission date for a class**
  - If teachers wish to reschedule a task for a whole class because the students are not ready to be assessed or due to other circumstances, adequate written notification should be provided to all students in the class. Where students are absent and unable to receive a written notification, teachers must email it to the student’s Brauer email address and diarise this fact. When considering whether a task should be rescheduled the matter of equity must be taken into account – if a significant proportion of the class have finished the task then rescheduling is not equitable.

### WORK COMPLETED OUTSIDE CLASS:

As much as possible, work to be assessed will be done entirely or substantially in class.

- Short tasks for assessment should be done in class time or overnight.
- In longer tasks where work is completed outside of class, teachers must be able to authenticate it as the student’s own. In most cases this is achieved by the teacher seeing the development of the work over time.
- Students producing final products of long-term work without showing the teacher the development of the work should expect it to NOT be accepted.

### **CONSIDERING OTHER WORK FOR JUDGING AN OUTCOME:**

If, in the judgment of the teacher, work submitted by a student for the assessment of an outcome does not meet the required standard for satisfactory completion, the teacher may take into consideration work previously submitted by the student provided it meets the requirements of the particular learning outcome. A teacher may also permit a student to submit further work to meet satisfactory completion requirements of a unit *after prior consultation with the VCE committee.*

Students may **not** resubmit tasks for the reconsideration of Coursework scores awarded by the school. That is, if the student has passed an outcome, their actual grade (A, B, C ...) cannot be reconsidered.

### **SPECIAL CONSIDERATION:**

When a student is absent from school for prolonged periods, or has been unable to complete all assessment tasks *because of illness, accidental injury or severely adverse personal circumstances*, the school may grant Special Consideration in relation to specific outcomes (not exams). Examples of special consideration for outcomes include granting additional time, making special arrangements to complete assessment tasks, or rescheduling tasks. In exceptional circumstances the principal has the authority to grant an S for the unit.

*If a student feels that their personal circumstances have had a serious effect on their ability to complete set tasks or achieve their best in examinations they should apply for special consideration through their year level coordinator. Their coordinator may request supporting evidence such as a doctor's letter. If special consideration is sought for an external assessment the request may be passed on to the VCAA.*

### **LOST, STOLEN OR DAMAGED WORK:**

A teacher who believes that student work in the teacher's possession has been lost or stolen must:

- Check students' receipts to ensure the work was submitted.
- Present a written, signed statement of the circumstances to the Senior School Assistant Principal. The Senior Programs Committee will determine what is to be done on a case-by-case basis.

A student who has lost work, or has had work stolen or damaged, must make a written statement of the circumstances. The statement must be signed dated and submitted to the Year Level Coordinator for consideration. Schools must keep a record of the loss or damage. *The school may give an extension of time to resubmit work, but is not obliged to do so.*

A student who believes a teacher has lost work submitted for assessment must be able to produce a receipt for the work signed appropriately.

### **Note: This does not apply to work lost or damaged due to computer misuse or malfunction.**

VCAA regulations clearly state that work not submitted due to the failure of computers or related equipment must be deemed as not meeting the deadline. It is the student's responsibility to ensure that:

1. Suitable back-ups are kept of all work.
2. Printing of work occurs early enough to seek alternative mechanisms if computers, printers or their supplies fail.

### **SCHOOL POLICIES AND PROCEDURES:**

The Senior Programs Committee consists of the staff listed on page 1. This committee will consider all instances of breaches of VCAA or school rules relating to senior programs (VCE, VCAL and VET). Individual members of the committee may make decisions related to individual students and refer them back to the overall committee for ratification. Decisions on class and policy issues will go before the full committee.

Most committee decisions will relate to student performance in single units. However the committee or its individual representatives may make decisions on:

- Failing a student in all subjects because of inadequate attendance without valid reasons.
- Recommending to the Principal the termination of enrolment of a student who cannot achieve their planned senior program because of units failed.

### **STUDENTS' RIGHT OF APPEAL:**

Students have the right of appeal to the school on decisions about Special Provisions, Non-Satisfactory completion of a unit or a Breach of Rules.

Appeals must be made in writing to the Principal within 14 days of notification of a decision.

*There is no appeal if the school refuses to accept the late submission of Coursework.*

### **INVESTIGATION OF A BREACH OF RULES OR OF SCHOOL REQUIREMENTS:**

Teachers who believe that a breach of rules has occurred or that a student has behaved inappropriately will report the incident to the appropriate year level coordinator so that an investigation into the breach can take place. Teachers must also inform the student before the end of the allocated time period for the assessment involved.

### **TEACHERS UNABLE TO AUTHENTICATE WORK:**

If a teacher cannot authenticate work submitted by a student, the teacher will forward a report to the appropriate year level coordinator along with the work if it is in the teacher's possession. If the issue is one of copying, the source should also be forwarded.

Some typical reasons for not being able to authenticate include:

- The work is not typical of other work produced by the student.
- It appears that significant portions of the work have been copied from another student.
- The work is inconsistent with the teacher's knowledge of the student's ability.
- The work contains unacknowledged material.
- The work is an extended task and has not been sighted and monitored by the teacher during its development, as per the guidelines given to students before or during the development of the task.

### **WORK NOT SUBMITTED ON TIME:**

#### **Classroom assessment tasks (including SACs) not completed under normal arrangements:**

- If there is no valid reason for an assessment task not being completed by or on the due date, **teachers will not accept the assessment task for assessment, nor will they reschedule it.**
- If a valid reason exists for a student not meeting a due date (medical certificate or prior notice given to the coordinator) the unit teacher may organise supervised conditions for the student(s) at another time.
- A second extension of time for the same work, no matter what the reason, must be approved by the senior school assistant principal.

#### **Other work not handed in on time:**

- If work is not handed in on time then it will not be graded. *"On time" includes extended dates given through the formal extension process.*
  - If the work is an assessment task for units 1&2 and is later submitted through the letter process then the grade will appear on the report as *UG*, and will have an accompanying explanation if mentioned in formal reporting.
- If the unsatisfactory and late work means that one or more outcomes cannot be demonstrated for the unit, (ie. the student receives an N and fails the unit) the committee will decide whether the student will:
  - i. Remain in the class, either
    - Continuing work in the subject so they can be in the next unit (eg semester 2), or
    - Working on another unit of work, loosely supervised by their former subject teacher.
  - ii. Be removed to another class, or
  - iii. Be otherwise supervised.

## **VCE FORMS AND STICKERS:**

To assist in the implementation of school policies and procedures, a number of forms have been developed to be used by all VCE teachers. In addition, a sticker which is placed into a student's daily planner is also available for use in some circumstances to communicate with parents where a minor piece of work has not been submitted.

### **Form A - Receipt Slip.**

- Teachers should have copies of this form available for students in their units. Supplies of the form are available from the year level coordinator's office and the staffroom. **This form must be attached to all work that is submitted.**
- All of the details on this form, other than the teacher signatures and teacher date insert, must be completed by the student. The student must attach the completed form securely to the submitted work prior to submission. The teacher will sign and date the receipt portion of the form immediately then return it to the student.
- The student must store receipts in a manner that makes it easy to retrieve particular receipts if requested. *It is strongly suggested that receipts are fixed to the appropriate date of a student's planner.*
- The work must be submitted to the unit teacher and a receipt signed by 3.45 PM. on the due date. *If the unit teacher is unavailable* the receipt may be signed by the department head, the year level coordinator, the administrative assistant in the senior YLC office, or an assistant principal.
- Parents may hand work to the front office if a student is absent, but students must never submit work to this location.
- Work is never to be left anywhere with unsigned receipts. For example, on a teacher's desk or in their pigeon hole.

### **Form B – Senior Program Extension Request.**

- Teachers should have copies of this form available for students in their units. Supplies of the form are available from the year level coordinator's office and the staffroom.
- This form must be completed and handed to the year level coordinator at least two school days before the due date. It is the YEAR LEVEL COORDINATOR'S role to grant or refuse the extension request based upon the teacher's comments on the form, the student's history of extension requests and the student's workload.
- Teachers are not to give extensions without going through the above process, as other students may have a right to appeal on the grounds of equity.
- **If the extension is granted, the completed form must be shown to the class teacher on or before the ORIGINAL due date** otherwise the extension is deemed not to be granted.
- The work should not be accepted by the class teacher unless the accompanying extension form is signed by a parent/guardian.

### **Form C - First notification of non-submission or inadequate submission of work ("blue letter")**

- This form is to be used by a teacher where a student for the first time in your unit has not submitted work, or the work is clearly a trivial or extremely poor attempt to meet the requirement.
- *The piece(s) of work or must be significant enough to consider failing the student if they are not done.*
- Only one blue letter will be accepted by coordinators per unit, unless a previous incidence has been cancelled.
- Work with a blue letter can only be submitted with a parent's signature on the letter. *Get a receipt as well!*

### **Form D - Second notification of non-submission or inadequate submission of work ("pink letter").**

- This form is to be used by a teacher where a task has not been submitted or is clearly a trivial or extremely poor attempt to meet the requirement for a second time in a unit. The student will be asked to meet with the representative(s) of the senior programs committee as a consequence of a "pink letter".
- *The piece(s) of work or must be significant enough to consider failing the student if they are not done.*
- A copy of the outcome of the senior programs committee meeting will be provided to the student, their parents (by post), the classroom teacher, the year level coordinator, and the senior school assistant principal. This will be in the form of minutes from the meeting.
- Work that has attracted a pink letter can only be submitted to the Year Level Coordinators.

**This manual was published for issue in 2012 by Brauer College.**

**Additional information can be obtained from the official website [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)**

**KEEP THIS BIT**

In signing my name below I declare that I have carefully read the document titled

**BRAUER COLLEGE  
SENIOR PROGRAMS MANUAL 2012**  
*Which was issued attached to this declaration.*

I agree to abide by all of the VCAA and school rules and instructions relating to the conduct of the senior secondary programs as referred to in the above-mentioned student manual.

STUDENT NAME	FORM	STUDENT SIGNATURE	DATE
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PARENT NAME	PARENT SIGNATURE	DATE
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***This copy to be completed and retained by the student with the remainder of the document***

.....

**COMPLETE AND HAND TO YOUR PCL**

In signing my name below I declare that I have carefully read the document titled

**BRAUER COLLEGE  
SENIOR PROGRAMS MANUAL 2012**  
*Which was issued attached to this declaration.*

I agree to abide by all of the VCAA and school rules and instructions relating to the conduct of the senior secondary programs as referred to in the above-mentioned student manual.

STUDENT NAME	FORM	STUDENT SIGNATURE	DATE
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PARENT NAME	PARENT SIGNATURE	DATE
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Parent mobile number.....Parent email address.....

***This copy to be completed and returned to the student's pastoral care leader (PCL)***