



ST ALBANS
SECONDARY COLLEGE

Senior Sub School
Student Information Handbook

2024

St Albans Secondary College
 is dedicated to providing
 an environment that values
 excellence, is respectful of all
 members of the community
 and that inspires each
 individual to achieve their
 potential, and to take their
 place with confidence in a
 changing society.



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To all Senior Students and their Families

Please read this booklet carefully as it contains important information from the Victorian Curriculum Assessment Authority (VCAA) and information on the College's Policies and Procedures.

VCE – Victorian Certificate of Education

The **Victorian Certificate of Education (VCE)** is the certificate that the majority of students in Victoria receive on satisfactory completion of their secondary education. The VCE provides diverse pathways to further study or training at university or TAFE and to employment.

In completing the Victorian Certificate of Education (VCE) students must appreciate the need for close and co-operative work relationships with teachers. They can be assured that all of their teachers will give them every opportunity to meet subject requirements.

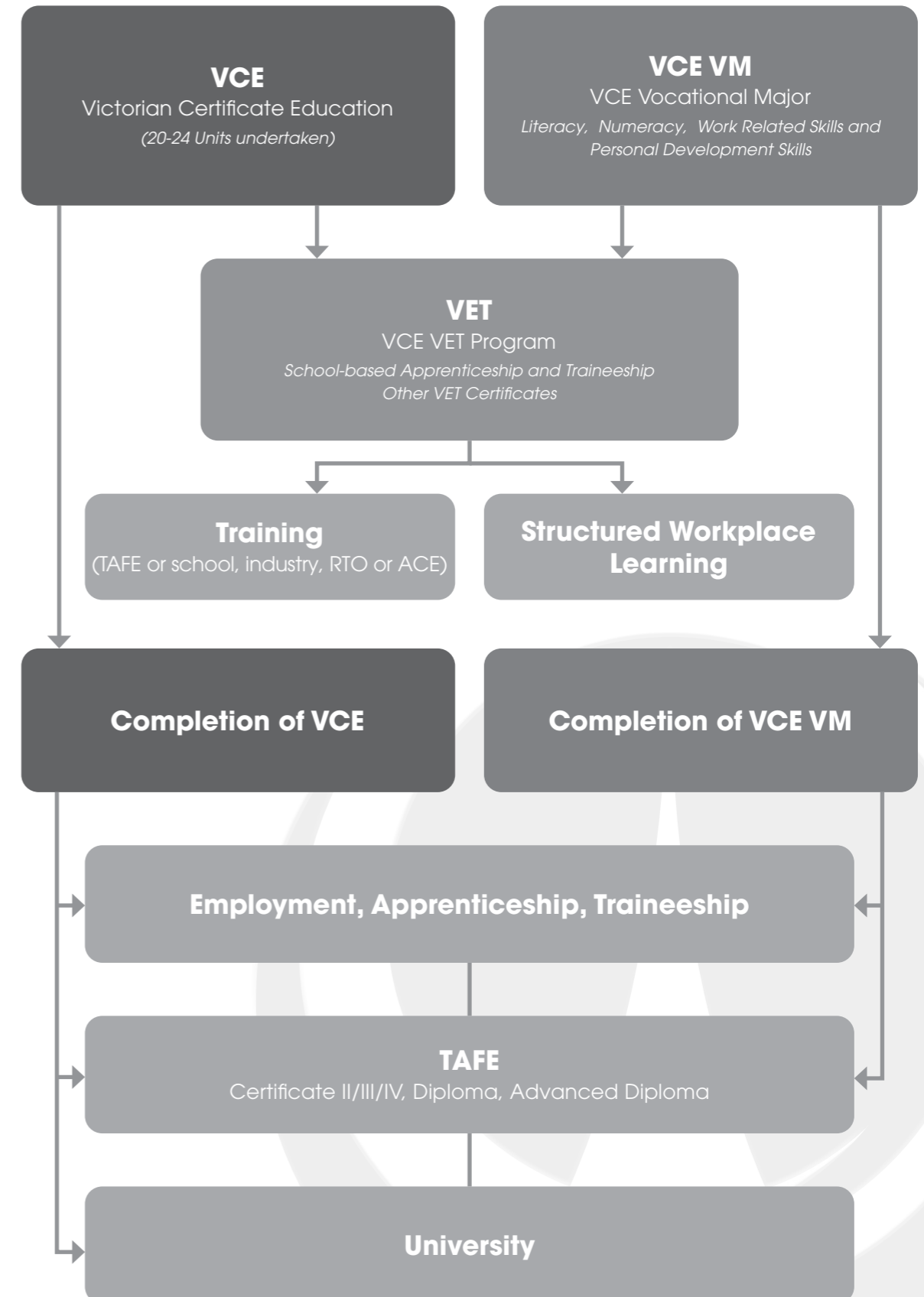
To achieve a realistic view of their progress they will need to use their school diary and develop a homework/study timetable and stick to it, as organisation is the key to success.

VCE VM - Victorian Certificate of Education Vocational Major

The **VCE Vocational Major (VM)** is a vocational and applied learning program within the VCE designed to be completed over a minimum of two years. The VCE VM will give students greater choice and flexibility to pursue their strengths and interests and develop the skills and capabilities needed to succeed in further education, work and life.

VCE VM at St Albans Secondary College is designed to build student confidence and provide opportunities for experiential learning, decision making and skills development. The course provides a pathway for students to move into the workplace whilst attending school, with the view to obtaining an apprenticeship, traineeship, further training at TAFE and/or employment.

Learning Pathways – VCE and VCE VM



Satisfactorily Completing VCE/VCE VM Over Two Years

SATISFACTORY COMPLETION OF UNITS

This section deals with the **Victorian Curriculum Assessment Authority (VCAA)** Policy and Procedures relating to achievement of learning outcomes, for the purposes of determining satisfactory completion of a unit.

For satisfactory completion of a unit, a student must demonstrate achievement of each of the outcomes for that unit as specified in the Study Design. This decision will be based on the teacher's judgment of the student's performance on assessment tasks, projects, activities and work designated for the unit.

What the Student Must do to Satisfactorily Complete a Unit

Achievement of an outcome means:

- the work meets the required standard
- the work is submitted on time
- the work is clearly the student's own
- there has been no substantive breach of school rules or VCAA rules

If **all** outcomes are achieved, the student receives a **Satisfactory (S)** for the unit.

A student **may not** be granted satisfactory completion if:

- the work is not of the required standard
- the student has failed to meet a school's deadline, including where an extension of time has been granted for any reason or special provision (see page 8)
- the work cannot be authenticated
- there has been a substantive breach of rules, including school attendance rules

If **any** of the outcomes are not achieved, the student receives a **Not Satisfactory (N)** for the unit.

Computer Generated Work

A student who uses a computer to produce work for assessment is responsible for ensuring there is an alternative system available in case of a computer or printer malfunction and that hard copies of the work in progress are produced regularly and work is saved onto a back-up file.

Students are not permitted to use computer problems as a reason for an inability to meet deadlines for work.

Authentication

Students must be responsible for ensuring that the teacher has no difficulty in authenticating their work. They should understand that teachers cannot authenticate work about which they have doubts, until further evidence is provided, especially if a student has been absent from classes and work is submitted late.

Students are supported to use generative Artificial Intelligence (AI) tools to deepen and extend their knowledge. AI must be used ethically, for example, for research and by ensuring appropriate attribution. AI must not be used in a way that compromises the academic integrity of student work. For example, students must not generate responses using AI during assessment tasks or SACs. Unethical use of AI will be considered plagiarism.

Submission Dates

The classroom teacher will set deadlines for submission of work. If the student is unable to meet an initial deadline, they need to approach the teacher before the deadline to negotiate a possible extension.

If a student feels they cannot complete the required work by the set date, they must see their coordinator and apply for an extension before the due date. A **'Reschedule and Extension'** form needs to be completed and returned to the Senior Sub School for a reschedule or extension of time to be considered.

General Achievement Test (GAT)

This is a compulsory test for any student doing a Year 12 Unit 3 & 4 study or Year 12 VCE VM. The test is comprised of two parts, one for all students and one for **VCE students only**.

Part One of the GAT (for all students)

- Measures numeracy and literacy skills

Part Two of the GAT (students doing a Unit 3 & 4 study)

- Measures general achievement in three broad areas
 - Written Communication
 - Mathematics, Science and Technology
 - Humanities, Arts and Social Science

What is the purpose of the GAT?

The purpose of the GAT is to allow VCAA to measure a student's performance against their ability. The mark for the GAT is used as a final check for determining a student's final score for a subject, so it is in the student's interest to do as well as possible.



Information for VCE Students

Assessment

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MINIMUM REQUIREMENTS

The minimum requirements for a student to be awarded a VCE certificate is to satisfactorily complete 16 units which include:

- three units of the study of English: English/EAL/Literature (Units 1, 2, 3 or 4). Two must be a Unit 3 and 4 sequence
- three sequences of Units 3 and 4 studies other than English

Please note that for the calculation of a student's **ATAR**, satisfactory completion of **both** Units 3 and 4 of English/EAL/Literature/English Language is required.

TYPES OF ASSESSMENT

- Assessment Tasks (ATs)
- School Assessed Coursework (SACs)
- School Assessed Tasks (SATs)
- End of Unit Exam

Coursework assesses each student's overall level of achievement on the assessment tasks designated in the study design.

The study design specifies a range of tasks to assess achievement of each of the unit's outcomes. Assessment tasks designated for coursework must be part of the regular teaching and learning program and must be completed mainly in class time.

It is compulsory that students attend all classes where assessment tasks are being conducted. If students are unable to attend these classes, a **medical certificate** is required. The student must complete the '**Rescheduling and Extension**' form and arrange to complete the task at the **next available time** as negotiated by the teacher and student.

If no medical certificate is provided the student will not be able to sit the task and will not receive an assessment grade for it.

ENTRY INTO YEAR 12 VCE

For a student to progress from Year 11 to Year 12 VCE at St Albans Secondary College they must satisfactorily complete:

- satisfactorily complete 8 out of 12 units over the year
- satisfactorily complete at least 4 out of 6 units in Semester 2
- satisfactorily complete at least one unit of English/EAL
- achieve a grade above 45% (E+) in at least 4 out of 6 Semester 2 exams

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY (VCAA) RULES

1. Students must submit for assessment only work that is their own. All assistance received by the student in producing the work must be acknowledged and be obvious to the reader.
2. Students must acknowledge all resources used, including:
 - text and source material
 - the name(s) and status of any person(s) who provided assistance and the type of assistance provided

Students must not receive **undue assistance** from any person in the preparation and submission of work.

Acceptable levels of assistance include:

- the incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note taking) but which has been transformed by the student and used in a new context
- prompting and general advice from another person or source which leads to refinements and/or self-correction

Unacceptable forms of assistance include:

- use of, or copying of, another student/person's work or study notes
- all unacknowledged work submitted that is not genuinely the student's own
- actual corrections or improvements made or dictated by another person
- the same piece of work being submitted for assessment more than once

Students who knowingly assist other students in a breach of rules may be penalised. Teachers may require students to **submit class work, complete tests, or undergo an interview** to verify authentication. Serious breaches of authentication rules will require the **VCE Panel to convene**.

VCE PANEL

The **VCE Panel** is comprised of a Principal Class Officer, Sub-School Leader, VCE Learning Coordinator and Classroom Teacher. **Students will be informed of the panel's decision and any requirements that need to be met.**

Extension of Time to Complete Work

EXTENSION OF TIME TO COMPLETE AN OUTCOME: UNITS 1, 2, 3 & 4

1. If a student applies for an extension of time for an outcome, they must provide evidence of illness, personal hardship or other serious cause.
2. Before the due date, the student must see their teacher and discuss the reasons for needing an extension. A further submission date may be organised between the student and the teacher, which will be recorded by the teacher.
3. If a teacher has not agreed to the extension, the student must discuss the situation with their Year Level Coordinator and complete a '**Reschedule and Extension**' form.
4. The teacher and the Year Level Coordinator will meet to discuss the extension.
5. If the extension is not granted, the VCE Panel will convene to consider and decide on the application.

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EXTENSION OF TIME TO COMPLETE A SCHOOL ASSESSED TASK/SCHOOL ASSESSED COURSEWORK: UNITS 1, 2, 3 & 4

1. If a student applies for an extension of time for any school graded assessment, the student must provide evidence of illness, personal hardship, unfamiliarity with English or other serious cause.
2. The student must discuss the situation with their Year Level Coordinator and complete a 'Reschedule and Extension' form. The Classroom Teacher and the Coordinator will meet to discuss the extension.
3. If the extension is not granted, a panel consisting of a Principal Class Member, Sub-School Leader and the Teacher will be convened to consider and decide on the application.

Absences on Days of School Assessment

Attendance by students on days of school assessment is **COMPULSORY**.

Special provision for students absent on these days will only be considered under extreme circumstances. All applications for special provision should be accompanied by appropriate and current documentation.

On return to school, the student **must** see their Year Level Coordinator to produce a medical certificate and fill in a 'Reschedule and Extension' form.

STUDENTS WHO MISS AN ASSESSMENT TASK WITHOUT AN APPROVED ABSENCE

- A student will receive an **NS (No Sit)** for failing to submit/complete a school assessment task.
- A new assessment task may be set in order to enable a student to convert an **N (Not Satisfactory)** to an **S (Satisfactory)** result.

Special Provision

A student is eligible for special provision for school coursework assessments and exams if, during the completion of any of these tasks, the student is:

- affected significantly by illness, by any factors relating to personal environment, or by other serious cause; or
- is prevented by illness, by any factors relating to personal environment, or by other serious cause from completing a task for graded assessment or disadvantaged by any physical disability or impairment.

Students who are eligible should discuss the matter with their Year Level Coordinator as soon as possible.

Students do **not** have grounds for special provision if they:

- are absent from school/classes or study for prolonged periods without evidence of significant hardship
- are comparatively unfamiliar with the English language as their only disadvantage
- are affected by teacher absence and other teacher-related difficulties
- misread an examination timetable or an examination paper

HOW TO APPLY

- The student should notify their Year Level Coordinator and complete a Special Provision application.
- All applications should be accompanied by appropriate and current documentation, which might include medical certificates, medical reports or reports from social workers, youth workers or other professionals.

Student Responsibilities

- Students must maintain a 90% attendance in each individual subject
- Students must ensure that all unacknowledged work submitted for school assessed work is genuinely their own work
- Students must acknowledge all resources used
- Students must not receive undue assistance from any other person in the preparation and submission of work
- Students must produce appropriate evidence of the development of SATs, SACs or ATs from planning and drafting, through to the final piece of work
- Students must not submit the same piece of work for assessment more than once.
- Students must provide a medical certificate if they are absent for a SAC

Students who do not fulfil the attendance requirement will receive a provisional 'Not Satisfactory' (N) for the subject/s until such time as 90% attendance is achieved.

Examinations

All studies (subjects) will have examinations as part of their assessment at both Year 11 and Year 12. All exams are compulsory.

Students Undertaking a Unit 3 & 4 Study

SCHOOL ASSESSED TASKS/COURSEWORK (SATs & SACs)

School-assessed tasks are set by the VCAA and designed to assess a specific set of skills. Assessment of the student's levels of achievement on school-assessed tasks will be based on teacher ratings on criteria specified by the VCAA. Schools will provide to the VCAA a score obtained by summing the criteria ratings.

To ensure state-wide comparability, the schools assessments will be monitored using the GAT and, where necessary, reviewed by the VCAA.

ASSESSMENT OF UNITS 3 & 4

- For each study, students' levels of achievement for Units 3 and 4 sequences will continue to be assessed using school-based assessment and external examinations.
- Each study has three Graded Assessment components (**GAs**); either one school assessment and two examinations or two school assessments and one examination.
- Graded Assessments are reported as grades **A+** to **UG** and **NA**.

- There will be an increase in the weighting of examinations in some studies.
- Results of coursework count towards a student's study score in each VCE Unit 3 and 4 study and ultimately towards the student's Australian Tertiary Admission Rank (ATAR).

EXTERNAL EXAM DATES AND PRACTICE EXAMS

The end-of-year written examinations are the external exams. The timetable is released in May of each year.

- There are **compulsory practice exams** during the July and September holidays at St Albans Secondary College which all Year 12 VCE students are required to attend.

STUDY SESSIONS

All Year 12s are expected to use their private study time effectively. **There is a Study Centre in the Library** which is available to Year 12s for **private study** use during class time. It is the expectation that all Year 12 students use this Study Centre in their study periods. Attendance is compulsory and the roll is marked. Students are reminded that the noise level in this room should be kept to a minimum at all times. Study sessions will also be used to run workshops/information sessions for the Year 12 VCE students.

Students must not leave school grounds during study periods.

TEACHER ABSENCE

When the regular classroom teacher is absent, the class will not be covered by a replacement teacher, unless requested by the teacher. Class will be covered if the teacher is absent for more than three days.

When a class is not covered, students are expected to use this time as a study session.

Frequently Asked Questions about the VCE

What is a Learning Outcome?

For every subject there is a series of learning outcomes. These outcomes state what the student will be studying during the unit, and what you should be able to do by the end of the semester. These are the things the student will be tested on, and they form the basis of the students assessment. They must be completed to a satisfactory standard.

What does Satisfactory Completion Mean?

Satisfactory completion means you have fulfilled the requirements for a particular outcome. The teacher will set a number of tasks, and these must be completed properly to demonstrate that you have achieved that outcome. To achieve satisfactory completion of a unit, you must satisfactorily complete every outcome in that unit. The consequences of failing to do this are serious. The unit cannot be counted towards your VCE and you may even find yourself having to repeat it, especially if it is required for a university course you wish to enter.

In addition, you may also be given an **N (Not satisfactory)** if you:

- hand in the work late
- copy someone else's work
- help someone else to cheat
- accept "undue assistance" for the work
- breach the school's attendance rules
- breach SAC rules as guided by the VCAA

What is Statistical Moderation?

Statistical moderation is a process for adjusting the school assessments to the same standard, while maintaining the student's rank given by the school. The VCAA uses statistical moderation to ensure that the coursework assessments given by different schools are comparable throughout the state.

How is the VCE Assessed in Year 12?

The satisfactory completion of all outcomes will be reported as **S** or **N** as in Year 11. You will be doing a number of school assessment tasks or coursework tasks for each subject. Most of these are completed under exam conditions. Your marks for these school-assessed tasks and coursework will be sent to the VCAA. These marks will then be statistically moderated against the students' performance in the examination.

What is Scaling?

In calculating the ATAR, VTAC scales study scores. This ensures fair comparison of students' achievements, regardless of what they have studied.

Study scores must be compared and adjusted before they can be fairly added together. This is because, apart from English, students take very different combinations of VCE studies, and scores can only be added together if the strength of competition in each study is about the same. Scaling overcomes these difficulties and ensures that each study contributes equally to the ATAR.



Information for VCE Vocational Major (VCE VM) Students

Aim of the VCE VM

The VCE VM is designed to:

- develop student knowledge of workplace practices and build personal, industry specific and employability skills;
- prepare young adults for employment and to make informed choices regarding work and further education;
- provide opportunities to develop contacts with employers and broaden networks to enhance employment opportunities;
- strengthen skills in literacy and numeracy; and
- engage students in the broader context of community, family and lifelong learning.

Applied Learning

Applied learning teaches skills and knowledge in the context of authentic real life experiences. Students apply what they have learnt by doing, experiencing and relating acquired skills to the real world. It enables flexible, personalised learning where teachers work with students to recognise their personal strengths, interest, goals, and experiences.

Structure of VCE VM

The principles behind VCE VM require a negotiated curriculum and a need for a flexible timetable and curriculum. Students attend school three days a week and spend the other two days at their VET institution and at Work Placement.

- Monday – At school
- Tuesday – VET/Work Placement
- Wednesday – At school
- Thursday – VET/Work Placement
- Friday – At school

While at school students study:

- VCE VM Literacy
- VCE VM Numeracy
- VCE VM Personal Development Skills (PDS)
- VCE VM Work Related Skills (WRS)

Vocational Education and Training (VET)

VET is usually a two-year program combining VCE / VCE-VM studies with accredited vocational education and training. It enables students to complete a nationally recognised vocational qualification and the Victorian Certificate of Education (VCE) or Victorian Certificate of Education – Vocational Major (VCE-VM) at the same time. VET allows students to go directly into employment or receive credit towards further study. Important industry specific skills and workplace skills are learnt through the VET program.

Examples of VET courses offered through the Brimbank VET Cluster in 2023:

- Certificate III in Acting (Screen)
- Certificate III in Allied Health Assistance
- Certificate II in Animal Studies
- Certificate II in Applied Fashion & Design
- Certificate II in Automotive Vocational Preparation
- Certificate III in Baking
- Certificate III in Beauty
- Certificate II in Building & Construction
- Certificate II & III in Business
- Certificate III in Community Services
- Certificate II in Dance
- Certificate III In Early Childhood Education
- Certificate II in Electrotechnology Studies
- Certificate II in Engineering
- Certificate II in Furniture Making
- Certificate III in Health Services Assistance

For a full list of VET courses please refer to the *Brimbank VET Cluster Student Handbook*.

Please note attendance is crucial to meet the required nominal hours of the VCE VM. Students must produce a medical certificate for any absences.

Work Placement

Vocational placements provide students with the opportunity to apply the theory and skills they learnt while studying in a professional workplace. At St Albans Secondary College, work placement is a compulsory component of the VCE VM. Students are responsible for finding their own work placements, and ensuring that all required documentation is completed prior to commencing work. Students are also required to complete occupational health and safety (OH&S) and industry-specific online modules before attending the work placement. Please note that some VET courses require you to complete a minimum amount of hours of Structured Workplace Learning (SWL) related to your chosen industry.

Assessment

Each VCE VM unit of study has specified learning outcomes. The VCE VM studies are standards-based. All assessments for the achievement of learning outcomes, and therefore the units, are school-based and assessed through a range of learning activities and tasks. For example, assessment methods may include, but are not restricted to:

- students' self-assessment
- teacher observations/checklists
- reflective journals
- oral presentations
- written text
- physical demonstrations
- discussion
- debates
- role plays
- folio of tasks
- photo journals
- performance of practical tasks
- awards for recognised programs.

Unlike other VCE studies there are no external assessments of VCE VM Unit 3–4 sequences, and VCE VM studies do not receive a study score.

Satisfactory Completion of the VCE VM

To be eligible to receive the VCE VM, students must satisfactorily complete a minimum of 16 units, including:

- 3 VCE VM Literacy or VCE English units (including a Unit 3–4 sequence)
- 2 VCE VM Numeracy or VCE Mathematics units
- 2 VCE VM Work Related Skills units
- 2 VCE VM Personal Development Skills units, and
- 2 VET credits at Certificate II level or above (180 nominal hours)

Students must complete a minimum of three other Unit 3–4 sequences as part of their program.

Portfolio of Evidence

A portfolio of evidence must be submitted at the end of Year 12, to meet the outcomes of Work Related Skills (WRS) and to provide evidence that demonstrates competency of each unit. It is the student's responsibility to assemble and maintain their portfolio by keeping and filing all pieces of work. Success criteria, rubrics and check lists will be issued by the teacher to guide students with the assembly of their Portfolio.

Year 12 VCE VM End of Year Interviews

In Term 4, Year 12 VCE VM students present their Portfolios in a formal interview. The panel at the interview is usually comprised of a Principal Class Officer, the VCE VM Coordinator, a VCE VM Teacher and a member from the community. Students will be assessed on meeting one or more outcomes from Personal Development (PDS) & Work Related Skills (WRS). Individual assistance will be provided to finalise the student's portfolio and equip them with interview skills.



General expectations for all Senior Students

Attendance and Lateness

Students must bring a medical certificate or note from home for each absence. This must be handed to their coordinator the next morning they return to school. If the student has missed a SAC a medical certificate must be provided.

Students are expected to attend all timetabled classes. **Any absences may lead to an inability to authenticate work.** Failure to attend a minimum of **90%** of lessons for a subject may result in an unsatisfactory result if the student's work cannot be authenticated by the teacher.

If a student is late for period 1, they must report to the General Office for a late pass. They will be issued with a detention for second and subsequent lateness, as per the school Lateness Policy and will be required to attend detention. Lateness to all other classes will be recorded by the classroom teacher and detentions also issued as per the school Lateness Policy.

Leaving Early

Students who need to leave the school grounds during the school day **must** provide their coordinator with a note. A pass must be obtained from any of the Senior Coordinators and students **must also sign** out in the Early Leavers Book in the Senior Sub School office **before they leave the school grounds.** This procedure must be followed any time you leave school, for example:

- to go home to collect material
- appointments
- illness
- school related work - assignments projects etc.

Parents should expect a phone call home if students need to leave school.

Uniform

It is a requirement of enrolment at St Albans Secondary College that all students must be in full uniform at all times. Please refer to the uniform requirements as outlined in the school diary.

Students are not to present to any class out of uniform without a uniform pass. If needed, this must be obtained on arrival in the morning and before the commencement of classes. Students will either receive an afterschool detention or be sent home if not in uniform.

Students can wear one set of studs (up to 3mm diameter) or sleepers in their ear lobes. Students are not permitted to wear facial piercings.

Mobile Phones

If a student is seen with their mobile phone, it will be confiscated and locked away. A parent must come to the school to collect the mobile phone.

This further supports the Department of Education policy on the use of mobile phones at school.

Lockers

Students will be allocated a locker by their coordinator. They will need a secure padlock. Locker security is the student's responsibility. Lockers are not to be shared. Students are liable to pay for any deliberate damage done to lockers.

ID Cards

The ID card is included in the Education Resources Charge. Students are expected to carry their ID card with them at all times. It contains their VCAA number.

Year 12 Lunch Passes

Year 12 students only may leave school grounds during lunchtime if they have a lunch pass. Lunch passes must be presented to the teacher or gate duty as they enter and exit the school gate. Students must exhibit the school values at all times. Students must be on time to their period 5 class. Lunch passes may be confiscated at any time if a student breaches the school policies or engages in inappropriate behaviour in the community. Students are only permitted to walk to nearby shopping districts. They are not permitted to drive their vehicle during the school day.

Car Park

The College grounds are private property. Students wishing to drive to school will need to use side streets for parking. They cannot use the carpark.

For any further questions of clarifications about any item in this handbook, please contact the school on 9366 2555 and ask to speak to a member of the Senior Sub School.





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