



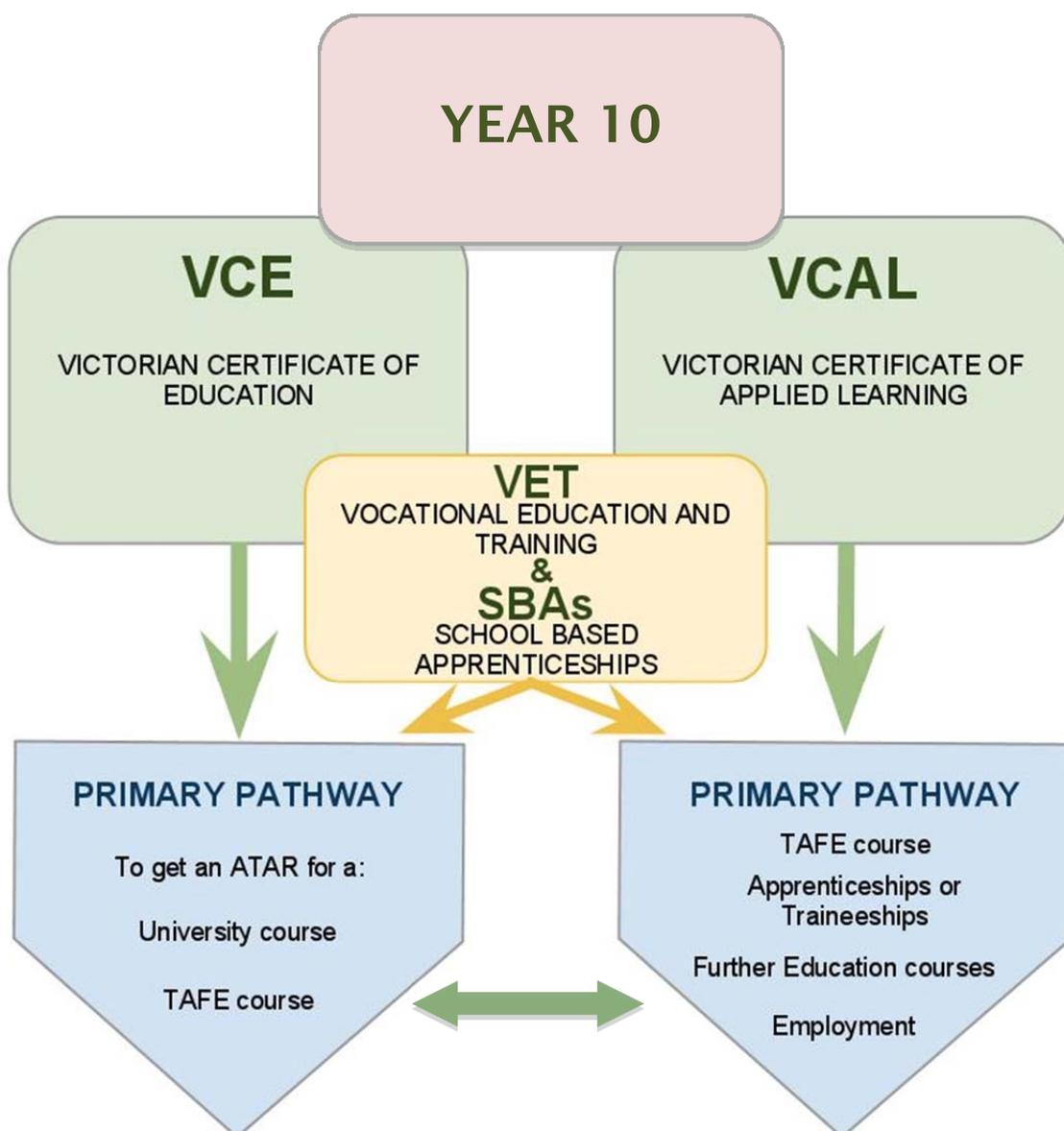
LATER YEARS STUDENT SURVIVAL GUIDE 2013



The information in this booklet is developed from the **VCE and VCAL Administrative Handbook 2013**, outlining the set procedures for the implementation of VCE and VCAL.

This can be accessed online at:

<http://www.vcaa.vic.edu.au/schooladmin/handbook/2013/index.html>



CONTENTS

Introduction and curriculum overview	2
Year 10 program	4
How do you satisfactorily complete Year 10?	4
What will happen if you receive a 'not satisfactory' result in any of your Year 10 subjects?	4
What else do you need to know about Year 10?	4
Year 11 and 12 programs	5
The Victorian Certificate of Education (VCE)	5
How do you satisfactorily complete your VCE?	5
What is the Australian Tertiary Admissions Rank (ATAR)?	6
Why study the VCE?	6
The Victorian Certificate of Applied Learning (VCAL)	7
How do you satisfactorily complete your VCAL?	7
Why study the VCAL?	8
Vocational Education & Training (VET) and School Based Apprenticeships	8
How do you satisfactorily complete a VET course or SBA?	8
Why study VET or a SBA?	8
Important advice for all later years students	9
Assessment: VCE Units 1 & 2; VCE Units 3 & 4; the GAT; VCAL; VET and SBA	9
Handing in work	9
What if your work is lost, stolen or damaged?	10
Absence on the day of assessment	10
What should you do if you are away?	11
What if your absence is for an approved College activity?	12
What if the assessment has been completed by other students and the teacher has handed it back?	13
What happens if you are absent and have missed the final deadline set by the VCAA to have all assessment completed?	13
COLLEGE ATTENDANCE POLICY	13
What is an approved absence?	14
What will happen if the policy is not followed?	14
Assistance to complete your studies	15
CONNECT program	16
Other information: general	
Study periods	16
Audit/review of student work	16
Collection of school assessed tasks (SATs)	16
End of year arrangements	16
Correspondence with parents/guardians	16
Later Years key dates 2012	17

YEAR 10 PROGRAM

HOW DO YOU SATISFACTORILY COMPLETE YEAR 10?

In Year 10 you must complete all the set work in all of your subjects each semester. Your work must be submitted on time and be completed to a satisfactory standard. You must study English, Maths and Power to the Future, and you also study seven other elective subjects across the year.

Your teachers will decide if your work is of a satisfactory standard. They will take into account your ability, the standard expected and the level at which you are able to perform when assessing your work. If you do not complete the required work you will not gain a satisfactory result in that subject.

At the end of each semester there will be a process for you to follow to collect evidence from teachers to prove that you have completed the required work. Your Student Group Manager will inform you of this process towards the end of each semester.

WHAT ELSE DO YOU NEED TO KNOW ABOUT YEAR 10?

- You cannot be employed during College hours
- You **MUST** attend all whole College sporting events and other College activities as required. Absences from these events will be counted as absences in the classes that you would normally attend on the day
- **You are not to leave the College grounds at recesses, lunchtimes or in VCE/VET work alones without permission from your Student Group Leader.**
- You must follow the appropriate end of year processes as authorised by the College
- If you are studying at differing levels (eg Year 10 and VCE) within the College you must attend all timetabled classes in your subjects until the end of that program
- If you are returning to the College in the following year you **must** attend the Orientation program
- **Students in Year 10 who are studying a VCE or VET subject will be crediting subjects into their future Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) program.** (Please read the next few pages to get more information)

WHAT WILL HAPPEN IF YOU RECEIVE A 'NOT SATISFACTORY' RESULT IN ANY OF YOUR SUBJECTS IN YEAR 10?

- It could be recommended to you and your parents that you are not ready to progress to a full VCE or VCAL program in Year 11. A Student Support Group meeting will then occur with you and your parents/guardians to look at ways of supporting your continuing education.
- If you do not meet the requirements of the Attendance Policy you will be asked to come for a Student Support Group Meeting to decide whether you can continue to Unit 1 the following year. (See Attendance Policy Page 13)

YEAR 11 AND 12 PROGRAMS

In Year 11 and Year 12, you can pursue two program options at Matthew Flinders Girls Secondary College – the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL).

Students studying in either of these programs may choose to access a School Based Apprenticeship (SBA) or a course in Vocational Educational and Training (VET).

The VICTORIAN CERTIFICATE OF EDUCATION (VCE)



HOW DO YOU SATISFACTORILY COMPLETE YOUR VCE?

You must satisfactorily complete:

- at least **16 units** which must include:
- **three** units from the English group, with at least one unit at the Unit 3 & 4 level.
- **at least three** sequences of Unit 3 & 4 studies other than English, which may include any number of English sequences, once the English requirement has been met.

Note:

Vocational Education & Training (VET) programs, School Based Apprenticeships (SBAs) and certificates completed within a part time job will credit into a VCE certificate but **not** all certificates will credit into Units 3 and 4. See the VCAA Handbook or a member of the Pathways team for more information. (page 26, VCE VCAL Administrative Handbook)

SATISFACTORY COMPLETION IS NOT ACHIEVED BY COMPLETING THE YEAR AT SCHOOL. IT IS ACHIEVED BY MEETING ALL THE OUTCOMES FOR THE UNIT AND MEETING THE COLLEGE ATTENDANCE POLICY EXPECTATIONS



To pass a VCE unit you must:

- demonstrate work that demonstrates achievement of the outcomes of that Unit
- complete and submit work on time
- submit work that is clearly your own (your teacher must be able to authenticate your work)
- observe the VCAA and **school rules**

If your teacher judges that you have achieved **all** outcomes, then you satisfactorily complete the Unit.

You can redeem the outcomes that are not satisfactory by submitting further work. This must be done before the unit finishes. If you breach the rules (including the Attendance Policy) a panel will decide if and/or how you can redeem your work.

WHAT IS THE AUSTRALIAN TERTIARY ADMISSIONS RANK (ATAR)?

The ATAR is a score based on the assessment in coursework and examinations from units 3 and 4. It is a calculation made using the scaled scores out of 50 for unit 3 and 4 studies.



To be given an ATAR score you **must** gain your VCE Certificate and in addition gain:

- Satisfactory completion of a unit 3 and 4 sequence from the English group
- A score in the other three unit 3 and 4 sequences (this means there is an examination to be completed). Some VET programs count in this as they have scored assessment. Unscored VET, SBAs or part time traineeship certificates will only be counted as a 5th or 6th subject. If a VET is scored and the assessment is not completed, it will not contribute to the ATAR
- There are some restrictions of the number of similar subjects that can be counted in areas such as Music, Information Technology and others
- Your ATAR is calculated from your study scores in each subject. Each score is scaled and then combined as follows:
 1. Your best score from an English study Units 3 and 4
 2. Your next best three scores from Unit 3 and 4 sequences
 3. 10% of your 5th sequence and 10% of 6th

This aggregate result is then turned into a ranking out of 100.

NOTE: YOU MUST HAVE FOUR SCORED COMPLETED UNIT 3 AND 4 SEQUENCES TO BE GIVEN AN ATAR

- **Advice on the contribution of certificate qualifications and restrictions of subjects can be obtained from the Pathways Team**

WHY STUDY THE VCE?



- The VCE is a pathway for students intending to pursue further study
- The ATAR is required for entry into University and some TAFE College courses especially Certificate IV, Diploma or Advanced Diploma level. On completion of these courses some credit is then often available to progress from TAFE to University study
- Completion of a VCE certificate is required for most TAFE courses beyond Year 12
- Traineeships - completion of a VCE certificate is recommended

The VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)



HOW DO YOU SATISFACTORILY COMPLETE YOUR VCAL?

- There are three levels of VCAL – Foundation, Intermediate and Senior. You **MUST** study subjects covering literacy, numeracy, industry, work related skills (WRS) and personal development skills (PDS)
- You must satisfactorily complete at least one credit in each of the five areas listed above
- You must satisfactorily complete: one literacy credit at the level of the certificate in which the student is enrolled; one numeracy unit; a minimum of two VCAL units (one of which must be a PDS unit at the level of the certificate in which the student is enrolled); at least 6 credits at the level of the certificate in which the student is enrolled; completion of a VET/SBA program (if enrolled in Intermediate or Senior VCAL)
- The award of a VCAL Certificate at any of the three levels requires **satisfactory** completion of at least 10 credits (1 unit = 1 credit)

Note:

Any VCE/VET/SBA/Part time traineeships completed in Year 10 or outside of school will count towards the award of the VCAL certificate.

Students who start a VCAL Certificate course in Year 11 may be able to move across into VCE for Year 12, dependent upon the credits they have accumulated and recommendations from teachers.

Students who start a VCE program in Year 11 may be able to move across into Senior VCAL in Year 12 provided they have completed or are completing a VET or SBA course and there have been discussions involving the Student Group Leader, the VCAL Coordinator, the Pathways Manager and the Later Years Assistant Principal.

SATISFACTORY COMPLETION IS **NOT** ACHIEVED BY COMPLETING THE YEAR AT SCHOOL. IT IS ACHIEVED BY MEETING ALL THE OUTCOMES FOR THE UNIT AND MEETING THE COLLEGE ATTENDANCE POLICY EXPECTATIONS



To satisfactorily complete a VCAL unit you must:

- produce work that meets all of the learning outcomes within each unit
- keep a portfolio of evidence to demonstrate you have met the outcomes
- demonstrate that you have met the outcomes on more than one occasion
- follow the College Attendance Policy guidelines



WHY STUDY THE VCAL?

- The VCAL is a pathway for students wishing to pursue some TAFE courses, employment, apprenticeships or traineeships
- There are opportunities being developed to establish links from Senior VCAL into selected University degrees. More information is available from the Pathways Manager

VOCATIONAL EDUCATION & TRAINING (VET) and SCHOOL BASED APPRENTICESHIP (SBA)



HOW DO YOU SATISFACTORILY COMPLETE A VET COURSE OR SBA?

If you are studying a VET course you will be completing a certificate II or III at an approved provider and assessed by a Registered Training Provider. If studying a SBA, you will have a signed training plan to complete a certificate through training and work placement. To satisfactorily complete these options you must:

- attend training classes and work placements to demonstrate your competence and to satisfy the attendance requirements of both the course provider and the College
- follow the directions of the VET/SBA Manager in relation to training and work placement times
- contact the VET/SBA Manager and the trainer or work supervisor if you are absent on the day of your training or work placement
- be an ambassador for the College and behave appropriately at all times
- **sign out at the Attendance Office when you leave the College to attend your training session or work placement**
- if you are completing a VET certificate as a part time trainee in your part time job, please bring a copy of your completed certificate into the College and hand it to the Pathways Manager as it may credit to your VCE/VCAL program
- contact the VET/SBA Manager if there are any problems relating to your VET or SBA course

YOU HAVE UNTIL THE FOURTH SESSION OF YOUR VET COURSE TO WITHDRAW. AFTER THAT THERE IS **NO REFUND ON THE COST AND ANY OUTSTANDING MONEY MUST BE PAID**

WHY STUDY VET OR A SBA?



- Both these options provide a pathway for students wishing to pursue some TAFE courses, employment, apprenticeships or traineeships
- Both options can enhance the development of your employment skills
- Both options develop key competencies in a specific industry
- VET or SBA must be studied to satisfy Intermediate/Senior VCAL

IMPORTANT ADVICE FOR ALL LATER YEARS STUDENTS

ASSESSMENT



VCE UNITS 1 AND 2

Teachers make decisions about your **achievement** levels using the results of your School Assessed Coursework. Scores for SACs are not reported to VCAA. Only an S or an N is reported to VCAA. There are examination times during the year.

VCE UNITS 3 AND 4

Your level of **achievement** is determined by: School Assessed Coursework (SAC) and/or School Assessed Tasks (SAT), and external examinations. SACs are set by your class teachers and SATs are set by VCAA.

THE GENERAL ACHIEVEMENT TEST

This is a **June** examination set by VCAA that must be completed by all students who are studying a **Unit 3 & 4 VCE sequence**. You must sit the exam in every year that you study a Unit 3 & 4 sequence. It is a very important examination as it is used to statistically moderate student results. Students studying a VET program with scored assessment are required to sit the GAT. The GAT can be used by some tertiary institutions when they are determining offers for places. (Students are able to access past GAT papers on the VCAA website).

VCAL – FOUNDATION, INTERMEDIATE, SENIOR

You are required to meet the outcomes of each subject by completing a range of activities set by your teacher. An S or NYC (Not Yet Complete) is reported to VCAA.

VET AND SCHOOL BASED APPRENTICESHIPS

Your trainer will provide information about the modules you will be completing and how you demonstrate your competence in each of them. You are required to undertake work based training and, in some VET courses, complete scored assessment. You will be advised of the final submission date.



HANDING IN WORK

The following advice aims to assist students in meeting course requirements across Years 10, 11 and 12:

- **Keep your work after it has been returned to you**, as some student work can be recalled for audit/review
- **Complete your work without undue assistance**. All work must be your own. Teachers must be satisfied that there is no evidence of plagiarism so that they can authenticate your work

- Make a copy of all work submitted for assessment if it is completed outside of the classroom
- Submit your work in the timetabled class specified by the teacher. If it is a piece of work that is being completed over more than one class, your class teacher will specify the submission date and the deadline for submission
- Use your diary to record when the work was submitted and ask your teachers to sign your diary to indicate they have received it
- **DO NOT lend your work to another student. In Year 11 and 12 you will be asked to explain your reasons for doing so to a Breach of Rules Panel and this may affect your final assessment. If there is a Breach of Rules, a process will be put into place to investigate what has occurred. You will receive official notification of the outcome of the investigation.**

WHAT IF YOUR WORK IS LOST, STOLEN OR DAMAGED?

You are responsible for your work and must ensure the safety of your work at all times. You are strongly advised:

- not to lend your work to other students
- not to leave your work in unattended bags
- to leave work locked in your locker or at home when not required
- to report any lost, stolen or damaged work immediately to your class teacher and Student Group Leader



If your bag is stolen and work is lost it must be reported to the police immediately and a copy of the report shown to your class teacher and Student Group Leader.

You should also ensure that work completed on computer is backed up on a hard drive and a copy is kept securely and separately to this storage device, so that you have a back up if required. This way you have several copies if problems occur.

LOSS OF USB, OTHER STORAGE DEVICE OR FILES ON A HARD DRIVE OR ANY COMPUTER RELATED ISSUES ARE NOT A REASON FOR SPECIAL PROVISION, OR FOR THE EXTENSION OF A DUE DATE.

ABSENCE ON THE DAY OF ASSESSMENT

The College expects that absences will only be for illness, approved College activities or unavoidable medical appointments, which cannot be scheduled outside of school time. If your teacher is concerned about your attendance they will discuss this with your Student Group Leader.

WHAT SHOULD YOU DO IF YOU ARE AWAY?

You are responsible for making sure the following steps are taken if you are away when any assessment is occurring in your classes:

- Get a parent/guardian to phone your Student Group Leader to tell them why you are away
- Bring an absence note when you come back to school. If the absence is due to illness a medical certificate is required
- You must also see your Student Group Leader on the day you come back to school. If appropriate, you will be given a **BLUE SLIP for ABSENCE APPROVAL**
- You must show the BLUE SLIP for Absence Approval slip to any teacher for whom assessment has been missed. Teachers will then indicate in their records that approval was granted and that they can assess the work that was missed as soon as it is completed. **This is normally done in the next class after your return.** However for an extended absence, your teacher will negotiate a new assessment date that will enable you to catch up on any preparation work required for your assessment. You are to keep the approval form in your diary
- If there is no blue slip, the work will only be assessed as an 'S' or an 'N'
- If you were not aware of missed assessment, or if you arrive without approval of a blue slip, your teacher will ask you to discuss your absence and the missed assessment with your Student Group Leader
- **If a SAC is scheduled during a known absence, for example, a family holiday, then you must sit the SAC in advance of the absence. A family holiday is not an approved absence for which you get a BLUE SLIP**



WHAT IF YOUR ABSENCE IS FOR AN APPROVED COLLEGE ACTIVITY?

If the absence is for a College excursion, sport or extra curricular activity, it is your responsibility to ensure that the organising teacher gives you a **Later Years Advance Absence Approval** form at least one or preferably two weeks in advance.

- hand this form to all your teachers whose classes you will miss and get them to sign it
- hand the completed form to the teacher responsible for the activity for their signature
- **you are NOT to attend the excursion/activity unless the form has been signed by all of your teachers**
- secure Section A of the form in your diary so you can complete the missed work. **It is also your responsibility to complete the work**
- your teacher will keep Section B. Your teacher will give the Attendance Office a list of all students who have submitted their Later Years Advance Absence Approval form.

CLASS TEACHERS DO NOT HAVE TO SIGN AN ADVANCE ABSENCE APPROVAL SLIP. IF THERE ARE ANY CONCERNS ABOUT YOUR ATTENDANCE RATE OR YOUR ABILITY TO KEEP UP OR CATCH UP, ANY TEACHER HAS THE RIGHT TO NOT APPROVE YOUR ABSENCE. IN THIS CASE YOU CANNOT ATTEND THE ACTIVITY.

WHAT IF THE ASSESSMENT HAS BEEN COMPLETED BY OTHER STUDENTS AND THE TEACHER HAS HANDED IT BACK?

If the work for assessment has been marked and returned, and you have approval for your absence, you will not be assessed using the same piece of work when you return from your absence.

As per VCAA regulations, your teachers may set alternative assessment. Attempts will be made to ensure you are assessed under the same conditions as other students in your class. Your teachers will advise you of the way in which the assessment will be completed and note this in their records. If you have missed the complete assessment or most of it, or if there is difficulty in giving you comparable assessment conditions, your teacher will discuss these concerns with your Student Group Leader in order to decide in what way the assessment can be completed.

IF YOU HAVE THREE SACs SCHEDULED FOR ONE DAY, THEN YOU ARE EXPECTED TO COMPLETE THEM ALL ON THAT DAY. YOU MAY BE GIVEN EXTRA TIME BETWEEN SACs IF YOU REQUEST THIS. YOU NEED TO ORGANISE THIS AT LEAST TWO DAYS BEFORE THE SACs ARE SCHEDULED.

WHAT HAPPENS IF YOU ARE ABSENT AND HAVE MISSED THE FINAL DEADLINE SET BY THE VCAA TO HAVE ALL ASSESSMENT COMPLETED?

It is important that you are communicating with your teacher and Student Group Leader at any time you are absent but especially when assessment and completion dates are close. The dates for results from Units 1, 2, 3 and 4 in VCE to be submitted to VCAA are set by the VCAA and there is often only a small window of time to deal with the problem.

COLLEGE ATTENDANCE POLICY

You need to attend sufficient class time to complete work. The school sets minimum class time and attendance rules. (Note: Page 78 of the VCE VCAL Administration Handbook states that 'N' can result if there is a breach of school attendance rules).

Matthew Flinders Girls Secondary College expects students to attend **at least** 90% of their classes in each subject per semester. You should speak to your class teachers as soon as you return from any absence.

WHAT IS AN APPROVED ABSENCE?

Absences that fall into the following categories are considered to be approved:

- Representing the College sport in a sport team, a College excursion or other College approved activity (**the Later Years Advanced Absence Approval process MUST be followed**)

- Illness that is covered by a note from a parent/guardian (a doctor's certificate is recommended). If the absence occurs when a SAC is scheduled, a doctor's certificate is **required**. An absence covered by a doctor's certificate will automatically be approved. However if your attendance falls below 90% due to ill health, all following absences for ill health **MUST** be covered by a doctor's certificate
- Absences that occur due to urgent or significant family matters will need to be explained to your Student Group Leader who will then discuss approval of the absences incurred

WHAT WILL HAPPEN IF THE POLICY IS NOT FOLLOWED?

- If your attendance rate falls below 90%, your classroom teachers and Student Group Leader will closely monitor your attendance for any further absences
- If your absence rate falls below 75% (*even if it is because of approved activities*), you, your teacher and a parent/guardian will be required to attend a Support Group Meeting with the Student Group Leader to discuss the reasons for absences and to put support strategies in place. A formal agreement will be made outlining expectations of you (the student), and the possible consequences if the agreement is not met
- If your attendance is below 60% at the completion of any subject or semester unit, (*REGARDLESS of the reason for absences*), you will receive an 'N' for the unit. This is because you have *substantially breached* the College attendance rules (see VCE and VCAL Administrative Handbook, P 64. Where this occurs, a Student Support Meeting will occur. You (the student), a parent/guardian, the Student Group Leader, and/or an Assistant Principal will attend. The focus of the meeting will be on your future educational pathway (e.g. further education, work placement opportunities)
- The Principal has the option of making a discretionary decision regarding a student's attendance, enrolment and pathway, within this process

YOU MAY HAVE COMPLETED WORK, BUT IF THERE IS A 'SUBSTANTIAL BREACH' OF THE COLLEGE ATTENDANCE POLICY, YOU WILL RECEIVE AN 'N' FOR ONE OR MORE OUTCOMES AND AN 'N' FOR THE UNIT.

ASSISTANCE TO COMPLETE YOUR STUDIES

Special Provision provides eligible students with the reasonable opportunity to participate in and complete their senior secondary studies. Individual students may need special provisions in their learning program to achieve the learning outcomes, and in assessment to demonstrate their learning and achievement. Special Provision does not exempt you from meeting the requirements for satisfactory completion of the unit, but it may impact on the conditions under which you meet them.

There are four forms of Special Provision for the VCE:

- Student Programs - due to illness or personal circumstances, your program may be adjusted
- School-Based Assessment - due to illness or personal circumstances, special arrangements may be made for your school based assessment following a successful application to VCAA
- Special Exam Arrangements - due to illness or personal circumstances, special arrangements may be made ahead of time, following a successful application to VCAA, for your exams
- Derived Examination Score (DES) - An application for a DES may be made to VCAA for a student who suffers illness or particularly difficult personal circumstances **at the time of the exam**

Each of these Special Provision processes requires appropriate documentation to be completed and supportive evidence (eg a doctor's letter) to be submitted.

You must see your Student Group Leader **as soon as possible** if an issue requiring Special Provision arises.

Further information is available in the VCAA Handbook: (refer to Section 11, page 116 of the VCAA Administration Handbook) available on the VCAA website at: <http://www.vcaa.vic.edu.au/schooladmin/handbook/2013/index.html>

OTHER INFORMATION

GENERAL

- You cannot be employed during College hours (8.45am until 3.15pm, including study periods), unless it is required as part of your course and permission has been negotiated with the Pathways Manager and parents/guardians
- You **WILL** attend all College sporting events and other College activities as required. Absences from these events will be counted as absences in the classes, which would normally run on the day
- Only Year 12 students are allowed to use local cafés (during recess and lunch breaks only) as stated in the school planner. **Year 10 and 11 students are NOT to leave the College at recess or lunchtime**

CONNECT Program C2S

From 2013, all Later Years students will be undertaking our Connect to School (C2S) Program. They will meet at least weekly with their C2S Teacher in small groups that will be made up of students from Years 10, 11 and 12. The program will focus on helping students make the most of their opportunities in Later Years and will cover topics such as building positive relationships, taking responsibility for learning, study skills, stress management and course and subject selection. This program has been established as another support mechanism for our students. The groups are based on the House system of the school. The Connect to School Program will also provide the students (and their families or carers) with another contact person to support them should any issues or problems arise through the year.

STUDY PERIODS

Students in Year 11 who have study periods are to remain in the College and work in the Library or, with a teacher's permission, one of the spare classrooms. In addition, students in Year 12 may utilise the Silent Study Room (O2.10) and the Common Room, but they are asked to respect the needs of others and only have music playing in the Common Room at recesses and lunchtimes.

If study periods are at the start or the end of the day, **Year 11 and 12 students** can only leave if they have completed, and returned, the parent permission form which can be obtained from the Student Group Manager. Teachers may use your study periods to arrange for completion of missed assessment. Special Assemblies may also be held and all students must attend any set assemblies.

AUDIT/REVIEW OF STUDENT WORK

VCAA may call in your work for audit. VCAA may also require work for School Assessed Tasks to be reviewed. This involves collecting either copies of your work or your original work and sending it to Melbourne for review and in some subjects displaying the work in the College for VCAA assessors to review the assessment. Work is sent for review to ensure that schools are teaching appropriate material in accordance with the study design. In the review process, the assessment of the work is being checked. **You must keep all work completed for assessment in all coursework for the year until the final results are published.**

COLLECTION OF SCHOOL ASSESSED TASKS (SATs)

Your work cannot usually be released until the final results are published. However, students who are studying Studio Arts, Food and Technology, Media or Visual Communication and Design can collect their work before this date. You must bring the letter informing you of your interview date to the Student Group Leader who will then organise for your work to be released. You must ensure it is kept safe, **not changed in any way** and if required by VCAA for further review, it must be returned to the College within 24 hours.

END OF YEAR ARRANGEMENTS

You will follow the appropriate end of year processes as authorised by the College. If you are studying at differing year levels within the College you must attend all timetabled classes until all classes at that level have been finished. If you are returning the following year you **must** attend the set Orientation Program. Upon completion of VCE/VCAL you will be expected to collect your Certificate from the College in the last week of school in December.

CORRESPONDENCE WITH PARENTS/GUARDIANS

To ensure that you achieve success in the Later Years you need to recognise that it is a partnership between you as the student, your teachers and your parents/guardians. Therefore your teachers will be in regular contact with parents/guardians through the use of email/ the school planner/ reports/ parent interviews and the newsletter. There is also the opportunity for teachers to advise parents/guardians of any concerns they have in relation to attendance and progress. **It is important that the College have up to date contact details at all times.**

2013 LATER YEARS KEY DATES

Jan 29	Staff return; Pupil Free Day
Jan 30	Year 12 students return to school. Program in morning, classes in the afternoon
Jan 31	Year 10, VCE Unit 1 and VCAL classes start
Feb 4	Monday VET classes start
Feb 6	Wednesday VET and SBA classes start
Feb 18	Peek in Deakin session. Afternoon only
Feb 25	VASS Enrolment 1 due in Melbourne
Feb 26 – 1 March	Unit 3 OES Camp
March 1	Special Exam Arrangements applications due in Melbourne
March 11	Labour Day holiday
March 13 – 15	Unit 1 OES Camp 1
March 18 – 20	Unit 1 OES Camp 2
March 28	End of Term 1
<hr/>	
April 15	Term 2 begins
April 25	ANZAC Day holiday
April 29	Final VCE 3&4 and scored VET enrolment, Small Partnerships due on VASS
May 27 - 31	No excursions for Unit 3 classes
May 19 – 25	Girls Education Week
June 3	No Unit 1 & Unit 3 SACs after this date, except for Special Provision or redemption purposes
June 6	Final day for Unit 1 and 3 work to be submit work to achieve an ‘S’ (by 3.30pm)
June 7	Unit 1 and 3 S & N results due on VASS
June 7 - 13	Unit 1 Exams
June 10	Queen’s Birthday holiday
June 11	Unit 4 classes commence
June 12	GAT for all Unit 3 & 4 students
June 14	Report writing day (TBC)
June 17	Unit 2 classes commence
June 20	Unit 3 SAC results due on VASS
June 28	End of Term 2
<hr/>	
July 15	Term 3 starts
July 22	Unit 4 enrolments due in Melbourne



July 23	Subject Expo for Yrs 9, 10 and 11 students (TBC)
July 31	Pathway Evenings for Year 9 and 10 students & parents (TBC)
Aug 5	Arts Performance & LOTE Oral Exam advice slips available through VASS
Aug 6	SBA Information evening (TBC)
Aug 16	VET Assessment Plans due on VASS
	2014 Subject selections due on computer
Sept 20	Indicative grades for performance examinations due on VASS
	End of Term 3
<hr/>	
Oct 7	Start Term 4
	Performance & Oral exams commence (conclude Nov 3)
Oct 11	No Unit 3 SACs after this date, except for Special Provision or redemption purposes
	Applications for language enrolment in VCE Chinese and Indonesian due on VASS
Oct 14	SAT scores due (Studio Art, VCD, Food & Tech) on VASS
	No Unit 4 excursions this week
Oct 16	CCAFL Examinations eg Croatian, Swedish, etc
Oct 21	Indicative Grades Unit 4 exams due
Oct 21	Final day for Yr 12 students & final assembly
	Last day for Unit 4 work to be submitted (by 3.30pm)
Oct 22	Yr 12 Celebration Day
Oct 23	GEELONG CUP (TBC)
Oct 24	Results due in on VASS
	<ul style="list-style-type: none"> Unit 4 S and Ns
Oct 29	Results due in
	<ul style="list-style-type: none"> Unit 4 SACs results (due on VASS Nov 12)
Oct 30	Unit 4 Exams commence (conclude Nov 22)
Nov 1	SAT work can be collected
Nov 6	No Unit 2 SACs after this date
Nov 6 - 13	No excursions for Unit 2 studies
Nov 13	Last day of classes for Unit 2
	Last day for Unit 2 work to be submitted (by 3.30pm)
	Results due in on VASS
	<ul style="list-style-type: none"> Unit 2 S and N VET task scores and S and N VCAL unit results
Nov 14	Unit 2 Exam preparation classes
Nov 15	Unit 2 Exam preparation classes
Nov 18	Exam study day for Year 11 students – no classes
	VASS Enrolment and SIAR 5 data due to VCAA - VCAL, VET and Unit 1 & 2 – no results can be entered on VASS after today
Nov 19	Unit 2 Exams start and go through to Nov 29 (TBC)
Dec 6	Last day Year 10
Dec 16	ATAR and study scores available to students (Monday)
Dec 18 & 19	Students must collect Statement of Results and VCE/VCAL Certificate from the College
Dec 20	Last day of school year

Work experience dates for Year 10 to be confirmed.

Orientation Dates and format to be confirmed

Course selection dates for 2014 pathways to be confirmed. Tertiary Information Session for Year 12 to be confirmed.

NB. These dates are subject to change and should be confirmed on the school calendar closer to the event