VCE Vocational Major (VM) Curriculum and Assessment Audit 2024
Online submission

Literacy Units 1 and 2

Key dates
Your audit materials must be submitted to the VCAA by Friday 21 June 2024.
The outcome of this audit will be sent to you via email by the end of Term 3 2024.

Instructions
1.   Carefully read:

- Instructions on completing VCE VM and VPC Audit questionnaires
- General advice on the VCE VM and VPC Curriculum and Assessment Audit

2.   Collect the following items:
Your curriculum and assessment plan for VCE VM Literacy Units 1 and 2. This documentation should include evidence of the following:

- multiple opportunities for students to demonstrate achievement of the learning goals for each module.
- a range of activities, assessment tasks and contexts to assess different knowledge, skills and capabilities.
- adherence to the Pillars of Applied Learning
- a calendar/timeline of assessments
- planning for learning experiences and assessments that have been designed following the constructive alignment (backward design) model.

Documentation associated with two assessment tasks. This documentation should include evidence of:

- alignment with the VCE Assessment Principles and Pillars of Applied Learning
- material provided to students, such as task instructions, templates, and details of the activity or activities
- how the task provides opportunities for students to apply a variety of key knowledge and skills to demonstrate achievement of the outcome
- assessment tools used to collect evidence of student achievement, such as performance descriptors, scoring criteria, rubrics and marking guides.

    Please do not include student work in your submission

Documentary evidence of your school policy regarding:

- management of eligibility for the satisfactory completion of the VCE VM
- satisfactory completion of VCE VM units
- authentication of student work
- special provision for VCE VM Studies

3. Complete this online submission form.

Answer all questions in the audit submission form. Upload your curriculum and assessment plan, school policies and documentary evidence for two tasks when prompted to do so. For each upload, all documentation must be collated into a single PDF document.

File uploads

Please read the section on uploading files in the Instructions on completing the VCE VM and VPC Audit Questionnaires.

- Only one file can be uploaded in a file upload field. For each upload, documentation must be collated into a single PDF document. If you accidentally upload the wrong file, simply delete then upload the correct file. Please keep the filename to maximum 20 characters. Files with longer file names cannot be opened.

- Please **DO NOT** combine all documentary evidence for the entire audit submission into a single file for upload in your audit questionnaire. Only documentary evidence that is relevant to a particular section of the questionnaire should be uploaded to that section.

Technical assistance
In the event that you require technical assistance with this submission process, please contact the VCAA's Applied Learning Unit at vcaa.applied.learning@education.vic.gov.au.

VCE Vocational Major (VM) Curriculum and Assessment Audit 2024

Please read the VCAA collection notice before completing this questionnaire.

Section A: General Information

A.1 School name

_____

A1.2 Please provide contact details for the person coordinating the audit process at your school:

First name:	_____
Surname:	_____
Role:	_____

Phone:	_____
Email:	_____

A.1.3 How many teachers are teaching this study at your school?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ More than 5 :Please specify_____

A1.4. Have any of the teachers delivering this study at your school in 2024 previously delivered VCAL and/or VCE VM Literacy units?

- ☐ None
- ☐ Some
- ☐ All

Section B: Unit Audit

B1. Curriculum and assessment plan

In this section, please:

- answer questions B1.1–1.5, which are designed to enable you to demonstrate how your curriculum and assessment plan for VCE VM Literacy Units 1 and 2 is underpinned by the Pillars of Applied Learning, aligned to the VCE Assessment Principles and provides students an opportunity to meet the satisfactory requirements as outlined in the current VCE VM Literacy study design.
- upload documentary evidence of your curriculum and assessment plan for VCE VM Literacy Units 1 and 2.

State Reviewers will be looking to determine the extent to which your curriculum and assessment plan:

- describes how students will meet the requirements of each outcome
- demonstrates:
  - ○ that the units are being delivered to the standards established by the VCAA through the VCE VM study design, the Pillars of Applied Learning and the VCE Administrative Handbook
  - ○ how students are able to meet the requirements of each outcome and satisfactorily complete the units
  - ○ that there is consistent application of assessment criteria and practices
  - ○ that processes are in place to oversee the conduct of assessments that are compliant with the VCE assessment principles
  - ○ there is a calendar and/or timeline for assessments for this unit

      o when and how school policies and procedures related to delivery and assessment of the unit are communicated to students and parents/carers.

B1.1 What is the accreditation period of the study design your curriculum and assessment plan is based on? (see the front cover of the study design you are working from)

_____
_____
_____
_____

B1.2 How does your delivery of the study provide a range of learning opportunities that build on each student's strengths, commencing with their point of need, interests and experiences?

_____
_____
_____
_____

B1.3 How does your delivery and assessment of these units provide students with opportunities to engage with authentic and relevant contexts, e.g. through community organisations, local industry, local government and cultural experiences?

_____
_____
_____
_____

B1.4 Provide an example of how the assessment methods used for this unit are flexible and ensure that students are afforded multiple opportunities to demonstrate achievement of the outcome/s.

_____
_____
_____
_____

B1.5 If a student's work does not meet the required standard to satisfactorily complete a unit, what opportunities are provided to the student to redeem an N (not satisfactory) result?

_____
_____
_____

B1.6 Upload: Curriculum and assessment plan

Please upload documentary evidence of your planning to support your responses to questions B1.1–1.5.

NOTE:

- Only one file can be uploaded in a file upload field. For each upload, documentation must be collated into a single PDF document. If you accidentally upload the wrong file, simply delete then upload the correct file. Please keep the filename to maximum 20 characters. Files with longer file names cannot be opened.
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Section B: Unit Audit

B.2 Assessment tasks

Please provide the details and upload documentary evidence of **two assessment tasks. Each assessment task should demonstrate the use of a different method of assessment:**
If your school/organisation is delivering VCE VM Literacy Units 1 and 2 in 2024:

Please provide:

- one assessment task from the mandatory task type list for **one of the outcomes in Unit 1** as set out under 'Assessment Tools' in the study design.

- one assessment task from the mandatory task type list for **one of the outcomes in Unit 2** as set out under 'Assessment Tools' in the study design.

If your school/organisation is only delivering one of VCE VM Literacy Units 1 or 2 in 2024:

Please provide **one assessment task** from the mandatory task type list **for two of the outcomes in the unit being delivered**, as set under 'Assessment Tools' in the study design.

Documentary evidence should include:

- all material provided to students, such as task instructions, templates, and details of the activity or activities

- task planning documentation that illustrates how the task is used to determine students' demonstration of key knowledge and skills for achievement of the outcome

- assessment tools used to collect evidence of student achievement, such as performance descriptors, scoring criteria, rubrics and marking guides.

Please do not include student work.

B2. Assessment task 1

B2.1   Which unit is the assessment task for?

☐   Unit 1
☐   Unit 2

B2. Assessment task 1

B2.2a Which Unit 1 outcome is the assessment task for?

☐   Outcome 1
☐   Outcome 2

B2. Assessment task 1

B2.3a Unit 1 Outcome 1 task type:

☐   A reflective journal
☐   A narrative, expository or informative piece
☐   A performance

B2. Assessment task 1

B2.3b Unit 1 Outcome 2 task type:

☐   A digital presentation
☐   An online report, explanatory or expository piece or article
☐   A video, podcast or oral presentation

B2. Assessment task 1

B2.2c Which Unit 2 outcome is the assessment task for?

☐ Outcome 1
☐ Outcome 2

B2. Assessment task 1

B2.3c Unit 2 Outcome 1 task type:

☐ A case study
☐ A response to structured questions
☐ A digital presentation that offers a point of view

B2. Assessment task 1

B2.3d Unit 2 Outcome 2 task type:

☐ A oral report
☐ A video, podcast or oral presentation
☐ A recorded debate or discussion

B2. Assessment task 1

B2.4 How was this task developed?

NOTE: If your task is based on commercially produced or publicly available materials or tasks, please upload the original and the modified versions of these materials at Question B2.5.

☐ Created by teacher/s within the school
☐ Commercially produced or publicly available materials or tasks were used or referred to as a source (this includes VCAA exemplars)
☐ Other- please specify: :Please specify_____

B2.5 Upload: Documentary evidence of assessment task

NOTE:

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B3. Assessment task 2

B3.1   Which unit is the assessment task for?

☐   Unit 1
☐   Unit 2

B3. Assessment task 2

B3.2 Which Unit 1 outcome is the assessment task for?

☐   Outcome 1
☐   Outcome 2

B3. Assessment Task 2

B3.3a Unit 1 Outcome 1 task type:

☐   A reflective journal
☐   A narrative, expository or informative piece
☐   A performance

B3. Assessment Task 2

B3.3b Unit 1 Outcome 2 task type:

☐   A digital presentation

- ☐ An online report, explanatory or expository piece or article
- ☐ A video, podcast or oral presentation

B3. Assessment Task 2

B3.2c Which Unit 2 outcome is the assessment task for?

- ☐ Outcome 1
- ☐ Outcome 2

B3. Assessment Task 2

B3.3c Unit 2 Outcome 1 task type:

- ☐ A case study
- ☐ A response to structured questions
- ☐ A digital presentation that offers a point of view

B3. Assessment Task 2

B3.3d Unit 2 Outcome 2 task type:

- ☐ A oral report
- ☐ A video, podcast or oral presentation
- ☐ A recorded debate or discussion

B3. Assessment Task 2

B3.4 How was this task developed?

NOTE: If your task is based on commercially produced or publicly available materials or tasks, please upload the original and the modified versions of these materials at Question B3.5.

- ☐ Created by teacher/s within the school
- ☐ Commercially produced or publicly available materials or tasks were used or referred to as a source (this includes VCAA exemplars)
- ☐ Other- please specify: :Please specify_____

B3.5 Upload: Documentary evidence of assessment task

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Section C: Program requirements

C1. Management of eligibility for satisfactory completion of the VCE VM

As set out in the VCE Administrative Handbook, 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
- 2 VET credits at Certificate II level or above (180 nominal hours)

C1.1 What processes/policies does your school have in place to ensure student enrolments meet the minimum requirements for the satisfactory completion of the VCE VM?

C1.2 What processes/policies does your school have in place to manage enrolment changes and ensure accurate student enrolment on VASS?

_____

_____

_____

_____

C1.3 What processes/policies does your school have regarding atypical VCE VM enrolments (e.g. student transfers within Victoria or interstate; students arriving from overseas; students with interrupted studies)?

_____

_____

_____

_____

C1.4 Upload: Documentary evidence of school processes/policies concerning the management of eligibility for the award of the VCE VM

NOTE:

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Section C: Program requirements

C2. Satisfactory completion of the unit

The award of satisfactory completion for a VCE VM unit must be based on the teacher's decision that the student has demonstrated achievement of the outcomes specified for that unit, in accordance with the requirements set out in the study design and the VCE Administrative Handbook.

Please provide documentary evidence of your school's policy regarding determination of satisfactory completion of a VCE VM unit. This should explain how your school manages:

- work that does not meet the criteria for achievement of an outcome

- late submission of work.

C2.1 Upload: School policy regarding satisfactory regarding completion of a VCE VM unit

NOTE:

- Only one file can be uploaded in a file upload field. For each upload, documentation must be collated into a single PDF document. If you accidentally upload the wrong file, simply delete then upload the correct file. Please keep the filename to maximum 20 characters. Files with longer file names cannot be opened.
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Section C: Program requirements

C3. Authentication of student work

Work related to the outcomes of each unit must be accepted only if the teacher can attest that, to the best of their knowledge, all unacknowledged work is the student's own in accordance with the requirements set out in the VCE Administrative Handbook 2024.

Please provide documentary evidence of your school's policy regarding authentication of student work. This should explain how your school:

- authenticates VCE VM students' work
- manages cases in which a student's work cannot be authenticated.

C3.1 Upload: School policy regarding authentication of student work
Please upload documentary evidence of your school's policy regarding authentication of student work.

NOTE:

- Only one file can be uploaded in a file upload field. For each upload, documentation must be collated into a single PDF document. If you accidentally upload the wrong file, simply delete then upload the correct file. Please keep the filename to maximum 20 characters. Files with longer file names cannot be opened.
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Section C: Program requirements

C4. Special provision for VCE VM studies

VCE providers must have procedures to identify students who may require special provision in order to complete school-based assessment tasks, to ensure consistent and fair decisions are made about appropriate assistance for students. This must be in accordance with the requirements set out in the [VCE Administrative Handbook](#).

C4.1 What processes/policies does your school have in place to identify students with special provision requirements?

_____
_____
_____
_____

C4.2 How does your school ensure students know about special provision arrangements that may be applied for school-based assessment, including eligibility requirements and assessment strategies that may be used?

_____
_____
_____
_____

C4.3 Upload: Documentary evidence of school processes/policy concerning special provision for VCE VM studies

NOTE:

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Confirmation and submission of audit

I/we confirm that this online submission has been completed by the VCE VM Literacy teacher/s at this school/organisation

☐   Yes

☐   No

Important information regarding submission of audit

At the bottom of the Confirmation and submission of audit page, is the FINALISE button. Pressing this button will submit your online audit submission form to the VCAA for audit.

If you would like a copy of your response, there is an [Email your answers] link on the bottom left-hand corner of this page. Click on this link and enter the email address at which you would like to receive a PDF copy of your responses. Please use this as an opportunity to view your completed audit submission form in full. Once you have viewed the PDF, you can go back to edit any of the responses provided by using the [PREVIOUS] button.

Once you click the [FINALISE] button you will no longer be able to download your responses or edit your online audit submission.

If you accidentally press this button and wish to continue making changes or download a copy of your audit submission, please contact the VCAA's Applied Learning Unit at vcaa.applied.learning@education.vic.gov.au.

Email your answers