Victorian Pathways Certificate (VPC) Curriculum and Assessment Audit 2024
Online submission

Work Related Skills (WRS) Units 3 and 4
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 VPC WRS Units 3 and 4. This documentation should include evidence of:

- 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 VPC 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 learning goal/s
- 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.

Documentary evidence of your school policy regarding:

- management of eligibility for the satisfactory completion of the VPC
- satisfactory completion of VPC units
- authentication of student work
- special provision for VPC 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, documentation must be collated into a single PDF document.

You may alter your responses at any time before your form has been submitted.

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.

Victorian Pathways Certificate (VPC) Curriculum and Assessment Audit 2024

Please read the VCAA collection notice before completing this questionnaire.

Section A: General Information

A1.1 School name

_____

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

First name:	_____

Surname:	_____
Role:	_____
Phone:	_____
Email:	_____

A1.3 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 VPC WRS units?

- ☐ None
- ☐ Some
- ☐ All

Section B: Unit Audit

B1. Curriculum and assessment plan

In this section, please:

- answer questions 1.1–1.5, which are designed to enable you to demonstrate how your curriculum and assessment plan for VPC WRS Units 3 and 4 is underpinned by the Pillars of Applied Learning, aligned to the VPC Assessment Principles and provides students an opportunity to meet the satisfactory requirements as outlined in the current VPC WRS curriculum design.
- upload documentary evidence of your curriculum and assessment plan for VPC WRS Units 3 and 4.

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 learning goal
- demonstrates:
    - that the units are being delivered to the standards established by the VCAA through the VPC curriculum design, the Pillars of Applied Learning and the VPC Administrative Handbook

- how students are able to meet the requirements of each learning goal 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 VPC assessment principles
- there is a calendar and/or timeline for assessments for this unit
- 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 curriculum design your curriculum and assessment plan is based on? (See the front cover of the curriculum design you are working from.)

_____

_____

_____

_____

B1.2 How does your delivery of these units 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 the 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 learning goal/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 VPC WRS Units 3 and 4 in 2024:

Please provide:

- one assessment task for **one of the learning goals in Unit 3** as set out under 'Assessment' in the curriculum design

- one assessment task for **one of the learning goals in Unit 4** as set out under 'Assessment' in the curriculum design.

If your school/organisation is only delivering one of VPC WRS Units 3 and 4 in 2024:
Select **two of the learning goals in the unit being delivered** and provide **one assessment task** for each, as set out under 'Assessment' in the curriculum 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 learning goal/s

- 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.

Section B: Unit Audit

B2. Assessment task 1

B2.1 Which unit is the assessment task for?

☐ Unit 3
☐ Unit 4

B2. Assessment task 1

B2.2a Which Unit 3 learning goal is the assessment task for?

☐ Learning goal 3.1
☐ Learning goal 3.2
☐ Learning goal 3.3

B2. Assessment task 1

B2.2b Which Unit 4 learning goal is the assessment task for?

☐ Learning goal 4.1
☐ Learning goal 4.2
☐ Learning goal 4.3

B2. Assessment task 1

B2.3 Provide a brief description of the type of task used (e.g. 'Development of cover

letter/resume' or 'Development of career action plan')

_____

B2. Assessment task 1

B2.4 How was this task developed?

 NOTE: If your task is based on a commercially produced or publicly available task, please upload the original and your version 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_____

B2.5 Upload: Documentary evidence of assessment task

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If a commercially produced or publicly available task was used or referred to as a source for this task, please include both the original and your version of the task in your uploaded file.

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Section B: Unit Audit

B3. Assessment task 2

B3.1 Which unit is the assessment task for?

☐ Unit 3
☐ Unit 4

B3. Assessment task 2

B3.2a Which Unit 3 learning goal is the assessment task for?

- ☐ Learning goal 3.1
- ☐ Learning goal 3.2
- ☐ Learning goal 3.3

B3. Assessment task 2

B3.2b Which Unit 4 learning goal is the assessment task for?

- ☐ Learning goal 4.1
- ☐ Learning goal 4.2
- ☐ Learning goal 4.3

B3. Assessment task 2

B3.3 Provide a brief description of the type of task used (e.g. 'Development of cover letter/resume' or 'Development of career action plan')

_____

B3. Assessment task 2

B3.4 How was this task developed?

 NOTE: If your task is based on a commercially produced or publicly available task, please upload the original and your version of these materials at Question 2.2.5.

- ☐ 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_____

B3.5 Upload: Documentary evidence of assessment task

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If a commercially produced or publicly available task was used or referred to as a source for this task, please include both the original and your version of the task in your uploaded file.

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Section C: Program requirements

C1. Management of eligibility for satisfactory completion of the VPC

As set out in the VPC Administrative Handbook, to be eligible to receive the VPC, students must satisfactorily complete a minimum of 12 units, including:

- at least two units of VPC Literacy (or units from the VCE English group including VCE Vocational Major Literacy)
- at least two units of VPC Numeracy (or units from the VCE Mathematics group including VCE Vocational Major Numeracy)
- at least two VPC Personal Development Skills units
- at least two VPC Work Related Skills units

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 VPC?

_____
_____
_____
_____

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 VPC 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 VPC

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

C2. Satisfactory completion of the unit

The award of satisfactory completion for a VPC unit must be based on the teacher's decision that the student has demonstrated achievement of the learning goal/s specified for that unit, in accordance with the requirements set out in the curriculum design and the VPC Administrative Handbook.

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

- work that does not meet the criteria for achievement of a learning goal/s
- late submission of work.

C2.1 Upload: School policy regarding satisfactory regarding completion of a VPC 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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questionnaire. Only documentary evidence that is relevant to this section of the questionnaire should be uploaded here.

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Section C: Program requirements

C3. Authentication of student work
Work related to the learning goals 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 VPC Administrative Handbook.

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

- authenticates VPC 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 VPC studies

VPC 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 VPC 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 VPC studies

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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Confirmation and submission of audit

I/we confirm that this online submission has been completed by the VPC WRS 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](#)