

2024 VCE VM and VPC Audit

22 May 2024

This webinar will be recorded and a copy of the recording emailed to all registrants

Audit Purpose

To ensure VCE VM and VPC providers are delivering the studies to the standards and requirements set by the VCAA through:

VCE VM

- VCE VM study designs
- VCE Administrative Handbook
- VCE Assessment principles

VPC

- VPC curriculum designs
- VPC Administrative Handbook
- VPC Assessment principles

Provider benefits

Ensures they are delivering studies in line with VCAA standards and requirements

System benefits

Enables the VCAA to:

- identify issues
- estimate system-wide implications
- develop solutions

Audit Timeline

Audit submission date: COB Friday 21 June 2024

Audit outcomes: An Audit outcome report will be emailed to each provider by the end of Term 3, 2024

Audit follow up: Once outcomes have been received each provider will have the opportunity to have a consultation with a VCAA representative.

2023 VCE VM and VPC Audit Findings

Most providers:

- developed curriculum and assessment plans that included a range of learning activities and multiple opportunities for students to achieve the required outcome/s or learning goal/s
- incorporated teaching and learning strategies, tasks and activities into their planning documentation based on the Pillars of Applied Learning
- developed assessment tasks in accordance with the Pillars of Applied Learning and the VCE or VPC Assessment Principles
- incorporated VCAA advice in the relevant administrative handbooks, VCE VM study designs and VPC curriculum designs.

Enhancements for 2024

- Audit process is occurring earlier in response to feedback from providers to ensure time to implement recommended changes in following year.
- Additional resources including:
 - Coursework Audit Record (CAR)
 - VCE VM or VPC Continua of Practice
 - Pillars of Applied Learning checklist
- PDF versions of survey questionnaires
- More comprehensive advice and guidance through our website

Audit Process for 2024

- Each provider selected for audit will be audited for **one** study in either the VCE VM **or** the VPC, for either Units 1 and 2 **or** Units 3 and 4.
- The audit questionnaire consists of two parts:

Unit audit

Providers will be required to submit evidence of the following:

- Curriculum and assessment plan
- Two assessment tasks:
 - One assessment task from each unit of the study delivered

OR

 - Two assessment tasks from the same unit (if only one unit delivered) but these must assess different Outcome/s or Learning goal/s.

Audit Process for 2024

Program requirements

Providers can either submit a written response or upload policy documentation for each of the following:

- Eligibility requirements for the award of the VCE VM or VPC
- Policy regarding determination of satisfactory completion of Outcome/s or Learning goal/s
- Policy regarding authentication of student work
- Special provision requirements

VCAA resources

VCAA resources to support your audit submission preparation include:

- VCE VM study design or VPC curriculum designs
- VCE or VPC Administrative Handbooks
- VCE and VPC Assessment Principles
- [VCE VM Coursework Audit Records \(CAR\)](#) **NEW** and
- [VPC Coursework Audit Records \(CAR\)](#) **NEW**
- [Pillars of Applied Learning checklist](#) **NEW**
- [VCE VM and VPC Continuum of Practice](#) **NEW**

Post-audit

- Providers will receive an Audit Outcome Report containing feedback and advice for improvement by the end of Term 4.
- All providers will be invited to meet with a VCAA representative to discuss their audit outcome reports.
- Where an audit shows that a provider would benefit from support in one or more areas, the VCAA will work with them to enhance that aspect of their delivery for 2025
- Each provider will be invited to participate in a survey to provide feedback about their Audit experience. This will be used to refine and enhance the process for 2025.

Frequently asked questions

Who will be reviewing the audit submissions?

State Reviewers have been appointed to conduct the audits. These are practising teachers and experts in their field.

How were schools selected for audit?

In 2024, 10% of providers with enrolments in each study were selected for audit

The selection of schools was random with a proportionate representation of each sector and region.

Will we have to resubmit further evidence if any aspects of our submission are found not to have met the expected requirements?

Where VCAA standards and requirements are deemed not to have been met, the provider will be invited to meet with a VCAA representative to discuss approaches to enhance their program.

Frequently asked questions

Are there specific templates that must be used for policy documentation and the Curriculum and Assessment plan?

No, there are no templates that must be used. Providers are not expected to develop new documentation for their audit submission. Rather, they should submit existing policy and Curriculum and assessment plan documentation in its current format, where available.

What if our school hasn't completed the Curriculum and Assessment plan for both Units we are being audited for?

We are expecting that some providers may not have finalised their planning for all the units they are delivering this year. In this situation, we ask providers to submit their unit plans as they currently are. Where a unit is still in development this should be flagged when completing the questionnaire.

Frequently asked questions

Can we get examples of everything that we are required to submit?

Audit submissions should include the evidence specified in the audit questionnaire in keeping with the instructions provided. We are not providing examples of evidence because we want to see the material providers are currently using. Providers are not expected to develop new documentation for their audit submission. If you are unsure what evidence to submit for one or more sections of the audit questionnaire, please contact us for direction.

Do we need to provide examples of student work?

Please do not submit any examples of student work. Two examples of assessment tasks are required. Each task should be in the format that was provided to the students. They should also include the assessment tool used to assess the task.

Frequently asked questions

What format do I need to submit my evidence in?

Evidence should be submitted as a PDF. Only submit one PDF per question, including only the evidence that is relevant to that question. Please avoid combining all evidence for the entire audit submission into one PDF and upload that in each upload field.

Are the audit questionnaires different for each VCE VM or VPC study?

There is a separate questionnaire for each study but the structure and questions are the same for each. There are only minor differences in the questionnaires between the VCE VM and VPC studies.

Frequently asked questions

What are the Special Provision requirements for students in the VPC?

This applies to classroom learning and school-based assessments to ensure students can achieve their learning goals. Schools should keep a record of documentation associated with special provision arrangements provided to students and why, such as an ILP or record of student health or wellbeing concerns.

For more information please visit: [About the VPC](#) – Special Provision within the VPC and also [VCAA Special Provision](#)

Our school went through the Permission to Deliver VCE VM and/or VPC process last year. Can we use the same Curriculum and Assessment plan submitted for that process?

Yes, this may be used. However, it may require further elaboration to show how the assessment practices incorporate the Pillars of Applied Learning. Any recommendations requested as part of the Permissions process should be reflected in the teaching and learning program delivered.

Frequently asked questions

What if our school doesn't have the policy documentation requested?

That's okay this year. However, you should ensure these policies are developed in preparation for 2025. We do not expect providers to develop these solely for the purpose of this audit. Classroom teachers responding to the audit may wish to seek advice from their school leadership regarding policy documentation.

What if our school uses a portfolio of evidence to determine achievement of a module?

That's okay. We understand that assessment portfolios are used widely, especially in schools offering the VPC. Please include two examples of assessable coursework in the Assessment task section of the Unit audit.

What if I get ill and cannot meet the submission deadline?

We understand, that the unexpected can happen. Please get in touch with us if there are circumstances that may impact you meeting the submission deadline of 21 June.

Frequently asked questions

Is there a specific format required for the assessment tasks?

There is not a prescribed format for assessment tasks. Providers are free to use any format they wish to suit the needs of their students. The questionnaire provides guidance regarding evidence that may be submitted for your assessment tasks.

Will we have to resubmit further evidence if any aspects of our submission are found not to have met the expected requirements?

Where VCAA standards and requirements are deemed not to have been met, the provider will be invited to meet with a VCAA representative to discuss approaches to enhance their program.

Frequently asked questions

How long should I allow to complete the audit requirements?

This will vary on individual school contexts. We suggest that you read through the PDF of the survey questionnaire and identify what documents you need to collate, where these are located and who may support you in preparing your audit submission.

We recommend composing responses in a Word document before you enter your finalised responses into the online questionnaire.

Please do not create resources for the specific purpose of your audit submission.

How frequently can a school expect to be audited?

Most schools audited in 2023 were not selected for audit in 2024, unless the VCAA determined that a re-audit was necessary. The VCAA will provide further advice about audit arrangements for 2025 later this year.

Please direct all questions and queries to:

vcaa.applied.learning@education.vic.gov.au

Thank you



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AND ASSESSMENT AUTHORITY

