VCE administrative roles School name:

| Minimum standards for an accredited senior secondary course: Student learning outcomesA senior secondary education provider that provides, or proposes to provide, an accredited senior secondary course must—1. deliver the course to the standards established by the awarding body for the qualification; and
2. ensure that a student who satisfactorily completes all of the course requirements is entitled to be awarded the registered qualification.

(*Education and Training Reform Regulations 2017,* Schedule 8.2) |

| Evidence requirement | Complete this template or provide established documentation which includes the required information outlined in this template. |
| --- | --- |
| **What the VCAA is assessing** | A provider must have role descriptions which articulate the specialised requirements for staff members involved in managing the administrative oversight of the VCE. Provision of professional learning for these staff members is also essential. This is an aspect of delivering the course to the standards established by the awarding body (the VCAA) for the qualification. This also has relevance to the minimum standards for Student records and results regarding: the administration of the processes detailed within that standard. |
| **Compliance is measured against** | * the *VCE and VCAL Administrative Handbook 2019*, particularly the section ‘Administrative information: Schools and providers’.
 |
| **Resources** | * *VCE and VCAL Administrative Handbook 2019:*

<http://www.vcaa.vic.edu.au/Pages/schooladmin/handbook/handbook.aspx>* VASS webpages on the VCAA website:

<http://www.vcaa.vic.edu.au/pages/schooladmin/vass/vass.aspx>* Professional development on the VCAA website:

<http://www.vcaa.vic.edu.au/Pages/career/profdev.aspx> |

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VCE administrative roles: Respond to Sections A and B

*Note: if documentation is already established at the school, reference it in the relevant section and submit the documentation with the template.*

Section A:

What are the VCE role descriptions?

*Providers may need to consider the following in their role descriptions if relevant to the provider’s context:*

* *communication and administrative oversight when multiple campuses are delivering VCE studies*
* *agreements with external partners where these form part of the delivery of any part of the VCE, including single study providers.*

**Click here to enter text.**

Section B:

What professional learning will be made available to VCE administrative staff?

**Click here to enter text.**