Accessing information from the VCAA Provider name:

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| --- |
| Minimum standards for an accredited senior secondary course:  Student learning outcomes  A 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 that includes the required information outlined in this template. |
| --- | --- |
| **What the VCAA is assessing** | Single study providers must ensure their staff and students have access to accurate administrative and curriculum information in a timely manner. Procedures should be in place so official VCAA correspondence is promptly available to the appropriate staff and students.  This is essential for providers to be able to deliver the course to the standards established by the awarding body (the VCAA). |
| **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>   * VCAA Notices and Bulletins   <http://www.vcaa.vic.edu.au/Pages/correspondence/index.aspx> |

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Accessing information from the VCAA: Respond to Sections A and B

*Note: if policies or processes are already established at the school, reference them in the relevant section and submit them with the template. Items can be addressed collectively or separately.*

Section A:

What processes or structures are in place to ensure that the relevant members of staff have access to information from the VCAA in a timely manner?

*Providers must explain the processes or structures in place to ensure the most updated versions of each of the following are provided to staff:*

* *accredited VCE study designs*
* *study design errata*
* *VCE Advice for Teachers and Assessment Handbooks (if applicable)*
* *assessment advice*
* *VCE and VCAL Administrative Handbook 2019*
* *VCAA Bulletins*
* *Notices to Schools*
* *VCAA Important Administrative dates.*

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Section B:

What processes or structures are in place to ensure that students have access to the following information from the VCAA in a timely manner?

*Providers must explain the processes or structures in place to ensure the most updated versions of each of the following are provided to students:*

* *curriculum and assessment plans, including topic areas and assessment dates, in each study at the commencement of the year/unit*
* *examination information pertaining to the relevant study*
* *communications with home school.*

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