Curriculum documentation for authorisation as a Single Study Language Provider

**Form 2b – Assessment task plan**

General information

Who should complete this application form?

**New Single Study Language Provider (SSLP) applicants and selected Single Study Language Providers intending to deliver VCE languages studies in 2022 are required to submit the Curriculum documentation for authorisation as a Single Study Language Provider forms (Forms 2a and 2b).**

The selected SSLPs that are required to submit this documentation and apply for reauthorisation will be notified by email by the VCAA.

What is the process for authorisation as an SSLP?

1. Attendance of SSLPs at compulsory information sessions

**New SSLP applicants and selected SSLPs** must attend an annual compulsory information as requested by the VCAA. The information session is scheduled for 14 **July 2021.**

**New SSLP applicants and selected SSLPs** offering VCE First Languages should also see the [VCAA website](https://www.vcaa.vic.edu.au/administration/schooladministration/authorisation/Pages/SingleStudyProviders.aspx) for information regarding an implementation session to be held on 21 July regarding the newly revised study designs for VCE First Languages.

2. Submission of applications by SSLPs

**All SSLPs** must complete and submit Application for authorisation as a Single Study Language Provider (Form 1; see the [VCAA website](https://www.vcaa.vic.edu.au/administration/schooladministration/authorisation/Pages/SingleStudyProviders.aspx)), which provides the VCAA with information about the SSLP and their VCE language studies for delivery in 2022.

**New SSLP applicants and selected SSLPs** also need to complete and submit Curriculum documentation for authorisation as a Single Study Language Provider (Forms 2a and 2b; see the [VCAA website](https://www.vcaa.vic.edu.au/administration/schooladministration/authorisation/Pages/SingleStudyProviders.aspx)). The selected SSLPs that are required to submit this documentation and apply for reauthorisation will be notified by email by the VCAA.

All forms and documentation must be submitted by email by Friday 13 August 2021.

Submissions must be emailed to vcaa.authorisations@edumail.vic.gov.au. Attachments must be Windows-compatible Word or PDF files less than 10 MB.

Please be advised that applications that are submitted after the due date will not be considered for the 2022 academic year.

3. Assessment of applications by the VCAA

The VCAA reviews the applications and documentation for evidence of compliance between August and October 2021.

All applications will be assessed and SSLPs contacted by email by the end of **October 2021.**

Information about Form 2b – Assessment task plan

What is the VCAA assessing?

**Minimum standards for an accredited senior secondary course**

**Teaching and learning**

A senior secondary education provider must have—

(c) processes to ensure the consistent application of assessment criteria and practices; and

(d) processes to oversee the conduct of assessments of the course including processes to conduct investigations and hearings and, if necessary, amend or cancel assessments.

*Education and Training Reform Regulations 2017*, Schedule 8.5

The provider must be able to demonstrate that the format and conditions of School-based Assessment Tasks meet the requirements of the relevant VCE study design and the VCAA’s administrative requirements. This is an aspect of the process to ensure the consistent application of assessment criteria and practices.

What evidence is required?

Completed Curriculum documentation for authorisation as a Single Study Language Provider forms (Forms 2a and 2b).

For Form 2b (this form), assessment task plans outcomes for Units 1 and 2 can be completed in one template and those for Units 3 and 4 in another if preferred.

Schools providing Chinese Second Language and Chinese Second Language Advanced (SLA) simultaneously may complete the information for both studies on the same form if they wish. Please include modifications for Chinese SLA where relevant.

What is compliance measured against?

* VCE study design applicable for the year of delivery
* Any additional documents as prescribed in the study design and located on the study’s webpage, for example, VCAA Bulletin items
* VCE and VCAL Administrative Handbook, particularly the section ‘Scored assessment: School-based Assessment’:<https://www.vcaa.vic.edu.au/administration/vce-vcal-handbook/Pages/index.aspx>
* VCE assessment principles: <https://www.vcaa.vic.edu.au/curriculum/vce/Pages/VCEPoliciesandGuidelines.aspx>

Resources

* VCE study pages: <http://www.vcaa.vic.edu.au/Pages/vce/studies/index.aspx>
* Each study has an Advice for teachers, which includes teaching and learning activities and sample approaches to developing a school assessment task
* Principles and procedures for the development and review of VCE studies, Section 2: Curriculum and assessment principles for VCE studies: <https://www.vcaa.vic.edu.au/curriculum/vce/Pages/VCEPoliciesandGuidelines.aspx>
* VCE and VCAL Administrative Handbook:
<https://www.vcaa.vic.edu.au/administration/vce-vcal-handbook/Pages/index.aspx>
* VCE assessment principles: <https://www.vcaa.vic.edu.au/curriculum/vce/Pages/VCEPoliciesandGuidelines.aspx>

**Collection Notice**

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the Education and Training Reform Act 2006 (Vic). The VCAA collects the information requested in this form for the purpose of assessing an application for recognition as a Single study language provider. The VCAA does not intend to collect personal information through this form. To the extent that the information collected is or could become personal information, that information will only be used or disclosed by the VCAA in accordance with the Privacy and Data Protection Act 2014 (Vic). When an individual’s personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. An individual may request access to personal information the VCAA holds about them, if any, and request its correction if inaccurate. Initial enquiries regarding access to personal information held by the VCAA in relation to this form can be made by contacting the VCE Curriculum Unit on (03) 9032 1699. The VCAA Privacy Policy can be found at [www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx](http://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx)

Assessment task plan (template)

*Please complete all fields.*

Provider name

Click here to enter text.

VCE language study

Please select from this drop-down list.

*Schools providing Chinese Second Language and Chinese Second Language Advanced (SLA) simultaneously may complete the information for both studies on the same form if they wish. Please include modifications for Chinese SLA where relevant.*

Accreditation period(s) for the study design used to prepare this submission

Click here to enter text.

Table 1: Assessment task details by unit, area of study and outcome

This table provides an overview of the assessment tasks for each unit, area of study and outcome.

*Please complete all fields.*

*Please copy as many tables as needed to include each unit and area of study / outcome, Units 1 to 4 inclusive.*

*Please refer to the relevant study design when completing this table.*

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| Assessment task details |
| **Unit number and title***(e.g. Unit 1 Area of Study 1 / Unit 1 Outcome 1)* | Click here to enter text. |
| **Outcome number and statement***(e.g. Outcome 1, On completion of this unit…)*  | Click here to enter text. |
| **Key knowledge and key skills being assessed***Copy and paste directly from the relevant study design. Do not modify.* | Click here to enter text. |
| **Proposed week of delivery***(e.g. Term 1, Week 6)* | Click here to enter text. |
| **Task***(e.g. written presentation)* | Click here to enter text. |
| **Task details***(e.g. Write a 250-word personal email to your cousin to tell him/her about the activities that your language community organises in Melbourne.)* | Click here to enter text. |
| **Task conditions***(e.g. 90 minutes writing time, during class, under test conditions)* | Click here to enter text. |
| **Authentication management***(e.g. Students receive task sheet at commencement of task. All dictionaries will be checked during the course of the task. All materials are collected from students at the end of the task.)* | Click here to enter text. |
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