Last day for VCE Unit 4 or VCE VET scored unit 3/4 UOC withdrawal: July 18

1. Transferring students

When a student is transferring from your school to another school for second semester, the following steps **must** be taken:

* Prior to transferring the student, the original home school should enter any first semester Unit results, scores for Coursework, School-assessed Tasks, VET UoC results, VCE VET Assessment Tasks and VCAL results.
* The original home school should not withdraw the student from any second semester enrolments, particularly Unit 4 enrolments, unless requested to do so by the new Home School.
* It is the responsibility of the new home school to edit the student’s second semester enrolments. This includes entering results for students not continuing in the Unit 3–4 study from the previous school.

2. Students not allocated to classes

Students will appear on the STUDENT PROGRAM > Student Program Enquiries Report > Students Not Allocated to Classes report for the following reasons:

* The student has been transferred during the year. Transferring a student removes the home school Class Code for VCE, VET and VCAL classes.
* A request for a late enrolment in a VCE Unit 3 and 4 study has been actioned by the Student Records and Results Unit.
* New enrolments in VCE Units 1 and 2, VCAL and VET UoCs being assessed by other providers

It is then the responsibility of the new home school and the assessing school/provider to enter the new class codes.

Where the report contains the headings ‘Home School (Your School) Must Enter Class Code – VCE’ or ‘Assessing School (Your School) Must Enter Class Code – VCE’ you should use the menus ‘Student Program > VCE > Enrolment’ or ‘Student Program > VCE > Change Student Class Code’ to allocate students to a class for each unit they are enrolled in.

3. Students without programs

‘STUDENT PROGRAM > Student Program Enquiries Report > Students Without Programs’ will report students on your 2022 VASS database who do not have any enrolments for 2022. Year 10 students with the Course Type ‘PDO’ (Personal Details Only) are not displayed on the report. Year 10 students with no enrolments for 2022 should have their Course Type changed from VCE to PDO using the menu STUDENT ADMIN > Change Student Course Code.

4. Class lists

Schools are strongly advised to produce Class Lists for VCE second semester units, in particular VCE Unit 4 for distribution to teachers and checking for accuracy.

5. Student eligibility: VCE, VET and VCAL

Schools are reminded that the Eligibility programs **must** be run for those students expecting to complete VCE, VET and VCAL programs this year. This is to ensure that students expecting to complete their programs can do so with their current enrolment. The Eligibility programs should be rerun whenever enrolment changes are made or following the entry of Unit results.

Schools are strongly advised to enter first semester Unit results particularly for VCE Unit 3 studies as soon as possible. This is because Year 12 students who have obtained an ‘N’ result for a Unit 3 study may subsequently be flagged as not being eligible to complete the VCE.

VCE eligibility

VCE Student Eligibility is checked using the menu: STUDENT PROGRAM > VCE Reports > VCE Student Eligibility.

* Please note the English requirements which were changed in 2018 to ‘3 Units from the English group, which must include a Unit 3-4 sequence’

VET eligibility

VET (VE1/VE2) Eligibility is checked using the menu: STUDENT PROGRAM > VET Reports > VET Student Eligibility.

VCAL eligibility

VCAL Student Eligibility is checked using the menu: STUDENT PROGRAM > VCAL Reports > Student Eligibility.

The Eligibility Report **must** be run for students in any year level who intend to complete a VCAL certificate this year. The report will identify the program deficiencies of students flagged as not eligible to complete a VCAL certificate in 2022. These will need to be investigated and checked.

6. VCAL and VET certificate enrolments

STUDENT PROGRAM > VET Reports > Certificate Enrolment Lists

Students must be enrolled in both the VET Certificate and the relevant Units of Competence. Check that the figure in the UoC Count column is not zero as this means that that you have not enrolled the student into any Units of Competence.

Registered Training Organisations (RTOs) can check enrolment details of students undertaking VET certificate programs provided by the RTO using the menu RESULTS ADMIN > RTO Reports > Student VET Results.

STUDENT PROGRAM > VCAL Reports > Certificate Enrolment Lists

Students must be enrolled in both the VCAL Certificate and the relevant VCAL units.

The following reports should also be run:

* STUDENT PROGRAM > VCAL Reports > Units Delivered by other Providers
* STUDENT PROGRAM > VCAL Reports > Non Home School Certificate Enrolment
* STUDENT PROGRAM > VCAL Reports > Non Home School Unit Enrolments