Last day for VCE Unit 3–4 sequences and scored VCE VET Unit 3–4 Enrolments 2022

VCE, VET and VCAL Student Eligibility Checklist

VCE Checklist

The following reports should be printed and checked for accuracy:

**STUDENT ADMIN > Student Full Details Report**

**STUDENT PROGRAM > VCE Reports > Class Lists**

**STUDENT PROGRAM > VCE Reports > Students Assessed Elsewhere**

**STUDENT PROGRAM > Student Program Enquiries Reports > Student Level program by Block**

Advice for Assessing Schools (particularly Single Study Language providers and VSL schools)

All schools, including Single Study Language and VSL schools, MUST run the ‘Students Not Allocated to Classes’ report using the menu: **Student Program > Student Program Enquiries Report > Students Not Allocated to Classes**. It is essential that this report is checked and actioned by the due date of Monday 9 May 2022 particularly where the report sub-heading states that ‘ASSESSING SCHOOL (YOUR SCHOOL) MUST ENTER CLASS CODE - VCE.

The menus: **Student Program > VCE > Change Student Class Code** or **Student Program > VCE > Enrolment** can be used to allocate students to a class for each Unit for which they are enrolled.

MC043/4 Music Performance and MC053/4 Music Investigation: instrument codes

Schools are advised to check that all of their students completing VCE Music Performance or VCE Music Investigation at Unit 3/4 level in 2022 have been enrolled on VASS with the correct instrument focus area code.

Students intending to present for the performance examination (in either study) as a **Soloist** must have the correct instrument selected in the Focus Area field in the VCE Enrolment maintenance screen on VASS.

Students intending to present for the performance examination (in either study) as a **member of a** **Group** must have the instrument focus code **GR – GROUP** **PERFORMANCE** selected in the Focus Area field in the VCE Enrolment maintenance screen on VASS.

**Note.** An instrument focus area code of **AA – ALT/INST (Alternative Instrument)** should only be selected where prior written approval has been granted by VCAA.

Enrolment Data for VCE Music Performance and VCE Music Investigation at Unit 3-4 level is used to determine and to finalise Student Assessment timetables. It is critical that the enrolment data is accurate by the Monday 9 May 2022 deadline.

To produce a list of students and their musical instruments for checking by the class teacher use the menu: **STUDENT PROGRAM > VCE Reports > Class Lists**. Change the Report Type to ***Detailed list on Screen*** and click on the **[Run VCE Class List Report]** button.

Enrolment in VCE Second Language, Units 3 and 4

Unless prior approval has been granted by the VCAA, a student CANNOTbe enrolled in any of the following VCE Second Languages:

* LO313/4 (Vietnamese Second Language)
* LO393/4 (Chinese Second Language 3/4)
* LO483/4 (Chinese Second Language Advanced 3/4)
* LO573/4 (Chinese Language, Culture and Society)
* LO403/4 (Indonesian Second Language 3/4)
* LO473/4 (Korean Second Language 3/4)
* LO463/4 (Japanese Second Language 3/4).

A report of students Second Language application status may be produced using the menu: **Student PROGRAM** **> VCE Reports > Second Language Applications**.

Record VCE Modern Language status

The new VASS screen, **Record VCE Modern Language Status** is available for schools to record the status for students enrolling in VCE Modern Languages.

**STUDENT PROGRAM > VCE > Record VCE Modern Languages**

Home Schools will need to ensure that each student enrolled in a VCE Modern Language Unit 3 - 4 sequence has a Language Learner status recorded on VASS before **COB Monday 9 May 2022**.

A Language Learner Status of either First or Second will be automatically calculated when the Education years and months (of schooling where the language was the main language of instruction) is entered and stored.

Students will have recorded the number of Education Years and Months of schooling where the language was the main language of instruction on the Declaration for enrolment in VCE Modern Languages Units 3 and 4 form.

For further instructions on this process, please download the document VCE Modern Languages Quick Guide from the VASS downloads

Students Without a Program

A list of students with no VCE, VCAL or VET in Schools enrolments for this year and a course code of VCE may be produced using the menu: **Student Program > Student Program Enquiries Reports > Students Without a Program**. Any students appearing on the report who are undertaking VCE, VCAL or VET studies this year, must have their enrolments entered by the relevant closing dates. Any Year 10 students appearing on the report who are not undertaking a program in 2022 should have their course code changed to ‘**PDO’** using menu **STUDENT ADMIN > Change Student Course Code.** Year 10 students with a course code of ‘**VCE’** but no enrolment will not be available in the rollover process next year.

Deleting Non-Current Students from 2022 VASS Database

Year 11 and 12 Students appearing on the Students Without a Program Report who are not at your school this year may be deleted from your 2022 VASS database by entering an Exit Date in menu **Student ADMIN** **> Student Exit > Student Exit** clicking on **[Save]** then [**Delete**]. This process will assist schools in maintaining a current student database.

VCAL Checklist

The following reports should be printed and checked for accuracy:

**STUDENT PROGRAM > VCAL Reports > Certificate Enrolment Lists**

**STUDENT PROGRAM > VCAL Reports > Class Lists** Students must be enrolled in both the VCAL Certificate and the relevant VCAL Units.

**STUDENT PROGRAM > VCAL Reports > Units Delivered by Other Providers**

**STUDENT PROGRAM > VCAL Reports > Non-Home School Certificate Enrolments**

**STUDENT PROGRAM > VCAL Reports > Non-Home School Unit Enrolments.**

VET Checklist

**STUDENT PROGRAM > VET Reports > Certificate Enrolment Lists.**

Students must be enrolled in both the VET Certificate and the relevant Units of Competence.

**Note:** Check that the figure in the *UoC Count* column is not (0) zero as this means that that you have not enrolled the student into any Units of Competence and the student enrolment is incomplete.

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

Student Eligibility to Complete VCE, VET & VCAL Programs

Since 2018 the minimum requirement for satisfactory completion of the VCE is 16 units, which must include:

* three units from the English group, **including a Unit 3–4 sequence**
* at least three sequences of Unit 3–4 studies other than English, which may include any number of English sequences once the English requirement has been met.

The reports will identify students **not eligible** to complete their programs this year and the reason why. These irregularities must be investigated and actioned **immediately.**

VCE Eligibility

The Eligibility Report MUST be run for all **Year 12** students intending to complete their VCE this year using the menu: **Student Program > VCE Reports > VCE Student Eligibility.**

The Eligibility programs **MUST** be rerun whenever enrolment changes are made or following the entry of ‘N’ or ‘J’ results, in particular for VCE English group studies unit 3 results, as it is highly likely that this will affect students’ eligibility to complete their VCE in 2022.

How to read the eligibility report

The existing field ‘**English Units**’ changed in 2018 to become ‘**Contributing English Units**’.

‘**Contributing English Units**’ can have the value 0, 1, 2 or 3 as follows:

**Where report count is 0**

Student has no English at all.

‘Student does not have English units or sequence’

**Where report count is 1**

Student has at least one unit of English at 1–2 level or 3–4 level but does not have a sequence. ‘Student does not have English sequence’

**Where report count is 2**

Student has a sequence of English but does not have any other English unit at 1–2 or 3–4 level. ‘Student does not have sufficient English units’

**Where report count is 3**

Meets the English requirement for three units from the English Group including a Unit 3–4 sequence. The report will never display more than 3, even if the student has completed more than three units. English units completed in excess of the English requirement will contribute toward the 16 units or sequence other than English counts.

VCAL Eligibility

The Eligibility Report **MUST** be run for students in any year level who intend to complete a VCAL Certificate this year using the menu: **STUDENT PROGRAM > VCAL Reports > Student Eligibility**. Students identified as Not Eligible to complete (Eligible? N) will also have displayed the requirements not satisfied. These MUSTbe investigated. This should be a priority if the student intends to complete VCAL in 2022.

VET (VE1/VE2) Eligibility

The Eligibility Report can be run for all students in any year level who intend to complete a VET (VE1/VE2) Certificate this year using the menu: **Student Program > VET Reports > VET Student Eligibility.**