Initial enrolment instuctions

2023

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Information relating to the VCE includes the Vocational Major (VM), unless otherwise stated.

Please note:

* students can be awarded only one secondary certificate in a single academic year – either the VCE or the Vocational Pathways Certificate (VPC) or Intermediate VCAL
* students cannot be awarded more than one secondary certificate using the same program of study.

VCE

A VCE program can include a combination of:

* VCE units
* units of competency (UoCs) from nationally recognised VET
* Higher Education Studies (HES) units.

VCE VM

A VCE VM program can include a combination of:

* VCE units
* VM units
* structured workplace learning (SWL)
* UoCs from nationally recognised VET
* VCAL Senior units. In 2023, a phased ‘teach out’ of Senior VCAL units is being offered. They are available for enrolment through menu: SCHOOL PROGRAM > VCE > UNITS TO BE ASSESSED.

Senior VCAL units

* VL033 LITERACY SKILLS READ WRITING (VCALS) 3
* VL034 LITERACY SKILLS ORAL COMM (VCALS) 4
* VN043 NUMERACY SKILLS (VCALS) 3
* VN044 NUMERACY SKILLS (VCALS) 4
* VN051 ADVANCED NUMERACY SKILLS (VCALS) 1
* VP063 PERSONAL DEVELOPMENT SKILLS (VCALS) 3
* VP064 PERSONAL DEVELOPMENT SKILLS (VCALS) 4
* VW073 WORK RELATED SKILLS (VCALS) 3
* VW074 WORK RELATED SKILLS (VCALS) 4
* VS081 PORTFOLIO ENHANCE & PRESENT (VCALS) 1
* VS091 SKILLS FOR FURTHER STUDY (VCALS) 1

VPC

A VPC program can include a combination of:

* VPC units
* VCE units
* VM units
* SWL
* UoCs from nationally recognised VET.

VCAL Intermediate

Students who were previously enroled in Foundation or Intermediate VCAL in 2022 can enrol in a VCAL Intermediate (VCAL-INT) program in 2023.

Senior VCAL units can contribute to the award of the Intermediate VCAL.

A VCAL-INT program can include a combination of:

* VCE units
* VM units
* SWL
* UoCs from nationally recognised VET
* VCAL Intermediate units
* VCAL Senior units.

Structured workplace learning

In 2023, SWL study will be available for enrolment for VCE, VPC and VCAL Intermediate providers authorised to deliver SWL. More information will be published in a future notice to schools.

Satellite and community programs

From 2023, satellite and community programs are no longer available for set-up as specific certificates on VASS. Authorised satellite and community providers should enrol and deliver as part of a mainstream program. Established arrangements with the Department of Education remain unchanged.

Checklist of important steps for 2023 enrolments

The checklist may be downloaded using the menu SYSTEM ADMIN > Downloads. The checklist is a very useful document as it sets out important steps, tips and advice to help VASS administrators prepare Initial Enrolment data.

School details

VASS administrators should check their school details using the menu SCHOOL ADMIN > Modify School Details. If the information is correct, click on the [Confirm Details] button. If the information needs updating, make and [Save] the required changes then click on the [Confirm Details] button. The confirmed school information will be used to send information to your school’s postal and email addresses.

School program set-up

It is critical that all VCE providers, including single-study language schools, select only the VCE and/or VM units they will be offering and assessing using the menu SCHOOL PROGRAM > VCE > Select Units to be Assessed. Home schools should not include units being assessed by other schools, as this incorrectly indicates that you are offering and assessing these units.

The assessing school is the school responsible for providing the assessment and is responsible for fulfilling the requirements of the school-based assessment audit. The assessing school is usually, but not always, the home school. Where students are undertaking a unit at another school, this is known as their assessing school.

If the assessing school code is unable to be selected in VASS, the home school cannot continue the enrolment by selecting themselves as the provider. If the enrolment cannot be finalised following the Initial Enrolment date, email Student Records and Results.

VCE and VM unit classes must be set up before enrolments can take place through the menu SCHOOL PROGRAM > VCE > ADD/MODIFY CLASS. Multiple classes for the same unit can be set up, if required.

Home shools should set up classes for units being assessed elsewhere.

VPC and VCAL Intermediate providers can select certificates using the menu SCHOOL PROGRAM > VPC/VCAL > SELECT CERTIFICATES TO BE OFFERED, followed by SCHOOL PROGRAM > VPC/VCAL > ADD/MODIFY CERTIFICATE PROVIDERS.

VPC and VCAL units can be set up by using the menu SCHOOL PROGRAM > VPC/VCAL > SELECT UNITS TO BE OFFERED, followed by SCHOOL PROGRAM > VPC/VCAL > ADD/MODIFY UNIT PROVIDERS.

Importing data into VASS

Schools importing student personal details and student programs into VASS must ensure the data meets the required file definitions as specified in the Help file in the Student Imports screens. Schools are advised to read these documents before attempting to import data into VASS.

During the import process, VASS will attempt to match the student’s record details with student records already on the VCAA central database. This is to avoid the creation of duplicate student records. If the new student’s details match an existing student on any three of the four criteria (surname, first name, date of birth, gender), the incoming student will be placed on the Import Hold Table. These students have not been allocated a student number but have the word ‘IMPORT’instead.

A student details record that has been created with the VCAA student number shown as ‘IMPORT’ cannot be enroled in a VCE, VPC or VCAL Intermediate program until a student number has been allocated to the record. The method of processing these students is described in the Help files.

When Year 10 student details are imported into VASS, all permissions and consents default to NO, except for the general declaration.

Permissions and consents can be modified by going to STUDENT ADMIN > Student Consent > Change Student Consents or in the Modify Student Personal Details screen.

Matching student data

When a student’s personal details are added using the STUDENT ADMIN > Add Student menu, VASS will attempt to match the student’s record details with student records already on the VCAA central database. This is to avoid the creation of duplicate student records. If the new student’s details match an existing student on any three of the four criteria (surname, first name, date of birth, gender), a ‘Student Search Results’ dialogue box will appear.

The details of potential student matches will be displayed. The listed students should be studied carefully to ensure that the new student being created is not already on the database. Do not click on the [OK] button unless you are absolutely certain that the student details you have entered and the student displayed are the same student; otherwise, click on the [Save as New Student] button. If unsure, click on the [Pending] button and contact Student Records and Results for advice.

Student personal email addresses can be entered on VASS which enables students to receive their final results by email. Student email addresses must be personal email addresses nominated by the student.

The VCAA requests schools to ensure student email addresses are functional by testing each address and confirming by student email response, this must be undertaken to avoid student results being sent to the incorrect recipient.

Transferring students

The Student Record must exist on your 2023 VASS database before you can transfer to another school using the menu STUDENT ADMIN > Student Transfer > Transfer Student.

English as an Additional Language EN093/4

Students who meet the eligibility criteria for English as an Additional Language (EAL) should have their ‘Eligible for EAL status’ set to ‘Approved’ using the menu STUDENT ADMIN > Modify Student Personal Details.

VASS will only allow a student with an ‘Approved’ EAL status to be enroled in EN093/4 (English EAL 3/4).

Schools must ensure all EAL students are correctly enroled in their chosen English study. Flagging a student as approved for EAL does not automatically enrol them into EN093/4. Schools can check Students EAL status using the menu STUDENT ADMIN > Other Student Reports > Student EAL Status.

Second Language enrolments in Units 3−4

Students cannot be enroled in Units 3 and 4 these studies without prior approval of Student Records and Results:

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

Schools can check the status of Second Language applications using the menu STUDENT PROGRAM > VCE Reports > Second Language Applications.

If a student meets the criteria for any of these studies, and approval has not yet been sought, the appropriate form must be accessed from the downloads section of VASS and forwarded to Student Records and Results for approval. The student must complete ALL pages of the application form. The 2023 Second Language applications can be downloaded using the menu SYSTEM ADMIN > Downloads. All relevant documentation must also accompany the application.

Student programs should be checked carefully where students have undertaken more than one VCE Language to ensure that equivalence is not occurring and Victorian Tertiary Admissions Centre rules for ATAR calculation contribution are considered.

Schools can check the status of VCE study equivalencies by running Student Eligibility and ensuring enroled studies do not share the same qualification codes, using the menu STUDENT PROGRAM > VCE Reports > Student Eligibility Report.

VCE Modern Languages

For all other VCE language studies at Unit 3-4 level that do not have separate study designs, schools will need to ensure students complete a VCE Modern Languages Student Declaration form. The form can be downloaded from VASS. The form needs to be completed by the student, certified by the principal and retained by the school. Schools must record the students’ language learner status on VASS before the enrolment cut-off date for VCE Units 3 and 4 using the menu STUDENT PROGRAM > VCE > Record Modern Language Status.

Schools can check a student’s Modern Language status using the menu STUDENT PROGRAM > VCE Reports > Modern Language Status.

For more information, go to [Enrolment in VCE Modern Languages](https://www.vcaa.vic.edu.au/administration/schooladministration/Pages/EnrolmentinVCEModernLanguages.aspx) on the VCAA website.

VCE Dance enrolments

As private dance providers do not have access to VASS, home schools are responsible for enroling students in Dance with the private dance provider as the assessing school. The home school is also responsible for the entry of results and coursework scores. Students can be allocated to a class for each unit for which they are enroled using either of the menus:

STUDENT PROGRAM > VCE > Enrolment

STUDENT PROGRAM > VCE > Change Student Class Code.

Important advice for VCE assessing schools including single study language providers

It is imperative that the correct assessing school is selected when a student is undertaking a VCE study outside their home school.

In order to assist schools in the 2023 VCE enrolment process, the VCAA has selected all authorised VCE language units for active single study language providers.

Enrolments are not complete until each student is allocated to a class by both their home and assessing school. Therefore, schools (including single study language providers 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 several times before 2 May, which is the last day for VCE Units 3 and 4 and VCE VET scored Units 3 and 4 enrolments. Assessing schools can enrol students into VCE units, providing the VCAA student number is known. However, assessing schools, such as single study language or VSL schools, are requested not to create student personal details records because this may result in duplicate records being created on the VCAA’s central database.

It is strongly recommended that assessing schools liaise closely with the student’s home school on all enrolment matters.

Eligibility reports

Eligibility reports for VCE, VPC or VCAL Intermediate programs are currently unavailable while development work is being completed to accommodate the new recognition arrangements for VET within the VCE (see VET in Schools).

Eligibility reports are expected to be available in mid-April.

Completion of VCE and VCE VET units without the calculation of a study score

Schools are encouraged to support all students enroled in the VCE to undertake scored assessment, where relevant. Scored assessment provides students with a more detailed record of student achievement and is the best way to maximise pathways to further education and employment opportunities.

The VCE provides the flexibility to satisfactorily complete units without being assessed for levels of achievement in all or any graded assessments (a minimum of two graded assessment scores are required to achieve a study score).

In some cases, where students are at risk of not completing or have other valid reasons for not undertaking scored assessment, a school may advise them to undertake one or more VCE units without being assessed for levels of achievement in those units and to not sit examinations. Students must still undertake all requirements of the outcomes specified for the unit, which may include school-based assessment. All graded assessment will be entered as NA (not assessed) on VASS. In this case, a study score will not be calculated. Schools are well placed to advise parents, guardians and students where a student may benefit from this option. It is important, however, that when students, with support from their parent or guardian, make the decision to complete a unit without a study score, schools communicate the implications of this decision to all parties.

Other VASS reports

Schools are also advised to run and action the following reports:

* STUDENT ADMIN > Other Student Reports > Duplicate Student Search
* STUDENT PROGRAM > Student Program Enquiries Reports > Students Not Allocated to Classes
* STUDENT PROGRAM > Student Program Enquiries Reports > Students Without a Program.

VET in schools

In recent years, VET programs have undergone a review and certificate types.

VE1 – VCE VET Program (previously VES)

VE2 – SBAT (previously NAP)

VE3 – Other VET (previously VFE)

Before a student can be enroled in a VET program, the following steps must be taken:

1. The certificate and certificate type must be selected.
2. The registered training organisation(s) (RTO) must be selected for each certificate.
3. The Assessing Group must be selected for the certificate.

An Assessing Group can be any of the following:

1. Home school – teacher delivers VET curriculum and administers scored assessment
2. RTO – students attend TAFE/RTO for delivery of VET curriculum and scored assessment
3. Other – a VET cluster agreement exists between schools, where students attend another school for the delivery and administration of VET curriculum/scored assessment.

Classes for the units of competence must be set up.

The RTO is a mandatory field when enroling students in VET certificates. A student cannot be enroled in a VET certificate without the RTO information being provided. Once a student has been enroled in a VET certificate, the RTO can be modified but not omitted. The Add/Modify RTOs function can be accessed using the menu SCHOOL PROGRAM > VET > Add/Modify RTO/Classes.

If the required RTO for a VET certificate is not available on VASS, contact Student Records and Results before proceeding with enrolments in that VET certificate.

Enrolments in UoCs from scored VCE VET Unit 3–4 sequences must be finalised by 2 May, which is last day for VCE Units 3 and 4 and VCE VET scored Units 3 and 4 UOC enrolments.

A ‘VALID’ Assessment Plan is required for students intending to complete scored assessment (i.e., access the study score) in 2023.

Recognition arrangements for VET within the VCE

From 2023 there will be new recognition arrangements for VET undertaken by VCE students.

Unit allocation is currently being finalised and contribution applied to student programs, which will be displayed on student eligibility reports when they are made available.

Students need to accrue two units of credit following the completion of UoCs to the total of 180 nominal hours drawn from multiple VET qualifications.

Students wishing to achieve a Unit 3–4 sequence from VCE VET programs other than the identified scored sequence will be required to complete 360 nominal hours of training if they either:

* complete 180 nominal hours of training from a single or from multiple qualifications and then change to another single qualification (from the same industry as any completed training) and complete a further 180 nominal hours of training, as long as that qualification contains a Unit 3–4 sequence
* complete 180 nominal hours of training from a single or from multiple qualifications and complete a further 180 nominal hours of training from an SBAT in a single qualification containing a Unit 3–4 sequence.

VET reports

Schools are advised to run the following reports, where applicable:

* STUDENT PROGRAM > VET Reports > Certificate UoC Structure Report
* STUDENT ADMIN > Student Full Details Report (select VET Students only)
* STUDENT PROGRAM > VET Reports > Certificate Enrolment Lists.

More information

Schools are encouraged to use the ‘Help’ button on the appropriate screen for information regarding the use of specific VASS menus and functions.

VASS Operations (for VASS queries)  
tel.:1800 623 681  
email: [vass.support@education.vic.gov.au](mailto:vass.support@education.vic.gov.au).

Student Records and Results (for enrolment queries)  
tel.: 9032 1756 or 9032 1755  
email: [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au)