Student eligibility to complete VCE, VPC and VCAL programs

VCE eligibility

The VCE 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 likely this will affect a student’s eligibility to complete their VCE in 2023.

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 provide the reason(s) why and must be investigated and actioned **immediately.**

How to read the VCE eligibility report

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

* Where report count is 0
* Student has no English units at all
* ‘Student does not have English units or a Unit 3-4 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 Unit 3-4 sequence
* ‘Student does not have an English Unit 3-4 sequence’
* Where report count is 2
* Student has a Unit 3-4 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
* Student meets the English requirement for three units from the English Group including a Unit 3–4 sequence. The report will never display more than three, 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.

Please note, the VCE eligibility report does not currently cater for students who are combining previously undertaken Senior VCAL unit - that did not contribute to the satisfactory completion of a certificate - and specific VCE unit combinations to achieve a Unit 3-4 sequence. For further detail please refer to the [**What counts as a Unit 3 and 4 sequence fact sheet**](https://www.vcaa.vic.edu.au/Documents/sscr/factsheets/VCAA001-04-Factsheet2.docx)

Where a school believes a student should be eligible to achieve the VCE but the student is listed as ineligible, the student’s enrolment **must** be investigated. If after investigation a school still believes that the student should be eligible to achieve the VCE, SRRU **must** be contacted for advice.

For students enrolled in a VCE VM program, the VCE eligibility report can be run to determine whether they will meet the requirements of the VCE.

All students enrolled in a VCE VM program must, by definition, meet the requirements of the VCE (as outlined above) before they can meet the requirements of the VCE VM.

VPC eligibility

The eligibility report **MUST** be run for students in any year level who intend to complete the VPC Certificate this year using the menu: **STUDENT PROGRAM > VPC/VCAL Reports > Student Eligibility**. Students identified as Not Eligible to complete (Eligible? N) will also list the reason(s) why.

VCAL Intermediate 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 > VPC/VCAL Reports > Student Eligibility**. Students identified as Not Eligible to complete (Eligible? N) will also list the reason(s) why.

Deleting non-current students from 2023 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 2023 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.