**Initial Enrolment Data 2024**

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

* Please be aware that: students can only be awarded one secondary certificate, either Victorian Certificate of Education (VCE) or Vocational Pathways Certificate (VPC) in a single academic year
* students cannot be awarded more than one secondary certificate using the exact program of study

VCE

A VCE program can include a combination of:

* VCE units
* VM units (when a student is undertaking a VCE VM program)
* units of competency from nationally recognised VET.
* HES units
* Structured Workplace Learning (SWL)

VPC

A VPC program can include a combination of:

* VPC units
* VCE units
* VM units
* Structured Workplace Learning (SWL)
* units of competency from nationally recognised VET.

Structured Workplace Learning (SWL)

In 2024 the Structured Workplace Learning (SWL) VCE units will be available for enrolment via application to Student Records and Results. Students must be enrolled in a VCE VET (VE1) or SBAT (VE2) program prior to SWL unit enrolment.

Refer to Notice 174 [*Changes to Structured Workplace Learning for VET in 2024*](https://www.vcaa.vic.edu.au/administration/schooladministration/notices/2023/Pages/174.aspx)for delivery arrangement information.

Further information will be published in a future Notice to Schools detailing the 2024 enrolment application process.

Satellite and Community Arrangements

In 2024 Satellite and Community programs can be enrolled on VASS following authorised provider confirmation and set up.

Established arrangements with DE remain unchanged. Authorised Satellite and Community providers should enrol and deliver programs aligned with the students approved VCE or VPC program.

Satellite and Community enrolments will be identified by the selection of the partner/delivery provider in VASS. Satellite and Community partner/delivery providers will be allocated an additional dedicated VCAA provider number for this enrolment purpose.

Satellite and Community providers should work with their relevant DE regional office to progress 2024 delivery arrangements.

1. Checklist of important steps for 2024 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.

2. School details

VASS administrators are requested to check that all their schools’ details displayed using the menu SCHOOL ADMIN > Modify School Details are correct. 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.

3. 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 gives the VCAA and other schools the impression 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, please contact Student Records and Results on [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au)

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 Schools should set up classes for units being assessed elsewhere.

VPC providers can select Certificates using the menu SCHOOL PROGRAM > VPC > SELECT CERTIFICATES TO BE OFFERED followed by SCHOOL PROGRAM > VPC > ADD/MODIFY CERTIFICATE PROVIDERS

VPC Units can be set up by using the menu SCHOOL PROGRAM > VPC > SELECT UNITS TO BE OFFERED followed by SCHOOL PROGRAM > VPC > ADD/MODIFY UNIT PROVIDERS

4. Importing data into VASS

Schools importing Student Personal Details and Student Programs into VASS must ensure that 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 as program and class code set up is required before schools import student programs.

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 enrolled in a VCE or VPC program until a student number has been allocated to the record. The method of processing these students is described in the Help files. A *VASS Imports User Guide* has also been created to assist; this can be downloaded using the menu SYSTEM ADMIN > Downloads > searching key word “import”.

Please note: 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.

5. VCAA Student Personal Details and Declarations completion and Collection Notice

Schools must ensure that students have completed and signed the relevant VCAA Student Personal Details and Declarations form each year. These forms can be generated from VASS, pre-populated with student details for continuing students, or printed blank for new students.

The VCAA Collection Notice for VCE and VPC Students 2024 must be issued to students with the VCAA Student Personal Details and Declarations form to ensure students are aware of how their personal details are used and disclosed.

6. 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 VASS Operations on [vass.support@education.vic.gov.au](mailto:vass.support@education.vic.gov.au) 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.

7. Transferring students

The Student Record must exist on your 2024 VASS database before you can transfer to another school using the menu STUDENT ADMIN > Student Transfer > Transfer Student.

8. English as an Additional Language (EAL) EN093/4

Students who meet the eligibility criteria for 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 enrolled in EN093/4 (English EAL 3/4).

Schools must ensure that all EAL students are correctly enrolled 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.

9. Second Language Enrolments in Units 3−4

Students cannot be enrolled in LO393/4 (Chinese Second Language 3/4), LO483/4 (Chinese Second Language Advanced 3/4), LO573/4 (Chinese Language, Culture and Society 3/4) LO403/4 (Indonesian Second Language 3/4), LO473/4 (Korean Second Language 3/4), LO463/4 (Japanese Second Language 3/4) or LO313/4 (Vietnamese Second Language 3/4) until prior approval has been granted by the VCAA Student Records and Results Unit.

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. ALL pages of the application form must be completed by all students. All 2023 Second Language applications can be downloaded from VASS. 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 VTAC rules for ATAR calculation contribution are considered.

Schools can check the status of VCE Study equivalencies by running Student Eligibility and ensuring enrolled 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 units 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.

More information on Enrolment in VCE Modern Languages is available on the VCAA website here:

<https://www.vcaa.vic.edu.au/administration/schooladministration/Pages/EnrolmentinVCEModernLanguages.aspx>

10. VCE Dance enrolments

As private dance providers do not have access to VASS, home schools are responsible for enrolling 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 enrolled using either of the menus:

* STUDENT PROGRAM > VCE > Enrolment
* STUDENT PROGRAM > VCE > Change Student Class Code.

11. 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 2024 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 STUDENT PROGRAM > Student Program Enquiries Report > Students Not Allocated to Classes. It is essential that this report is checked and actioned several times before the Last day for VCE unit 3/4 & VCE VET scored unit 3/4 UOC enrolments due date of Tuesday 30 April 2024. 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 students’ home school on all enrolment matters.

12. Eligibility Reports

VCE and VCE VM 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**. For VCE VM students select **VCE VM** as the Certificate type in the parameter screen.

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 (which include VM Literacy) Unit 3 results, as it is likely this will affect a student’s eligibility to complete their VCE in 2024.

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.**

All students who are enrolled in a VCE VM program must meet the requirements of the VCE before they can achieve the VCE VM.

For VCE VM students who have completed VCAL Intermediate or Senior in 2022, the existing satisfactory completion rules for obtaining the VCE after completing a VCAL at Senior or Intermediate apply with the addition of the following requirement:

* One of the Unit 3-4 sequences required must be Work Related Skills
* One of the Unit 3-4 sequences required must be Personal Development Skills.

For students who have partially completed VCE, a VCAL certificate at any level or completed VCAL Foundation, the existing satisfactory completion rules for obtaining the VCE apply with the addition of the following requirements to obtain the VCE VM:

* 2 VCE VM Numeracy or VCE Mathematics units
* 2 VCE VM Work Related Skills units
* 2 VCE VM Personal Development Skills units
* 2 VET units at Certificate II level or above (180 nominal hours)

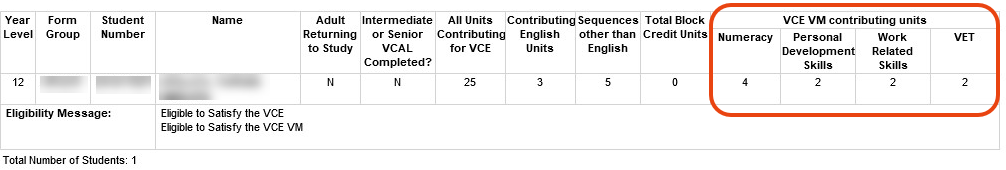
The VCE VM eligibility report will identify students **not eligible** to complete their programs this year and provide the reason(s) why which must be investigated and actioned **immediately.**

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.

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.

How to read the VCE VM eligibility report

**Contributing VCE VM Units**’ for each stream can have the value 0, 1 or 2 or above as follows:

* Where report count is 0 or 1
* Student has 0 or 1 units contributing to the required stream
* E.g., ‘Student does not have student does not have sufficient PERSONAL DEVELOPLMENT SKILLS units’
* ‘Ineligible to satisfy the VCE VM’
* Where report count is 2 or more in each required stream
* ‘Eligible to satisfy 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.

Deleting non-current students from 2024 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 2024 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.

13. Completion of VCE and VCE VET units without calculation of a study score

Schools are encouraged to support all students enrolled in the VCE, excluding students enrolled in the VCE VM, to undertake scored assessment. Scored assessment provides VCE students a more detailed record of what they have achieved and is the best way to maximise their employment opportunities and pathways to further education.

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

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 or sitting external assessment. Students must still undertake all requirements of the outcomes specified for the unit, including any school-based assessments. A teacher’s judgement on whether the student has satisfactorily achieved the outcomes for a study as determined by evidence gained through the assessment of a range of set work (learning activities) and assessment tasks (including school-based assessments) must be consistent for all students who are being assessed for levels of achievement in the study and those who are not.

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 or carers (and students in individual cases) where students may benefit from this option. However, when students, with support from parents or carers decide to complete a unit without a study score, it is important that schools communicate to all parties the greater number of pathways available when scored assessment is completed.

14. 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.

Contacts

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

* For queries about VASS, contact VASS Operations on 1800 623 681 or email: [vass.support@education.vic.gov.au](mailto:vass.support@education.vic.gov.au).
* For queries about enrolments contact Student Records and Results on (03) 9059 5257 or (03) 9084 8758 fax (03) 9032 1591 or email: [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au).