Last day for VCE Unit 4 or VCE VET scored unit 3 - 4 UoC withdrawal: 22 July

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 (VCE, VCE VM, VPC)
* Coursework scores,
* School-assessed Task scores
* VET UoC results
* VCE VET Assessment Tasks
* 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 any classes a student is enrolled in.
* 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, VPC and VET UoCs being assessed by other providers
* Students who are undertaking units with a different assessing school and are not allocated to classes.

It is the responsibility of both the home and assessing schools/providers to ensure students who appear on the Students Not Allocated to Classes report are assigned to classes.

3. Students without programs

‘STUDENT PROGRAM > Student Program Enquiries Report > Students Without Programs’ will report students on your 2024 VASS database who do not have any enrolments for 2023. Year 10 students with the Course Type ‘PDO’ (Personal Details Only) are not displayed on the report. Year 10 students with no enrolments for 2024 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, VCE VM, VET and VPC

Schools are reminded that the Eligibility programs **must** be run for those students expecting to complete VCE, VCE VM and VPC programs this year. This is to ensure that students expecting to complete their programs can do so with their current programs. Student eligibility reports should be run 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 and VCE VM eligibility

VCE Student Eligibility is checked 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.

VPC eligibility

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

The Eligibility Report **must** be run for students in any year level who intend to complete their VPC certificate this year. Students identified as Not Eligible to complete (Eligible? N) will also list the reason(s) why.. These will need to be investigated and amendments to a students program may be required.

6. VPC 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 > VPC Reports > Certificate Enrolment Lists

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

The following reports should also be run:

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