2025 Top Class Sound Application

**Preview** form

This document is a preview of the 2025 Top Class Sound Application form. The purpose of this document is to outline what is required for your application so that you can prepare before completing the form.

Application forms are completed using Survey Manager online forms. The link to the online form is listed on the [Top Class webpage](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/TopClass.aspx) on the VCAA website.

If you have access requirements that mean completing your application via Word document, video, audio or another method would work best, please email SEASONOFEXCELLENCE@EDUCATION.VIC.GOV.AU or call (03) 9059 5278.

Selection Criteria

Applicants must be enrolled in Units 3 and 4 of any of the following studies:

* VCE Music Composition
* VCE Music Inquiry
* VCE Music Contemporary Performance
* VCE Music Repertoire Performance
* VCE VET Music (Performance)
* VCE VET Music (Sound Production)

Selected works must:

* be an original composition created or performed for a graded assessment task in 2024
* be able to be presented in concert at an appropriate standard, either as a live performance or high-quality recording
* include copyright clearance if they include third-party content

Optional:

* prerecorded material and/or sound effects may be used with live performance

Selection Process

**VCE Music Composition or VCE Music Inquiry students**:

* Please do not complete an application
* Original compositions that received an A or A+ on the Externally-assessed Task are automatically considered for selection

**VCE Music Contemporary Performance, VCE Music Repertoire Performance, VCE VET Music (Performance) and VCE VET Music (Sound Production) students**:

* Please submit an application that meets the selection criteria

**All students:**

* A selection panel will review and shortlist all eligible exam recordings and applications in December 2024
* The VCAA will contact shortlisted students to confirm a high-quality recording or live performance of an appropriate standard can be organised
* Selected students will be invited to present their original work at Top Class Music and Sound in March 2025
* All applicants will be advised of the outcome of their application by late-December 2024

1. Application Guidelines

**Please have the following ready for submission:**

* your school principal and music teacher's name, phone number, and email address
* copyright clearance *(if required)*
* a Google Drive folder that contains:
	+ a recording of your composition
	+ a copy of your score, either handwritten or computer-generated
	+ up to 3 pages of annotations that describe the characteristics of the work

2. VCAA Privacy Statement and Collection Notice

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the Education and Training Reform Act 2006 (Vic). The VCAA collects the information requested in this form, which includes personal information within the meaning of the Privacy and Data Protection Act 2014 (Vic) for the purpose of facilitating and assessing your application for the VCE Season of Excellence. A third party contractor, SurveyManager, collects and stores the information requested on this form securely on its Australian-based servers on behalf of the VCAA. If you complete the requested information on this form and click on Submit application, the information will be transferred to the third party’s servers and accessed from there by the VCAA. Before deciding whether you wish to click on Submit application, you can review SurveyManager’s Privacy Statement here: <https://www.surveymanager.com.au/privacy-policy/>

If you click on the link to the third party’s Privacy Statement, you will leave the VCAA’s website and be redirected to the third party’s website. Please be aware that the third party uses cookies. You can set your browser to notify you when you receive a cookie and this will provide you with an opportunity to either accept or reject it in each instance. The application form uses persistent cookies, which enables you to return to the application to complete it in another session (within one week of commencement) if you use the same internet browser and computer each time. If your internet browser is set to block all cookies, you will not be able to use this ‘save and continue’ function.

The personal information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors and disclosed to members of the VCE Season of Excellence selection panel for and in connection with the abovementioned purpose. The selection panel will be comprised of chief assessors and experienced teachers. The personal information collected will not otherwise be used or disclosed by the VCAA, except with the prior consent of the individual, or if the VCAA is required or otherwise permitted by law to do so. When an individual’s personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. So if you provide personal information about another person as part of your response to the application form, please tell that person. If the requested personal information is not provided, the application may not be considered. An individual may request access to personal information the VCAA holds about them, if any, and request its correction if inaccurate.

Initial enquiries regarding access to personal information held by the VCAA in relation to the VCE Season of Excellence can be made by contacting VCAA Student Events at SEASONOFEXCELLENCE@EDUCATION.VIC.GOV.AU. The VCAA Privacy Policy can be found at: [www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx](http://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx).

* Yes, I agree to the VCAA Collection Notice

3. Applicant details

* VCAA student number

*This is an eight-digit number with a letter, e.g. 12345678A*

* First name
* Last name
* Email address

*This must be a personal email. Do not use your school email*

* Mobile number

4. School details

**Please enter the details for the school where you studied VCE Music.**

* School name
* School suburb
* Year level in 2024
* Teacher's name
* Teacher's email address

5. Please confirm your school sector, if known

* Government
* Catholic
* Independent
* Other, please specify

6. If your home school is different to the above, please let us know here

* Home school name
* Home school suburb

7. What are your pronouns?

* She / Her
* He / Him
* They / Them
* Other (please specify)

8. Do you identify as Aboriginal or Torres Strait Islander?

* Yes
* No
* Prefer not to say

9. Title of project

If successful, this text will be used for the Top Class Sound printed program. Please ensure all grammar, spelling, punctuation, and capitalisation is exactly as it should appear in print.

10. Name of composer/s

11. Study for which work was submitted for graded assessment

* VCE Music Contemporary Performance
* VCE Music Repertoire Performance
* VCE VET Music (Performance)
* VCE VET Music (Sound Production)

12. Please list all software used

*e.g. Sibelius, GarageBand, Finale*

13. Preferred presentation format

* Live
* Live with digital/multimedia content
* Video and audio recording
* Audio-only recording

If you selected ‘Live’ or ‘Live with digital/multimedia content’, answer questions 14 to 16.

If you selected ‘Video and audio recording’ or ‘Audio-only recording’, answer questions 17.

**Once you have completed the relevant section, proceed to question 18.**

LIVE PERFORMANCE

14. Number of performers on stage

15. Please list all instruments and quantity of each required for your piece

16. Will you be able to provide all the musicians required to perform your piece?

*If your musicians are teachers who are also professional musicians, please select 'Yes, they will be students and/or teachers'.*

* Yes, it’s just me
* Yes, they will be students and/or teachers
* Yes, they will be professional musicians
* No, I need the VCAA to source musicians

RECORDED PERFORMANCE

17. Is your recording created using virtual studio instruments or live musicians?

* Virtual studio instruments
* Live musicians
* Both
* Virtual studio instruments, and I intend to organise a recording with live musicians

18. Work Submission

**Please provide a link to a Google Drive folder containing the following 3 files:**

* A recording of your composition
* A copy of your score
	+ *This can be a scanned version of a handwritten score or a computer-generated score.*
* Up to three (3) pages of annotations that describe the characteristics of the composition
	+ *Please combine multiple pages into a single PDF.*

**Name all files using this convention:**

VCAA student number\_Study\_File description
*e.g. 12345678X\_VCE VET Music Industry\_Score*

**To ensure the panel can access the files in your Google Drive folder, please confirm the following are both true:**

* The link is from a personal Google Drive account, not a school or SharePoint account.
* The access on the Google Drive folder is set to ‘Anyone on the internet with the link can view’.

19. Copyright clearance

If your work includes any work which you didn't create yourself including audio material, video clips, images from publications, and logos, this is 'third-party' content. If you have used third-party content in the creation of your product, you must submit evidence of copyright clearance. Compositions submitted to Top Class Sound that include with third-party content and do not have copyright clearance cannot be considered for performance.

Please refer to the copyright guidelines for information on how to seek clearance: <https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/Copyright.aspx>.

**Does your work require copyright clearance?**

*This includes any material that you have not created (e.g. music, images, logos).*

* Yes
* No

20. If you answered ‘Yes’:

**In a single file, please attach:**

* documentation to show that copyright clearance for non-original material has been obtained for the period 1 January to 31 May 2025
* a copy of the email or letter sent to the copyright holder

**If you have used Creative Commons or public domain material, please provide:**

* the title of the track
* name of the artist
* the URL from which it was sourced

**Name the file using the following convention:**

VCAA student number\_Study\_Copyright

*e.g. 12345678X\_VCE VET Music Industry\_Copyright clearance*

21. Declaration

I agree that the work submitted in this application will be available for performance in March 2025.

I agree that if required I will source required musicians, arrange sufficient rehearsal times and liaise with VCAA staff for an appropriate rehearsal for them to attend.

I declare that all resource materials and assistance in the creation of my work has been appropriately acknowledged and that all unacknowledged work is my own.

I have read and understood the copyright guidelines on the Season webpage, including information on moral rights and, if necessary, have attached documentation of copyright clearance.

* I understand and accept the above declaration