General advice on the VCE VM & VPC Curriculum & Assessment Audit

Senior secondary education providers (including schools and non-school providers delivering VCE Vocational Major (VCE VM) and Victorian Pathways Certificate (VPC) studies must deliver these courses to the standards established by the VCAA and ensure the integrity of student assessments.

For the VCE VM, the standards and requirements are set by the VCAA through the [VCE VM study designs](https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/Pages/VCEVMStudyDesigns.aspx) and the [*VCE Assessment Principles*](https://www.vcaa.vic.edu.au/Documents/vce/VCEassessmentprinciples.docx). Administrative standards and requirements for the delivery and assessment of the VCE VM are set out in the [*VCE Administrative Handbook*](https://www.vcaa.vic.edu.au/administration/vce-handbook/Pages/index.aspx).

For the VPC, the standards and requirements are set by the VCAA through the [VPC curriculum designs](https://www.vcaa.vic.edu.au/curriculum/VPC/VPCCurriculumDesigns/Pages/Index.aspx) and the [VPC assessment principles](https://www.vcaa.vic.edu.au/Documents/VictorianPathwaysCertificate/VPCAssessmentPrinciples.docx). Administrative standards and requirements for the delivery and assessment of the VPC are set out in the [VPC Administrative Handbook](https://www.vcaa.vic.edu.au/administration/vpc-handbook/Pages/index.aspx).

The purpose of the VCE VM and VPC Curriculum and Assessment Audit is to ensure providers are delivering the studies and conducting student assessments according to these standards and requirements.

Notification

The VCAA will notify providers selected for audit of VCE VM and VPC studies via email on the audit commencement date with:

* details of the VCE VM or VPC study for which the provider has been selected for audit
* instructions regarding the audit process.

The notification will be sent to the email address nominated in VASS by the provider.

Providers selected for audit must acknowledge receipt of their audit notification.

Key dates pertaining to the audit are published on the [VCE VM and VPC Curriculum and Assessment Audit webpage](https://www.vcaa.vic.edu.au/administration/schooladministration/Pages/VCEVMandVPCAudit.aspx).

Process

The VCAA selects 10% of providers with enrolments in each VCE VM and VPC study for audit. If, in a given year, your school/organisation has not been issued a VCE VM or VPC audit notification, it will not be required to undertake a VCE VM or VPC audit in that year.

Selected providers will be audited for Units 1 and 2 or Units 3 and 4 in one VCE VM or VPC study. Each audit submission must address and include evidence of the following elements:

* The Curriculum and Assessment Plan for the applicable units
* Two assessment tasks
* School policy regarding:
* Satisfactory completion of a VM or VPC unit
* Authentication of student work
* Management of eligibility for satisfactory completion of the VCE VM or VPC
* Special provision for VCE VM or VPC studies

The VCE VM and VPC Curriculum and Assessment Audit requires teachers, on behalf of their school/organisation, to complete an online study-specific audit questionnaire. A link to the relevant questionnaire is included in the audit notification email issued on the audit commencement date.

Audit submissions are assessed by State Reviewers appointed by the VCAA. The information and materials submitted by providers through the audit questionnaire enable the VCAA to determine if the delivery and assessment of VCE VM and VPC studies meets VCAA minimum standards and requirements.

Teachers who are completing the audit questionnaire are encouraged to refer to the reference materials provided in their audit notification email.

**Technical Difficulties:** Teachers experiencing technical difficulties with the online audit questionnaire may contact the VCAA’s Applied Learning Unit for assistance at: vcca.applied.learning@education.vic.gov.au.

Outcomes

At the conclusion of the audit, providers will receive an audit outcome report (AOR) summarising, which summarises their audit findings and may include recommendations for improvement. Providers will also receive the coursework audit record (CAR) used to determine their audit outcome. This details the individual standards and requirements against which their audit submission has been assessed.

Once they have received their AOR and CAR, providers are invited to discuss their audit outcome with a VCAA representative. This will provide an opportunity to discuss implementation of the VCE VM and/or VPC in their setting and identify any areas in which the VCAA may be able to provide additional support, guidance or advice.

Where a provider does not meet VCAA standards and/or requirements at the conclusion of an audit cycle, the VCAA will support the teacher/s of the study to guide them through the requirements as set out in the relevant VCE VM study design or VPC curriculum design, administrative handbook and assessment principles. The provider will be re-audited for the same study in the following audit cycle.

In the event that a provider refuses to comply with audit requirements as requested, the VCAA may contact the Principal/CEO. In the event of serious irregularity, the VCAA will determine whether and what further action will apply.

Further information

Enquires about the VCE VM and VPC Curriculum and Assessment Audit may be directed to the VCAA’s Applied Learning Unit at vcca.applied.learning@education.vic.gov.au.

Resources for Assessment

The information contained in this document should be read in conjunction with the following materials available on the VCAA website:

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| Resource | Link/Location |
| **VCE Vocational Major** |
| VCE VM study designs and *Advice for teachers* | [www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/Pages/VCEVMStudyDesigns](https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/Pages/VCEVMStudyDesigns.aspx) |
| *VCE Administrative Handbook* | [www.vcaa.vic.edu.au/administration/vce-handbook](https://www.vcaa.vic.edu.au/administration/vce-handbook/Pages/index.aspx) |
| VCE assessment principles | [www.vcaa.vic.edu.au/Documents/vce/VCEassessmentprinciples.docx](https://www.vcaa.vic.edu.au/Documents/vce/VCEassessmentprinciples.docx) |
| **Victorian Pathways Certificate** |
| VPC Curriculum Design and *Advice for teachers* | [www.vcaa.vic.edu.au/curriculum/VPC/VPCCurriculumDesigns](https://www.vcaa.vic.edu.au/curriculum/VPC/VPCCurriculumDesigns/Pages/Index.aspx) |
| *VPC Administrative Handbook* | [www.vcaa.vic.edu.au/administration/vpc-handbook](https://www.vcaa.vic.edu.au/administration/vpc-handbook/Pages/index.aspx) |
| VPC assessment principles | [www.vcaa.vic.edu.au/Documents/VictorianPathwaysCertificate/VPCAssessmentPrinciples.docx](https://www.vcaa.vic.edu.au/Documents/VictorianPathwaysCertificate/VPCAssessmentPrinciples.docx)  |
| **General** |
| *VCAA Bulletins*  | [www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/bulletin/Pages/index.aspx](http://www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/bulletin/Pages/index.aspx) |
| VCAA Notices to Schools | [www.vcaa.vic.edu.au/administration/schooladministration/notices/Pages/index.aspx](https://www.vcaa.vic.edu.au/administration/schooladministration/notices/Pages/index.aspx) |