VCE Vocational Major Flexible Delivery Program Application

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Instructions

In completing this application, providers must address the following criteria*:*

1. The applicant is a registered VCE provider with proven experience delivering VCE and/or vocational and applied learning programs
2. The provider has identified the accredited unit/s of VCE VM studies it intends to offer on the Flexible Delivery Program
3. The provider is able to demonstrate capacity to meet the requirements for the design and delivery of units on the Flexible Delivery Program
4. The provider has considered the requirements for satisfactory completion of the VCE
5. The provider has nominated a Flexible Delivery Program Coordinator VASS coordinator

The provider must provide enough detail in the application to demonstrate that these criteria can be satisfied.

Before completing this application providers should read the [VCE VM Flexible Delivery Program Criteria and Requirements](https://www.vcaa.vic.edu.au/Documents/vce/VCEVMFlexibleDeliveryProgramCriteriaandRrequirements.docx)*.*

Please ensure that completed applications are emailed to the VCAA no later than **Friday 10 May 2024.** vcaa.permissions@education.vic.gov.au.

Please email the VCAA at this address if your school cannot meet these deadlines.

1. VCE provider details

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| Provider name:  |
| VRQA Registration No:  | Expiry date (if applicable):  |
| VCAA Provider No:  |
| Contact name(s):  |
| Contact telephone number:  | Contact email:  |

1. VCE VM units to be offered

Extended Delivery

Apply to deliver the VCE VM using the Flexible Delivery Program’s Extended Delivery option if you wish to:

* deliver a single VCE VM unit across more than one semester
* commence delivery of a VCE VM unit during a semester and continue in the following semester, including over multiple calendar years.

VCE VM units

Please list below the VCE VM unit/s intended to be offered through the Flexible Delivery Program’s Extended Delivery option:

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| --- | --- | --- | --- | --- | --- |
| VCE VM Study  | Unit/s  | Year and Semester of commencement | Anticipated Year/Semester of certification | Description of how the unit will be delivered | Anticipated number of students |
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Student details

Please provide details of student/s identified as intending to be enrolled in these unit/s (if this information is available at this time). Note, that for flexible delivery of Units 3 and 4 of VCE VM studies, predicted student enrolment numbers in Units 3 and 4 studies are essential for VCAA administrative purposes.

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| --- | --- | --- |
| VCAA Student Number  | Student First Name | Student Surname |
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Mid-year entry

Apply to deliver the VCE VM using the Flexible Delivery Program’s Mid-year Entry option if you wish to deliver Unit 3 in Semester 2 2024 and Unit 4 in Semester 1 2025 within the standard time frame (12 months).

VCE VM units

Please list below the VCE VM unit/s intended to be offered through the Flexible Delivery Program’s Mid-year commencement option:

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| --- | --- | --- | --- | --- | --- |
| VCE VM Study  | Unit/s  | Year and Semester of commencement | Anticipated Year/Semester of certification | Description of how the unit will be delivered | Anticipated number of students |
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Student details

Please provide details of student/s identified as intending to be enrolled in these studies (if this information is available at this time). Note, that for flexible delivery of Units 3 and 4 of VCE VM studies, predicted student enrolment numbers in Units 3 and 4 studies are essential for VCAA administrative purposes.

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| VCAA Student Number  | Student First Name | Student Surname |
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1. Capacity to design and deliver the VCE VM on a Flexible Delivery Program

Please confirm that this application includes documentary evidence that demonstrates:

☐ provision of student counselling, support and management processes for delivery of the applicable VCE VM units on the Flexible Delivery Program

☐ provision of resources to support delivery of the applicable VCE VM units on the Flexible Delivery Program

☐ the proposed timeframe for the commencement of the applicable VCE VM units on the Flexible Delivery Program

☐ the rationale for offering units of applicable VCE VM studies on the Flexible Delivery Program.

Provide any other relevant information:

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1. Satisfactory completion of the VCE

This application includes documentary evidence that demonstrates:

☐ how units of VCE VM studies delivered on Flexible Delivery Program will enable students to meet VCE VM satisfactory completion requirements as outlined in the [*VCE* *Administrative Handbook*](https://www.vcaa.vic.edu.au/administration/vce-handbook/Pages/index.aspx)

☐ the proposed delivery schedule for the VCE VM units that are to be delivered on the Flexible Delivery Program.

Provide any other relevant information:

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1. Provider administration contacts

Flexible Delivery Program Coordinator

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| Name:  |
| Phone:  |
| Email:  |

Flexible Delivery Program VASS Coordinator

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| Name:  |
| Phone:  |
| Email:  |

1. Confirmation of requirements

In applying to deliver units of VCE VM studies on a Flexible Delivery Program, the provider is aware that:

☐ the curriculum and assessment requirements of approved unit/s of VCE VM studies will be those that apply in the year of commencement.

☐ students enrolled in Unit 4 in Semester 1 will be identified as eligible for the GAT in that year.

☐ VCE regulations and requirements (as outlined in the [*VCE Administrative Handbook*](https://www.vcaa.vic.edu.au/administration/vce-handbook/Pages/index.aspx)) apply when offering unit/s VCE VM studies on a Flexible Delivery Program.

☐ outcomes of the VCE VM Curriculum and Assessment Audit will be used as a quality assurance check to determine the provider’s readiness to deliver the VCE on Flexible Delivery Programs.

1. Principal/Director endorsement

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| Name:  |
| Position:  |
| Signature:  |
| Date:  |

1. Submission

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| Date:  |