



## VCE / VCAL / VET

23<sup>rd</sup> March 2020

Dear Parent, Guardian and Student

This document includes the latest advice from the Victorian Assessment and Curriculum Authority (VCAA) to help answer any questions that you may have in regards to the VCE, VCAL and VET programs.

The staff at Mortlake College will support all senior students in achieving outcomes for their relevant studies by using a variety of tools and strategies - one of which includes online learning. [**If your child does not have the internet at home then please let myself know a.s.a.p.** so other arrangements can be made]. Please note that as students will be taking a more independent learning approach to their studies they will be required to meet certain expectations.

### Essential requirements:

- Checking emails daily as well as their stream on 'Google Classroom'.
- Contacting teachers if they require any support. Teachers will be made available between 11am – 2pm school days only. Please do not contact teachers outside these hours.
- Into the future some teachers may request that students attend school for a short period of time to fulfil requirements for a School Assessed Coursework (SAC) task or School Assessed Task (SAT). This decision will be made in consultation with the school principal Mr. Danny Forrest and VCAA.
- Most importantly for students to achieve a 'Satisfactory' completion for each unit, they must demonstrate that they have achieved all the relevant outcomes for each study. Please be aware that:
  - Work load demands will be the same as though they were physically at school.
  - Submitting work that is late, not completed, not completed to a satisfactory standard, or not submitted at all may result in a student demonstrating 'Not Satisfactory' for an outcome. This could result in not passing their respective unit and possibly jeopardise obtaining their senior certificate (VCE or VCAL) at the conclusion of the year.

If you have any further questions then please contact myself via email [jones.nathan.t@edumail.vic.gov.au](mailto:jones.nathan.t@edumail.vic.gov.au) or our Careers/VET/VCAL Coordinator Melanie Askew [askew.melanie.m@edumail.vic.gov.au](mailto:askew.melanie.m@edumail.vic.gov.au)

Regards

Nathan Jones

VCE / VCAL Coordinator



## The following advice has been provided by the Victorian Assessment and Curriculum Authority (VCAA).

### Frequently Asked Questions

#### A. General

The VCAA is looking at ways it can support schools to meet the challenges of COVID-19 and ensure continuity of learning and delivery of assessment to students, in particular those completing one or more VCE Unit 3-4 and/ or VCE VET Unit 3-4 sequence in 2020.

The VCAA is taking a flexible and agile approach to meeting emerging issues and is relying on schools to be similarly flexible and agile in ensuring continuity of learning and delivery of assessment.

#### B. VCE Program delivery

- 1. If a school has students self-isolating at home or makes the decision to close for an extended period due to COVID 19, what can it do to support VCE students?**

The immediate focus is to ensure continuity of learning. There are a number of ways in which a school can make alternative arrangements to assist students with their learning and enable them to demonstrate VCE unit outcomes and be engaged in assessment activities. These include but are not limited to:

- the use of an existing online learning management system to share learning and teaching materials
- provision of materials to students via email, USB or hard copy
- the use of a textbook to guide the individual learning program
- allowing students extra time to complete work or an assessment task
- rescheduling classroom activities and/or assessment tasks
- setting a substitute task of the same type
- using a planned task to assess more outcomes, or replace a task with a different type than originally planned



- re-ordering of the learning program for studies with a practical component
- deriving satisfactory completion of outcomes or scores from other assessments or work completed by the student
- in consultation with staff at the local level, schools may wish to consider school holidays and out of hours opportunities to deliver on the teaching and learning program.

**Study-specific questions** In addition, schools and education providers with questions and concerns regarding the delivery of study-specific learning programs and School-based Assessments should contact us on (03) 9032 1629.

**VCE VET Studies** Schools and education providers with questions and concerns regarding the delivery VCE VET programs with a practical component, including work placement or simulated work environment or a specific set of tools or resources for delivery should contact us on (03) 9032 1737.

## 2. **What if students don't have access to digital devices or the internet at home?**

Schools that have digital devices with internet capability available could consider loaning them to students to enable online instruction. Schools can also distribute materials to students in print format or on USBs, where students do not have access to the internet.

## C. **Assessment**

### 3. **Is it possible for School-based Assessment to be delivered online or rescheduled?**

Schools have the flexibility to delay or reschedule SACs and SATs. While it is possible to deliver some coursework online, SACs should be completed mainly in class and within a limited timeframe. If other arrangements are made locally due to current circumstances.

### 4. **Will students who have missed class time due to school closures or travel restrictions qualify for special provision on their assessment?**

Schools' immediate priority should be to limit the impact on students and wherever possible ensure continuity of learning.

There is a range of internal school-managed special provision strategies schools can apply in relation to learning and school-based assessment. These include:



- rescheduling learning activities and/or an assessment task
- allowing the student extra time to complete work or an assessment task
- setting a substitute task of the same type
- replacing a task with a different type
- using a planned task to assess more outcomes, or aspects of outcomes, than originally intended
- using assistive technology, aides or other special arrangements to complete learning and/or undertake assessment tasks
- deriving satisfactory completion of outcomes from other assessments or work completed by the student
- deriving scores from other assessments or work completed by the student.

**5. What would be the impact if schools are closed and students cannot sit the GAT in June?**

The VCAA would use the range of data available to support key processes including statistical moderation and the calculation of Derived Examination Scores (DES).

The VCAA would not be able to report student performance on the three components of the GAT.

## **D. Victorian Certificate of Applied Learning (VCAL) Program delivery**

**6. If a school has students self-isolating at home or the Chief Health Officer makes the recommendation that a school closes for an extended period due to COVID-19, what can it do to support VCAL students?**

The immediate focus is to ensure students' health and wellbeing, and then their continuity of learning. There are a number of ways in which a school can make alternative arrangements to assist students with their learning and enable them to demonstrate achievement of VCAL unit learning outcomes and be engaged in learning and assessment activities. These include but are not limited to:



- the use of an existing online learning management system to share learning and teaching materials
- the use of existing learning management systems to work remotely with students to support their learning
- provision of materials to students via email, USB or hard copy
- allowing students extra time to complete work or a learning or assessment task
- rescheduling classroom activities and/or assessment tasks
- redesigning a planned assessment task to enable the assessment of more learning outcomes when students are back in the classroom
- asking students to log the hours spent on the various curriculum areas to support future assessment decisions
- re-ordering of the learning program for studies with a practical component, including team work components and project-based tasks. This may mean focusing on individual work initially and then working in teams later in the year
- working with teams and engaging with the community through online or virtual platforms, if this is available and appropriate for their context.

**VCAL Learning Program - specific questions** In addition, schools and education providers with questions and concerns regarding the delivery of VCAL learning programs, including Structured Workplace Learning placements undertaken as part of a VCAL program, should contact the VCAL unit (03) 9032 1725.

**VCE VET studies and other VET studies** Schools and education providers with questions and concerns regarding the delivery VCE VET programs, or other VET programs used with a VCAL program, that have a practical component, including work placement or simulated work environment or a specific set of tools or resources for delivery should contact the VCAA VET unit on (03) 9032 1737.

**7. What if students don't have access to digital devices or the internet at home?**

Schools that have digital devices with internet capability available could consider loaning them to students to enable online instruction. Schools can also distribute materials to students in print format or on USBs, where students do not have access to the internet.



For schools and education providers which don't usually provide an online learning platform for VCAL students, please ensure students are familiar with the platform and will be able to access their learning program.

## Assessment

### 8. Is it possible for VCAL assessment to be delivered online or rescheduled?

VCAL provides great flexibility in relation to assessment. Schools have the flexibility to delay or reschedule assessment of VCAL learning outcomes.

While it is possible to deliver some of the learning program online or remotely, assessment should be completed mainly in class. If other arrangements are made locally due to current circumstances, it is most important that teachers are still able to authenticate student work.

### 9. What impact will cancellation of workplace learning have on student outcomes?

If workplace learning is cancelled schools/providers should focus on other aspects of learning.

In most cases, if a student's placement is cancelled it won't affect their attainment of the VCAL. However, if a VCAL student is undertaking a VET unit as part of their VCAL that includes Structured Workplace Learning (SWL) as a mandated component, you will need to seek advice from the VCAA VET unit on (03) 9032 1737.

If students normally use the activities of SWL to meet some of the learning outcomes of a VCAL Work Related Skills Unit, then schools/providers would be expected to assign alternative work to enable students to meet these learning outcomes.