Enrolment Handbook

Adults over 21 years of age
(From the 1\textsuperscript{st} of January)

2015
Students enrolled in 2014 wanting to continue with the DECV in 2015 will need to re-enrol for the 2015 school year by completing a new application form included in this Handbook.

Closing dates for VCE applications are:

**Application deadlines:**
- Semester 1: VCE Units 1, 2, 3 & 4, Wednesday 11th February 2015
- Semester 2: VCE Unit 2 only, Wednesday 24th June 2015

- When enrolling be mindful that the actual course for the VCE starts on Monday 2nd of February for Semester 1 and for Semester 2 VCE starts on Monday 15th June 2015.

If enrolling in the following programs:

- **VCE:** Fill out pages 16-26 and 28-31 if the DECV is your Home School
- **VCAL:** Fill out pages 16-26 and 32-36 (After you have spoken to the DECV VCAL Manager)
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction and Eligibility</td>
<td>Page 4</td>
</tr>
<tr>
<td>Fees &amp; Common questions</td>
<td>Page 5-8</td>
</tr>
<tr>
<td>VCAL</td>
<td>Pages 9-11</td>
</tr>
<tr>
<td>VCE</td>
<td>Page 12</td>
</tr>
<tr>
<td>DECV Privacy Policy</td>
<td>Page 13</td>
</tr>
<tr>
<td>Online Acceptable Use Policy</td>
<td>Page 14</td>
</tr>
<tr>
<td>Students Right and Responsibilities</td>
<td>Page 14</td>
</tr>
<tr>
<td>Policy</td>
<td></td>
</tr>
<tr>
<td>Enrolment Application Form</td>
<td>Pages 16-26</td>
</tr>
<tr>
<td>VCE Student Personal Details</td>
<td>Pages 28-31</td>
</tr>
<tr>
<td>VCAL Subject Selection Grid</td>
<td>Page 32</td>
</tr>
<tr>
<td>VCAL Student Personal Details</td>
<td>Pages 33-36</td>
</tr>
<tr>
<td>Dance Pre-enrolment form</td>
<td>Page 37</td>
</tr>
</tbody>
</table>
Introduction

It is an expectation that all “Adult” students enrolling at the Distance Education Centre Victoria will have access to the internet. Most subjects require students to access the school online environment to satisfy the subject requirements. Additionally, email is frequently used by teachers to communicate about the student’s progress. **It is essential that all students supply us with a current and frequently checked email.**

Some subjects are exclusively online and if students don’t have access to the internet they should not enrol in those subjects.

Please read the “Course Outlines” from our web site at www.distance.vic.edu.au

VCE at DECV

This training is provided to eligible individuals with funds made available by the Victorian and Commonwealth Governments. Learners should be aware that enrolling in Victorian Government subsidised training now may impact on access to further government funded training in the future.

This booklet provides information for adult students aged 21 years and over as of the 1st of January who wish to study the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL) program by distance mode. The DECV will provide the learning programs, teacher(s) and other aspects of your VCE or VCAL educational needs as available. Languages Other Than English (LOTE) distance education is provided by the Victorian School of Languages (VSL). Students who wish to study only a LOTE should not use this booklet and enrolment form.

The VCE is the certificate which registers the student’s completion of secondary schooling. At the same time it serves as a selection tool for universities and TAFE institutes, by enabling a grading or scoring system which compares the achievement of students, called the ATAR Score.

The Victorian Certificate of Education is basically designed for students in schools. School students are required to complete a minimum of 16 semester units of study-usually over two years. **This does not apply if you are an adult.** The VCE can be studied by adults and can be completed in one year.

Adult students enrolling in VCE are strongly recommended to enrol in no more than 4 subjects.

Note, 4 subjects at VCE is classified as fulltime and 3 or less subjects is part time. Fulltime students should note that the DECV is required by law to supply an audit report to Centrelink each term on Student work submission rates.

Eligibility

To be eligible, an individual must meet Victorian Training Guarantee requirements as follows:

A. An individual must be;
   i. An Australian citizen, or
   ii. A holder of a permanent visa, or
   iii. A New Zealand citizen and

B. Over 21 years of age (as at 1 January in the year of commencement of training) and seeking to enroll in training in the VCE or VCAL.

In addition

C. An individual is only eligible to;
   i. Commence a maximum of two government subsidized courses in a calendar year. Where an individual is enrolled in a course(s) that is scheduled to commence at a later date in that calendar year, this course(s) must be counted for the purpose of this clause when assessing eligibility.
   ii. Undertake a maximum of two government subsidized courses at any one time.
   iii. Commence a maximum of two government subsidized courses at the same level within the Australian Qualifications Framework (AQF) in their lifetime and
   iv. Commence a maximum of two government subsidised accredited courses with the title ‘Course in. . . . . . . . ’ in their lifetime.

D. Must have a physical presence in Victoria.

Assessment Prerequisites

You will need to complete a short literacy and numeracy assessment (which can be found together with the Adult forms on the DECV website) to ascertain your current level of skill to determine if the course is suitable for you. The VCE Year Level Coordinator will undertake a pre training review and assess the tests and suitability prior to approving the enrolment.

These tests will need to accompany the enrolment application form.
Fees

How much will I have to pay for the course in 2015?

The Government has determined the following student fees for Government Funded Training in 2015.

<table>
<thead>
<tr>
<th>Category</th>
<th>Standard Subject Hourly Rate (100 Hours per subject @ $2.00)</th>
<th>Concession Subject Hourly Rate (20%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCE &amp; VCAL</td>
<td>$200.00 per Subject or $100.00 per Unit</td>
<td>$40.00 per Subject or $20.00 per Unit</td>
</tr>
<tr>
<td>Plus Materials Fee</td>
<td>$160.00</td>
<td>$130.00</td>
</tr>
</tbody>
</table>

It is the responsibility of the Student requesting this enrolment to attach the correct fees to the application. The application will not proceed until all fees have been received with the application.

Concessions and Exemptions

Concession will only be available to those receiving a Government pension or holders of a Health Care Card.

Proof of benefit is required and a photo copy of the card must be attached to this application to be eligible. Eg,
- Commonwealth Health Care Card
- Pensioner Concession Card, or
- Veteran’s Gold Card

These concessions do not apply if the student’s tuition contribution is being met by a Commonwealth Government Agency or as part of a Commonwealth program or initiative.

Refunds

Applications for refunds will be accepted if they are received in writing at least 7 days prior to the date of the course commencement. A standard handling fee of $30.00 will apply.

After materials have been received by the student and the course has commenced, no refunds will apply.

How long will my course take?

Adult students can complete their VCE in one year of full-time study OR may spread it over a number of years, such as taking one study (2 units) per year for 4 years. All studies completed for other certificates at this level in previous years may be credited towards the VCE (e.g. HSC, TOP, Matriculation).

DECV courses are designed to match courses in regular school settings. At VCE level the Victorian Curriculum Assessment Authority determines the amount of work to be completed and the time it will take. It is possible for students to work at their own pace and study over a longer period than is usual for regular school students. However, if you work too slowly:
- you may not gain educationally from your study
- you may lose interest in your work
- your goals may change before you finish.

How long will I need to spend on each unit (subject)?

When you study with the DECV you don’t have to attend classes. However, you will need to commit time each week to your study. It is a good idea to set up a regular study timetable.

The time you will need depends on how many subjects you are studying. The suggested hours of study are indicated for each subject. If you are doing a full course of study you will probably be devoting the same amount of time for your study as students in regular schools, but you will be studying fewer subjects! It is difficult to study the same range of subjects as regular students due to the greater emphasis on reading and writing in distance education.

Students should expect 6-10 hours of research, planning and writing on assignments per week per study. Read the description of the course outlines for more on the time required. Even if you are studying full time, it is not recommended you attempt more than four Year 12 units per semester.

The time involved will vary according to your ambition and level of skill. A student with high organisational, reading and writing skills will manage with less time than one who has yet to develop high level skills. For this reason, it is advisable to consider some preparatory study before beginning Year 12.
This can be done in a number of ways:
- Year 11 units (as many or as few as you need; for some studies it is essential)
- *Certificate in General Education for Adults Levels 3 and 4
- *Bridging courses (usually specific for science and maths study)
- *Study Skills and Essay Writing classes

* Not offered at the DECV.

You may be required to sit for a short test set by the DECV to determine your suitability for the program of studies selected by you.

---

**What do I have to do to satisfactorily complete a Unit?**

Once you have chosen a program that will allow you to meet the graduation requirements, you need to produce work which is good enough to allow you to pass. A pass in the VCE depends on the satisfactory completion of the outcomes which make up each of your studies. This will be determined by weekly work, school assessed coursework (SACs) or school assessed tasks (SATs) in those VCE studies. You will have to provide sufficient weekly work to satisfy "class attendance" and authentication requirements. Students who do not submit work regularly may have their enrolment withdrawn. Your ATAR is determined by SAC results and the external examination.

---

**What is it like learning by distance education?**

Distance education is very different from classroom learning. For example, when you study with the DECV:
- You can choose your time and place to study.
- You may be required to attend some seminars or practical sessions depending on your choice of subjects
- You will have access to a range of material including specially designed print-based learning materials, audio tapes, video tapes, CD, Internet, email and other materials which we will send to you.
- Text and reference books are required for most subjects. You will need to buy these but may be able to borrow them from your local library. You will receive a complete list of requisites when you enrol.

Subjects are divided into manageable segments. A term consists of approximately nine weeks. The subject notes provide guidance and assignments for you to complete and send to your teacher for feedback. At some levels tests will be set. Subjects at VCE Units 3 and 4 levels have external exams in addition to school-based requirements.

---

**Am I ready to study by distance education?**

Please take a few minutes to consider the requirements of studying by distance education. You will need to develop skills in:
- making selective and concise notes
- understanding questions
- following instructions
- writing clear answers
- organising your time efficiently
- dealing with disruptions
- accommodating to commitments with family and friends
- meeting deadlines
- communicating with teachers via phone, fax, or email.

If you feel uncertain about your readiness to undertake distance education you are welcome to contact the VCE Subschool Leaders who provide a counselling service for students.

---

**Is this the right course for me?**

Before you enrol in a course we need to make sure you have the necessary skills and experience. Some courses demand a high level of literacy or numeracy skills. It is important that you seek advice at the earliest stage so that you:
- choose the best course for your needs
- choose the right subjects
- choose the right number and sequences of subjects.
Compulsory Test

- The DECV is now requiring all “Adult” students to submit compulsory online pre-tests in Literacy and Numeracy.
- These need to be downloaded, completed and attached to your application.
- The VCE Year Level Coordinator will assess the tests and suitability prior to approving the enrolment.
- The compulsory tests can be found at our web site at www.distance.vic.edu.au
- Applications without the completed pre-tests will be returned.

Enrolment Processing

You should allow 1-2 weeks from the time your enrolment is received to receive your course materials.

For Semester One, course work begins Monday, 2nd February 2015.

For Semester Two, course work begins on Monday, 15th June 2015.

Conditions of Enrolment

- Students must submit work on a regular basis to remain enrolled with the DECV.
- Students should submit work following the timetable supplied in the subject course books.
- If work ceases to be submitted without notifying the VCE Student Leader, the student’s enrolment may be cancelled.
- Ongoing students who want to re-enrol and have displayed a lack of engagement in previous years will be encouraged to find alternatives.

If you are unsure about your suitability for a course, or want some advice on which course to choose, contact the VCE Subschool Leader. If you are enrolling in a course to qualify for a job or plan to undertake further education, make sure it is the appropriate course. To find out more about this matter contact:
- the people for whom you hope to work
- the institution you wish to enter
- a careers counsellor.

Booklists

Students are advised that the DECV DOES NOT PROCESS BOOKLIST ORDERS. All Booklist orders and queries must be directed to Campion Education the DECV recommended textbook supplier.

Campion Education
94 McEwan Road, Heidelberg West VIC 3081
Phone: 1300 433 982
Website: http://www.campion.com.au/

Please refer to the Instructions page, provided with each Resource/Booklist, as it contains important information on placing and receiving booklist orders. Please note also that Campion do deliver throughout Victoria; and have provision for interstate and overseas delivery.

Booklists will be available online at https://admin.campion.com.au/ebooklists/ >> VIC

(Select school) – The DECV school code is x9dx

Online access to course material

Once students have been enrolled they will be issued with a DECV student number and password. Students can go to our website at www.distance.vic.edu.au and click on “LOG ON” on the top menu bar.

How will I benefit from studying at the DECV?

Tertiary Entrance

The most common way of qualifying for entry to a tertiary institution is through successful completion of the VCE. Before beginning VCE studies, you should consult the Victorian Tertiary Entrance Requirements for the year in which you hope to begin tertiary study to ensure that you meet the prerequisites for the tertiary courses you wish to undertake. The VTAC Guide to tertiary and TAFE courses is available at newsagents or online at: www.vtac.edu.au
Employment
Many employers consider completion of the VCE as the minimum educational level for employment. Direct entry to employment has been achieved by many adult VCE graduates.

Self Development
Every year hundreds of adults take VCE studies to enrich their understanding of life and society, meet new people and develop new skills.

Birth Certificates

For Students aged 21-26

One of the key changes to the admission requirements is that a student must now be enrolled in the name that appears on their birth certificate. The only exemption is if there are other legal documents to the contrary, such as court orders or adoption papers.

A copy of your Passport will suffice if your birth certificate is not available.
What is VCAL?

The Victorian Certificate of Applied Learning (VCAL) is a hands-on learning program for senior secondary students.

The VCAL gives you practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. Like the VCE, it is a recognised senior secondary qualification.

The Distance Education Centre Victoria will be offering VCAL at the Intermediate and Senior Levels.

Is VCAL the appropriate pathway for you?

Is your immediate goal to gain entry to a university? If you answered YES, then VCE is the most appropriate pathway at this stage.

If you are interested in going on to training at TAFE, completing an apprenticeship, or gaining employment after completing school then VCAL MAY be an appropriate pathway for you.

However, if you start your VCAL and then decide that VCE is the right option after all, it may be possible to move to the VCE stream. The VCE units and the Intermediate and Senior VCAL units completed successfully as part of your VCAL may count towards your VCE.

The flexibility of VCAL allows you to undertake a learning program that suits your interests and learning needs. The strength of VCAL is that a learning program can be created to suit your individual needs.

When you successfully complete your VCAL, like your peers who complete the VCE, you will receive a Certificate and a Statement of Results that details the areas of study you have completed.

Entry requirements

There are no entry requirements for studying VCAL. Enrolment in VCAL at the DECV is by interview only. This can be conducted over the phone, or by meeting one of our VCAL Team at the DECV.

Please contact the VCAL Manager on 8480 0000.

VCAL Program Details

**General Requirements** to gain a VCAL Award:

- it must contain a minimum of 10 credits or units (a credit comprises 100 nominal hours of scheduled and unscheduled learning activities)
- it must contain a minimum of 2 VCAL units
- it must contain at least one credit or unit from each of the Strands – Literacy, Numeracy, Industry Specific Skills, Personal Development Skills and Work Related Skills.

To gain a VCAL Intermediate Award the following requirements must also be met:

- it must contain one Literacy credit at the Intermediate level
- it must contain one VCAL Intermediate Personal Development Skills credit
- it must contain one credit from Vocational Education and Training (VET) curriculum in the Industry Specific Strand at the Certificate I or II level
- it must have at least 6 credits at the Intermediate level.

To gain a VCAL Senior Award the following requirements must also be met:

- it must contain one Literacy credit at the Senior level
- it must contain one VCAL Senior Personal Development Skills credit
- it must contain one credit from Vocational Education and Training (VET) curriculum in the Industry Specific Strand at the Certificate II or III level
- it must have at least 6 credits at the Senior level.
Credits gained at the Intermediate level may be brought forward to assist in completing a Senior Learning Program.

Credits already achieved in VCE or VCAL programs at DECV or with other schools or providers prior to 2015 may be used to build a 2015 Learning Program.

Students who qualify for a Foundation, Intermediate or Senior Award during Semester 1 2014 will receive their VCAL Certificate and Statement of Results in July 2015.

Refer to the VCE, VCAL and VET sections on our website for specific details of individual units and their requirements.

Use the enclosed VCAL Learning Program Student Selection Guide (next page) to assist you in planning a possible Learning Program. It is vital that you discuss your selection with a member of the VCAL Team to confirm your VCAL enrolment.
<table>
<thead>
<tr>
<th>Strand</th>
<th>Foundation</th>
<th>Intermediate</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VCE Units 1 and 2:</td>
<td>VCE Units 1 and 2:</td>
<td>VCE Units 3 and 4:</td>
</tr>
<tr>
<td></td>
<td>- Foundation English</td>
<td>- Foundation English</td>
<td>- English</td>
</tr>
<tr>
<td></td>
<td>- English</td>
<td>- English</td>
<td>- English Language</td>
</tr>
<tr>
<td></td>
<td>- Literature</td>
<td>- Literature</td>
<td>- English (EAL)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Literature</td>
</tr>
<tr>
<td></td>
<td>VCE Units from:</td>
<td>VET Certificates:</td>
<td>VET Certificates:</td>
</tr>
<tr>
<td></td>
<td>- Accounting</td>
<td>Credits for other Vocational Education and Training (VET) modules, Certificates I and/or II, and School-Based Apprenticeships can be offered with Registered Training Organisations (RTOs), in partnership with the DECV.</td>
<td>Credits for other Vocational Education and Training (VET) modules, Certificates II, III and/or IV, and School-Based Apprenticeships can be offered with Registered Training Organisations (RTOs), in partnership with the DECV.</td>
</tr>
<tr>
<td></td>
<td>- Product Design &amp; Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Food &amp; Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Information Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Media</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Music Styles &amp; Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Visual Communication &amp; Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VET Certificates</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VCAL PDS Unit 1 – Healthy Lifestyles</td>
<td>VCAL PDS Unit 1 – Personal Finance</td>
<td>VCAL PDS Unit 1 – Community Connection</td>
</tr>
<tr>
<td></td>
<td>VCAL PDS Unit 2 – Community Involvement</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VET Certificates</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VET Certificates</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VCAL WRS Unit 1 – Work Readiness</td>
<td>VCAL WRS Unit 2 – Advanced Work Placement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VCE Units from:</td>
<td>VET Certificates</td>
<td>VET Certificates</td>
</tr>
<tr>
<td></td>
<td>- Product Design &amp; Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Food &amp; Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Information Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VCE Units from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Product Design &amp; Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Food &amp; Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Information Technology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Foundation VCAL not offered in 2015*
What is the Victorian Certificate of Education (VCE)?

The VCE is the single qualification which marks the completion of senior secondary schooling in Victoria. The VCE can be used as a credential for entry to employment and for promotion, or to qualify for selection into a university, or college, or Technical and Further Education (TAFE) course. Normally full-time school age students will undertake a VCE course over two years – Years 11 and 12.

Your VCE load

To be regarded as full-time a student should do a minimum of 4 studies in both Year 11 and Year 12. The Distance Education Centre Victoria (DECV) recommends no more than 4 studies in any one year. If you wish to alter this, contact a VCE Student Coordinator for further counselling.

The minimum requirement for a student’s program for the award of the VCE will be to satisfactorily complete the equivalent of 16 units, including 3 units from the English group of studies and three pairs of units at the 3 & 4 levels other than English.

The 16 units may include an unlimited number of units of Vocational Education and Training (VET).

Please note that the Victorian Tertiary Admissions Centre (VTAC) advises that for the calculation of a student’s ATAR Score, satisfactory completion of any sequence of Units 3 & 4 of English/English EAL, Literature, or English Language is required.

Adult VCE (Students returning to study)

For adult students, the VCE will be awarded on successful completion of eight units. Students returning to study must satisfactorily complete at least:

- two units from any of Foundation English Units 1 & 2, English/English EAL Units 1-4, Literature Units 1-4, English Language Units 1-4.
- Three sequences of Units 3 & 4 in studies other than English, which may include VCE VET sequences offered at TAFE.

The only compulsory study is English. Adult students will not be required to complete Year 11 studies before attempting Year 12. Sometimes it is in the interest of students to attempt Year 11 studies before undertaking the corresponding Year 12 study. This may be necessary particularly in the mathematics and science studies.

Adults will be able to complete their VCE studies in one year on a full-time basis, or spread their studies over a number of years on a part-time basis. Students with previous attempts or who have incomplete results will be required to discuss this with a VCE Student Coordinator. Note: An adult VCE which includes only units 1 & 2 English Studies will not be awarded an ATAR.

Introduction to VCE Units available at the DECV

The following courses should be read in conjunction with the Study Designs as published by the VCAA. VCAA Study Designs prescribe the outcomes for each unit. In these course outlines, a typical number of hours of study per week required by a student have been suggested. Regular study is needed for successful completion of units. The subjects offered are presented in alphabetical order. Where a textbook is required for the subject this will be indicated in the detailed booklist when you are enrolled.

You may wish to visit our website at www.distance.vic.edu.au which has sample courses available for viewing.

Review all VCE Unit 1 – 4 subjects on our website.

Note: There will be NO Unit 1 subjects available in Semester 2 in 2015.
DECV Privacy Policy

This confidential enrolment form and any other forms such as excursions/seminars/open days or any other DECV events, will ask for personal information about the student, family members and others that provide care for them. The main purpose for collecting this information is so that the Distance Education Centre, Victoria can register the student and allocate staff and resources and to provide for their educational and support needs.

Public Identity of Students
For photographs of students to be published or displayed beyond the DECV environment, the school requires that we have current signed release forms on file. These settings may include presentation on the DECV web site at www.distance.vic.edu.au, in newsletters, at exhibitions, or other publicly available forums. Permission forms for this purpose will be issued at the time of the event/s, such as seminars, the school camp, open days and public exhibitions.

UPDATING YOUR SCHOOL RECORDS
Please let The Distance Education Centre, Victoria know if any information needs to be changed by sending updated information to the school office. During the student’s time with The Distance Education Centre, Victoria we will also send home copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

ACCESS TO THE STUDENT RECORD HELD BY SCHOOL
In most circumstances the student can access records about them that are held by The Distance Education Centre, Victoria. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.
If you have any concerns about the confidentiality of this information please contact the Principal. If you have any concerns about the confidentiality of this information please contact the Principal. The Distance Education Centre, Victoria can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. This form is available on request.
Online Acceptable Use Policy

When using the Online environment for school purposes, I agree to:

- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the Internet in line with my school’s student engagement policy (particularly its code of conduct) and use appropriate language when talking to and working with others online and never participate in hate mail
- use the Internet, as directed by my school, for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by the school
- not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think about how I use content posted on the Internet and not simply copy and paste information from websites
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or subject teachers
- not download unauthorised programs, including games, or run them on school computers
- talk to my teacher or to someone else if:
  - I need help online
  - I feel that the welfare of other students at the school is being threatened by online activities
  - I come across sites which are not suitable for our school
  - someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private

These points are explained in detail in the school’s Online Acceptable Use Policy. You will find it by visiting [www.distance.vic.edu.au](http://www.distance.vic.edu.au)

Students Right and Responsibilities Policy

Student Rights
All DECV students have the right to:

- engage in regular communication with teaching staff and receive meaningful and timely feedback
- access resources to enable them to maximise their full potential
- be respected, valued and have opportunities to learn from the differences of others
- work independently and as a group member, where appropriate
- engage with digital technology and feel safe within online learning environments

Student Responsibilities
All DECV students are responsible for:

- striving to work to the best of their abilities at all times
- regularly participating by submitting work in accordance with the prescribed or negotiated submission timetable
- taking responsibility for their own learning by setting achievable goals and establishing a weekly routine or timetable
- maintaining contact with their teachers by utilising all available communication options
- where possible, attending and participating in seminars, excursions and online and collaborative activities
- notifying their teacher if they are unable to meet submission deadlines
- using digital technology safely and responsibly, i.e. Acceptable Use Agreement
- obtaining all required learning materials
Enrolment Application
Adult Enrolment Application 2015

This Application is for students aged 21 years and over from the 1st of January 2015
This is an official GST free Tax invoice, no further invoices will be sent. ABN 48597078548

Enrolment Information Section

<table>
<thead>
<tr>
<th>Year Level Enrolling in the DECV in 2015</th>
<th>Your VSN: (If known)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you enrolled with DECV before?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In which year?</th>
<th>Previous DECV No. (If known)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Family Name

First Name

Second Name

Date of birth (dd-mm-yyyy)

Gender

- Female | Male

Student Contact Email (Students MUST supply a contact email to be eligible to enrol and confirmation of enrolment will be sent tho this email)

Student Mobile Number

- -

Postal Address:

No. & Street/Box details:

Suburb/Town

State/Province

Postcode

Country:

Home Address in Australia (Write "As Above" if same as Postal Address)

No. & Street Address:

Suburb/Town

State

Postcode

Home Phone Number:

ENROLMENT OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Enrol Officer:</th>
<th>Enrolment Date:</th>
<th>Student Coordinator:</th>
<th>Computer Generated Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Documents Attached:

- Yes | Birth Cert. | No

Materials Charge:

- Credit Card | Cheque | Money Order | Unpaid

$
EMERGENCY DETAILS OR NEXT OF KIN

Contact Name ______________________________________________________________________________
Relationship to Student _____________________ Home Phone __________________________
Work Phone___________________________________ Mobile Phone _________________________________

LANGUAGE, CULTURAL DIVERSITY AND RESIDENCY

Do you speak a language other than English at home?  □ Yes  □ No
If yes, please specify:  __________________________________________________________

How well do you speak English?

Tick one applicable box

□ Very well  □ Well  □ Not well  □ Not at all

If not born in Australia, in which country were you born?  ______________________________________

What was the year of your arrival in Australia?  __________________________________________________

Are you?

- An Australian citizen  □ Yes  □ No  or
- A holder of a permanent visa  □ Yes  □ No  or
- A holder of a special Category Visa (subclass 444)  □ Yes  □ No  or
- East Timorese asylum seeker  □ Yes  □ No  or
- A holder of a Temporary Protection Visa  □ Yes  □ No

Use the Student Eligibility and Declaration Form to determine the evidence that you will need to supply to support your category above.

Are you of Aboriginal or Torres Strait Islander origin?

Tick one applicable box

□ Yes, Aboriginal  □ Yes, Torres Strait Islander
□ Yes, Aboriginal and Torres Strait Islander  □ No, Neither Aboriginal nor Torres Strait Islander

DISABILITY

Are you subject to Anaphylaxis?  □ No  □ Yes
Have you been diagnosed with ASD/Aspergers?  □ No  □ Yes

Do you consider yourself to have a disability, impairment or long-term condition?  □ Yes  □ No

If yes, please tick any applicable boxes

□ Hearing/Deaf  □ Physical
□ Intellectual  □ Learning
□ Mental Illness  □ Acquired Brain Impairment
□ Vision  □ Medical Condition
□ Other (Specify) ____________________________  □ Unspecified

Are there any other issues the DECV should be aware of? __________________________________________

SCHOOLING

Name of the last school you attended? __________________________________________________________

What is your highest COMPLETED school level?  Tick one applicable box

□ Year 12  □ Year 11
□ Year 10  □ Year 9 or equivalent
□ Did not attend school

In which year did you complete your schooling? ____________________________________________________
PRIOR QUALIFICATIONS ACHIEVED
Have you successfully completed any of the following qualifications? □ Yes □ No

If yes, tick any of the applicable boxes and Year Completed

- □ VCE or its Australian equivalent
  Specify: _________________________ Year Completed ______

- □ (008) Bachelor Degree or Higher Degree
  Specify: _________________________ Year Completed ______

- □ (410) Advanced Diploma or Associate degree level
  Specify: _________________________ Year Completed ______

- □ (420) Diploma or Associate Diploma
  Specify: _________________________ Year Completed ______

- □ (511) Certificate IV or Advanced Certificate/Technician
  Specify: _________________________ Year Completed ______

- □ (514) Certificate III or Trade Certificate
  Specify: _________________________ Year Completed ______

- □ (521) Certificate II
  Specify: _________________________ Year Completed ______

- □ (524) Certificate I
  Specify: _________________________ Year Completed ______

- □ (990) Certificate other than above
  Specify: _________________________ Year Completed ______

- □ Currently Studying
  Specify: _________________________ Year Completed ______

EMPLOYMENT STATUS
Of the following categories, which best describes your current employment status?

Tick one applicable box

- □ Full-time employee
- □ Part-time employee
- □ Self employed – not employing others
- □ Employer
- □ Employed – unpaid worker in a family business
- □ Unemployed – seeking full-time work
- □ Unemployed – seeking part-time work
- □ Not employed – not seeking work

REASON FOR STUDY
Which category best describes your main reason for undertaking this course?

Tick one applicable box

- □ To get a job
- □ To develop my existing business
- □ To start my own business
- □ To try for a different career
- □ To get a better job or promotion
- □ It is a requirement of my job
- □ I want extra skills for my job
- □ To get into another course of study
- □ Other reasons
- □ For personal interest or self-development

Pathway Review
Before you enrol in a course we need to make sure you have the necessary skills and experience. Some courses demand a high level of literacy or numeracy skills. Our Year Level Coordinators will review your academic history and skill level to determine the appropriateness of your enrolment.

Compulsory Tests
- The DECV requires all “Adult” students to submit compulsory online pre-tests in Numeracy and Literacy.
- These need to be downloaded, completed and attached to your application.
- The compulsory tests can be found at our website: www.distance.vic.edu.au
- Applications without the completed pre-tests will be returned and will not be processed.
Tuition Fee

The Tuition Fee for students enrolled in Government Funded Training in 2015:

Enrolling in a VCE or VCAL Program:

- $200.00 per subject or $100.00 per Unit plus a materials fee of $160.00.
- With concession (only available to students holding a valid concession card):
  - $40.00 per subject or $20.00 per Unit plus a materials fee of $130.00.

It is the responsibility of the Student requesting this enrolment to attach the correct fees to the application. The application will not proceed until all fees have been received with the application.

Refunds: Applications for refunds will be accepted if they are received in writing at least 7 days prior to the date of the course commencement. A standard handling fee of $30.00 will apply.

After materials have been received by the student and the course has commenced, no refunds will apply.

Concessions and Exemptions: Students who are in receipt of government benefits as listed, at the time of enrolment will pay the concession fee for their tuition (proof of benefit is required and a photocopy of the card must be attached to this application to be eligible). eg.

A Commonwealth Health Care Card, or a Pensioner Concession Card, or a Veteran’s Gold Card.

These concessions do not apply if the student’s tuition contribution is being met by a Commonwealth Government Agency or as part of a Commonwealth program or initiative.

**TOTAL FEES:**

Write your total here (Fees must be attached to this application before it will be processed.)

| No. of Subjects | × | $ | + | $160 / 130 | = | $__________ |

**Fees Payment:** Payments may be made by attaching a Cheque or Money Order to the front of this form, or you may pay by Credit Card or by EFTPOS in person.

**CREDIT CARD PAYMENTS**

Please debit my:  
- □ Visa  
- □ MasterCard

Name On Card

Credit Card Number ____________________________

Expiry Date __ / __/ __________Amount $ ________________

Signature ____________________________ Date __ / __/ __________

History of Allergies: □ No  □ Yes ________________________________________________________________

Is the student subject to Anaphylaxis? : □ No  □ Yes

If you have answered yes, please include a copy of the student’s Individual Anaphylaxis Management Plan (IAMP) and a colour copy of their ASCIA Action Plan for Anaphylaxis along with the Enrolment Forms. A template of an Individual Anaphylaxis Management Plan can be found on the DECV website at [www.distance.vic.edu.au/iamp](http://www.distance.vic.edu.au/iamp) Students attending a DECV approved activity who require an EpiPen® or AnaPen® for the treatment of allergic reactions must provide their own Adrenaline Autoinjector and report to the supervising teacher upon arrival.

Has the student been diagnosed with ASD/Aspergers? □ No  □ Yes

Has the student been diagnosed with any other condition?

□ No  □ Yes  If Yes, what is the name of the condition? ____________________________________________________________

Are there any other issues the DECV should be aware of?

___________________________________________________________________________________________
Fill out this section to nominate a supervisor for Year 12 SACs and Year 11 Graded Assessment Tasks

You are required to provide a supervisor who will:
- Receive the mailed copy of your SAC/Graded Task.
- Oversee the completion of the SAC/Graded Task and sign a supervisor's declaration.
- Post the material back to DECV

<table>
<thead>
<tr>
<th>Supervisor Surname:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor First Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. &amp; Street:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suburb/Town:</th>
<th>State:</th>
<th>Postcode:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Email:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---
Privacy and Declaration Statement

I hereby declare that:

1. The information supplied on this enrolment form is true and correct at the time of my application to enrol.
2. I undertake to comply with all DECV Policies, Regulations and Procedures.
3. I have read and understood the DECV Privacy Policy and the Online Acceptable Use Policy in the Adult Enrolment Handbook and their implications if I fail to follow these policies.
4. I understand that a condition of this enrolment is that I must submit work regularly to remain enrolled with the DECV, and in accordance with the prescribed timetable supplied or as specified in the subject course books. I understand that if I fail to do so my enrolment will be cancelled at any time and that this may affect my eligibility to receive study allowance payments or be directed by Centrelink to repay any payments already received. I am also aware I will not be entitled to any refund of my enrolment fees paid once the course has started.
5. I understand that DECV is required to provide the Victorian Government, through the Victorian Training Guarantee program, with student training and activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines. (www.skills.vic.gov.au/corporate/statistics/submit_data).
6. I hereby agree to pay all fees and charges and abide by the refund requirements of DECV’s Fees and Charges Policy applicable to and arising from this enrolment.
7. I acknowledge that if I do not provide all the details on this enrolment form I may not be eligible for a Government subsidised place, and if any information provided is later found to be incorrect or misleading, that my application, enrolment and/or refund of fees may be invalid and cancelled.
8. I understand that I may be contacted by the DECV to provide additional information about my schooling qualifications and/or work history to support this application. I believe I have satisfied any published prerequisites and I am willing to provide documentary evidence if requested by the DECV.
9. I declare that I am a permanent resident of Victoria (Australia) and will have a physical presence in the State and that I am eligible to apply for Government funded courses.
10. I agree to a Pathways Preview with the Year Level Coordinator to review my academic history and skill level to determine if an enrolment at the DECV is appropriate for my career pathway.
11. I understand that enrolling at the Distance Education Centre Victoria there is an expectation that I will have access to a computer and the internet. I acknowledge that all subjects require me to have access to the schools online environment to satisfy the subject requirements and email is to be used to communicate about my progress. If I fail to have internet access them my application will be rejected.
12. I understand that there are occasions throughout the year when we may require examples of student work for displays at the DECV and for internal educational publications only, such as general student response sheets and the online learning environment (Which requires password access). Students will be notified of this and will require their permission in writing.

Student’s Signature

Date:

Student
VET and VCE Information

Conditions of VCE Enrolment
- Students must submit work on a regular basis to remain enrolled with the DECV.
- Students should submit work following the timetable supplied in the subject course books.
- If work ceases to be submitted without notifying the Year 11 or 12 Student Coordinator the student’s enrolment may be cancelled.
- Students cancelled from a unit in Semester 1 will be automatically cancelled from Semester 2. You will need to re-apply to enrol in Semester 2.

Name of school/Institution where you last attended?

Date you last attended school/Institution? (mm/yyyy)

Which level/grade were you last enrolled in?

VCAA student Number (If known)

Have you completed any VCE units in the past? ☐ Yes ☐ No

If "Yes", list the VCE units and the final results only:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Result</th>
<th>Unit</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is this your final year of VCE? ☐ Yes ☐ No

Will the DECV be your Home School for VCAA purposes? ☐ Yes ☐ No
If Yes, complete and attach the "VCE Student Personal Details" on Pages 28-31.

Are you studying VCE or VET subjects with another school or institution? ☐ Yes ☐ No

If you are studying VCE or VET subjects with another school or institution, list the name of that institution, the subject(s) and contact name and phone number as we may need to contact them. You must also send us the full list of units of competence (on training organisation letterhead) being undertaken in the current year including an assessment plan (if required).

Institution Name:
Contact Person: Contact Number:
Other Subject(s):

Institution Name:
Contact Person: Contact Number:
Other Subject(s):

Institution Name:
Contact Person: Contact Number:
Other Subject(s):
2015 VCE Subject Selection Sheet

Closing dates for VCE and VCAL are:

- **Semester 1:** VCE Units 1, 2, 3 & 4, Wednesday 11 February 2015
- **Semester 2:** VCE Unit 2 only, Wednesday 24 June 2015

In 2015 Unit 1 subjects will be offered in Semester one ONLY.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Tick your selection ✓</th>
<th>UNIT 1</th>
<th>UNIT 2</th>
<th>UNIT 3</th>
<th>UNIT 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CODE SEM</td>
<td>CODE SEM</td>
<td>CODE SEM</td>
<td>CODE SEM</td>
<td>CODE SEM</td>
</tr>
<tr>
<td>#Accounting</td>
<td>520AC011</td>
<td>720AC022</td>
<td>620AC033</td>
<td>820AC034</td>
<td></td>
</tr>
<tr>
<td>Algorithms</td>
<td>529AR011</td>
<td>729AR022</td>
<td>629AR033</td>
<td>829AR034</td>
<td></td>
</tr>
<tr>
<td>#Art</td>
<td>612HI083</td>
<td>812HI084</td>
<td>613PS033</td>
<td>813PS034</td>
<td></td>
</tr>
<tr>
<td>Australian History</td>
<td>548BI011</td>
<td>748BI022</td>
<td>648BI033</td>
<td>848BI034</td>
<td></td>
</tr>
<tr>
<td>Australian Politics</td>
<td>621BM011</td>
<td>721BM022</td>
<td>621BM033</td>
<td>821BM034</td>
<td></td>
</tr>
<tr>
<td>Business Management</td>
<td>551CH011</td>
<td>751CH022</td>
<td>651CH033</td>
<td>851CH034</td>
<td></td>
</tr>
<tr>
<td>#Chemistry</td>
<td>5551CH011</td>
<td></td>
<td>609CS033</td>
<td>809CS034</td>
<td></td>
</tr>
<tr>
<td>Classical Studies</td>
<td>528DA011</td>
<td>728DA022</td>
<td>628DA033</td>
<td>828DA034</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>522EC011</td>
<td>722EC022</td>
<td>622EC033</td>
<td>822EC034</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>501EN011</td>
<td>701EN012</td>
<td>601EN013</td>
<td>801EN014</td>
<td></td>
</tr>
<tr>
<td>English as an Additional Language (EAL)</td>
<td>502EN093</td>
<td></td>
<td>602EN093</td>
<td>802EN094</td>
<td></td>
</tr>
<tr>
<td>English Language</td>
<td>505EL011</td>
<td>705EL012</td>
<td>605EL013</td>
<td>805EL014</td>
<td></td>
</tr>
<tr>
<td>Extended Investigation</td>
<td>564FY011</td>
<td>764FY022</td>
<td>664FY033</td>
<td>864FY034</td>
<td></td>
</tr>
<tr>
<td>Food and Technology</td>
<td>502EN101</td>
<td>702EN102</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation Mathematics</td>
<td>540MA101</td>
<td>740MA102</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Further Mathematics</td>
<td>541MA071</td>
<td>741MA072</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#General Maths (Standard)</td>
<td>542MA071</td>
<td>742MA072</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#General Maths (Advanced)</td>
<td>519GE011</td>
<td>719GE022</td>
<td>619GE033</td>
<td>819GE034</td>
<td></td>
</tr>
<tr>
<td>Geography</td>
<td>512HI031</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global Politics</td>
<td>536HH011</td>
<td>736HH022</td>
<td>636HH033</td>
<td>836HH034</td>
<td></td>
</tr>
<tr>
<td>#Health &amp; Human Development</td>
<td>524LS011</td>
<td>724LS022</td>
<td>624LS033</td>
<td>824LS034</td>
<td></td>
</tr>
<tr>
<td>History: 20th Century</td>
<td>504LI011</td>
<td>704LI012</td>
<td>604LI013</td>
<td>804LI014</td>
<td></td>
</tr>
<tr>
<td>History: People &amp; Power</td>
<td>530ME011</td>
<td>730ME022</td>
<td>630ME033</td>
<td>830ME034</td>
<td></td>
</tr>
<tr>
<td>History: Revolutions</td>
<td>525MS011</td>
<td>725MS022</td>
<td>625MS033</td>
<td>825MS034</td>
<td></td>
</tr>
<tr>
<td>IT Application</td>
<td>508PL011</td>
<td>708PL022</td>
<td>608PL033</td>
<td>808PL034</td>
<td></td>
</tr>
<tr>
<td>Software Development</td>
<td>560IT011</td>
<td>760IT012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>524LS011</td>
<td></td>
<td>624LS033</td>
<td>824LS034</td>
<td></td>
</tr>
<tr>
<td>Legal Studies</td>
<td>504LI011</td>
<td>704LI012</td>
<td>604LI013</td>
<td>804LI014</td>
<td></td>
</tr>
<tr>
<td>Literature</td>
<td>544MA111</td>
<td>744MA112</td>
<td>644MA113</td>
<td>844MA114</td>
<td></td>
</tr>
<tr>
<td>#Mathematical Methods (CAS)</td>
<td>530ME011</td>
<td>730ME022</td>
<td>630ME033</td>
<td>830ME034</td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td>525MS011</td>
<td>725MS022</td>
<td>625MS033</td>
<td>825MS034</td>
<td></td>
</tr>
<tr>
<td>Music Style &amp; Composition</td>
<td>508PL011</td>
<td>708PL022</td>
<td>608PL033</td>
<td>808PL034</td>
<td></td>
</tr>
<tr>
<td>Philosophy</td>
<td>554PH011</td>
<td>754PH022</td>
<td>654PH033</td>
<td>854PH034</td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>562DT011</td>
<td>762DT022</td>
<td>662DT033</td>
<td>862DT034</td>
<td></td>
</tr>
<tr>
<td>Product Design and Technology</td>
<td>557PY011</td>
<td>757PY022</td>
<td>657PY033</td>
<td>857PY034</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>647MA093</td>
<td></td>
<td>647MA094</td>
<td>847MA094</td>
<td></td>
</tr>
<tr>
<td>Specialist Mathematics</td>
<td>533VC011</td>
<td>733VC022</td>
<td>633VC033</td>
<td>833VC034</td>
<td></td>
</tr>
</tbody>
</table>

# The DECV recommends you satisfactorily complete Unit 1 before attempting Unit 2 of this subject.

* Students enrolling in VCE Dance must ensure that their Dance teacher has completed the Pre-enrolment form
Quick Checklist: Complete and tick ✔ all boxes before submitting this application otherwise your application will be rejected.

Use the following checklist to ensure you have satisfied or included in your original application all of the required attachments:

☐ I confirm I am eligible to enrol under the Victorian Training Guarantee program enrolment guidelines and that I am over 21 years of age (as of 01/01/2015).

☐ I have included the appropriate enrolment fees and attached a copy of my concession card for the discount, if applicable.

☐ I have attached the completed subject selection sheet for VCE or VCAL and I have included the appropriate “VCAA Student Personal Details” form for a VCE or VCAL enrolment.

☐ I have attached a copy of my birth certificate if I am under 26 years of age: this is needed for a Victorian School Number (VSN).

☐ I have attached the completed online pre-tests for Numeracy and Literacy and I have included the completed (section A) FORM 1 Student Eligibility and Declaration Form, with the relevant documents to support my eligibility as a government funded student.

Languages 2015

Languages other than English are taught by the Victorian School of Languages. For all language enrolments contact the VSL on 9474 0500 or 1800 675 872.

Languages offered by VSL in 2015:
Arabic, Chinese (SL), Chinese (SLA), Chinese (FL), Classical Greek, French, German, Greek, Indonesian (SL), Indonesian (FL), Italian, Japanese (SL), Japanese (FL, offered at Year 12 level only), Latin, Spanish.

SL = second language  SLA = second language advanced  FL = first language

Certificates in Language are also available in the following languages: Chinese, French, Spanish.
Section A – To be completed by the student

Education history
Q1. The highest qualification I have **completed** is:

________________________________________________________________________________

(Include full title of qualification, eg. Certificate III in Aged Care)

Q2. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

0 1 2 3 4+ (circle number)

Q3. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses are you undertaking training in at the moment?

0 1 2 3 4+ (circle number)

Q4. In your lifetime, how many government subsidised courses have you started (commenced) that are at the same level as the one you are applying for now? Don’t answer this question if you are seeking to enrol in a course on the Foundation skills list.

0 1 2 3 4+ (circle number)

Student Declaration
I _____________________________________________________________, in seeking to enrol in
Student’s full name and DECV Student Number (if known)

______________________________________________

(Include full title of qualification/s in which you are seeking to enrol)

declare the following to be true and accurate statements:

a. ____________________________________________ I AM / AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school. (circle appropriate response)

b. ____________________________________________ I AM / AM NOT enrolled in the Commonwealth Government’s Skills for Education and Employment program. (circle appropriate response):

c. ____________________________________________ I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand that enrolling in the above qualification/s may affect my future training options and eligibility for further government subsidised training under the Victorian Training Guarantee.

Signed: ________________________________ Date: _________________
Section B – To be completed by an authorised delegate of the registered training organisation

I confirm that in relation to ________________________________ ____________________________ (Student’s full name)

I have sighted one of the following original, or a certified photocopy of the original, documents:

- ☐ an Australian Birth Certificate (not Birth Extract)
- ☐ a current Australian Passport
- ☐ a naturalisation certificate
- ☐ a current New Zealand Passport
- ☐ a signed declaration by a relevant referee
- ☐ a current green Medicare Card
- ☐ formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence

and if the student’s age is relevant to their eligibility and the document produced from the list above does not include a date of birth:

- ☐ A current drivers licence, or ☐ a current learner’s permit, or ☐ a Proof of Age card, or ☐ a “Keypass” card

Section C – To be completed by an authorised delegate of the RTO

Number of courses student is currently eligible for:  ☐ 1  ☐ 2

RTO declaration

Based on discussion with the student, the above evidence I have sighted in Section B, and the information provided to me by the student in Section A of this form I believe that the above individual satisfies the Victorian Training Guarantee eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Victorian Training Guarantee for the following qualification/s:

________________________________________________________________________________________

(Include full title of qualification/s in which the student is seeking to enrol)

Authorised RTO delegate:

Name: ______________________________________________________

Position: ___________________________________________________

Signed: ____________________________________________________

Date: ______________________________________________________

Notes Use this section to record additional, relevant eligibility information, including information used by the RTO to verify the individual’s eligibility that is not captured in Sections A, B or C.
Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document “I have sighted the original document and certify this to be a true copy of the original”, sign each statement and provide their designation, for example “Pharmacist”.

Authorised persons include:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act 1989*
- a registered medical practitioner within the meaning of the *Medical Practice Act 1994*
- a registered dentist within the meaning of the *Dental Practice Act 1999*
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the
  National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Source: Victorian Department of Justice
**VCE Student Personal Details 2015**

*This form is to be completed (each year) by all students enrolling in VCE and VET units and retained by the school.*

**Please print clearly and in CAPITAL LETTERS.**

- **Family name**
- **First name**
- **Second name**
- **Title**
- **Gender (M/F)**
- **Date of birth** (DD/MM/YYYY)
- **VCAA Student Number**
- **Telephone** (area code)
- **External Student ID** (e.g. CASES ID)
- **Student postal address**
- **Year level**
- **Form/Home group**
- **Course type: VCE**
- **Parent/Guardian email address**

### SECTION A: General Declaration

*(For additional information see VCAA Privacy Notice for Students following Section C of this form)*

All VCE students must sign the declaration in Section A.

It is the responsibility of the student to supply complete and correct information on this form. The VCAA does not accept responsibility for verifying the completeness or accuracy of information provided by the student.

I declare that to the best of my knowledge the information supplied herein is correct and complete.

I agree to abide by and observe the rules and instructions relating to the conduct of the VCE assessment program and all matters of discipline thereof.

I have read and agreed to the VCAA privacy notice for students.

The VCAA and VTAC reserve the right to use de-identified student data (i.e. data with no personal details) for research purposes related to their statutory powers and functions.

The VCAA may provide student data to the Victorian Registration and Qualifications Authority (VRQA) in relation to the VRQA’s statutory functions including the registration of schools and training organisations.

I acknowledge that

- a) the school will provide my school assessment results to the VCAA for the purpose of conducting the VCE assessment
- b) the VCAA will provide my final VCE course results and GAT results to my home school, and subject results to the assessing school if different from the home school, to ensure that standards for VCE school assessment are maintained
- c) the VCAA will send my personal details to VTAC for inclusion in its password-protected CourseLink database so that I can access my individual career and course options
- d) the VCAA will also send to VTAC my VCE course and GAT results, and, if applicable, any data related to Special Provision for the purpose of
  1. calculating my ENTER and
  2. if necessary, for submission of my application for tertiary course selection.

**Student’s signature**

**Date**

**Student name**

**Student number**
SECTION B: Disclosure to other organisations

Please sign below if you authorise disclosure of the following information by the VCAA:

1. Release of VCE Study scores to the newspapers
I grant permission for the release to the newspapers of my name and school for any Study score in which I achieve a score of 40 or higher.

Student’s signature ___________________________ Date _________ / ________ / ________

Please sign below if you authorise disclosure of the following information by the VCAA:

2. Calculation to the Premier’s VCE Awards and the Australian Student Prize
I grant permission for the release of my personal details to the relevant Government Departments for the selection of students for the Premier’s VCE Awards and Australian Students Prize.

Student’s signature ___________________________ Date _________ / ________ / ________

Please sign below if you authorise disclosure of the following information by the VCAA:

3. Contact information to the On Track project of the Department of Education and Early Childhood Development
I grant permission for the release of my name and contact information to the Department of Education and Early Childhood Development for the purpose of the On Track project.

Student’s signature ___________________________ Date _________ / ________ / ________

SECTION C: Copyright (permission for use of student work)

I grant permission to the VCAA to use any materials produced by me in the course of assessment for the VCE in publications or productions approved by the VCAA. I understand that I will not be identified and that I retain copyright in the material.

Student’s signature ___________________________ Date _________ / ________ / ________

VCAA PRIVACY NOTICE FOR STUDENTS

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the Education and Training Reform Act 2006. The VCAA has responsibilities relating to both curriculum and assessment across year levels Prep to 12 for all Victorian school students. The VCAA is committed to protecting student information and all personal information collected is handled in accordance with the Information Privacy Act 2000.

Collection of Student Data

In order to perform its functions the VCAA collects the personal details of all VCAL students and all students undertaking one or more VCE units of study, including performance data related to the VCE assessment program. It also collects personal details of all International Baccalaureate (IB) students who are to sit the General Achievement Test (GAT). The personal details of students other than those with VCE, VCAL or IB programs are collected to supply support for these students or for reporting purposes. All information is collected directly from students by the school.

Where additional information is required, such as in the case of applications for Special Provision, this is also collected from individual students.

The information on Aboriginal and Torres Strait Islander origins is used by the VCAA to report to the Commonwealth and State Governments to assist in the planning of support for students who fall within these categories. No individual students are identified in such reports.

All student data is submitted to the VCAA via the Victorian Assessment Software System (VASS).

Use of Student Data

The student data collected by the VCAA, including personal details, unit results, graded assessments, VET certificate results and data on Special Provision, together with study scores and GAT scores, are used by the VCAA to provide individual students final VCE, VCAL and GAT results. The assessment data which is provided to the student directly is also provided to his/her home school and, if it is not the home school, to the school where the study was undertaken.

The purpose of disclosing the student VCE, VCAL and GAT assessment data to the schools is to enable schools to analyse the effectiveness of their school assessment programs. In this way the VCAA ensures quality assurance of the VCE and VCAL assessment programs across the State of Victoria.

The purpose of disclosing the student AIM data to the schools is to enable schools to analyse the effectiveness of their teaching programs.

Personal details of all VCE, VCAL, and IB students are forwarded to the Victorian Tertiary Admissions Centre (VTAC) for inclusion in CourseLink, a password-protected interactive, web-based program, which enables individual students to access career and course options tailored to take into account their place of residence, interests, existing studies and future plans.

The VCAA also forwards individual student’s personal information, VCE, VCAL and GAT results, and, if applicable, data for Special Provision to VTAC for the calculation of the Australian Tertiary Admission Rank (ATAR), and if necessary, for the submission of student applications for tertiary course selection.

Notification, Access and Security

Students will be notified of what information has been collected from them and the level of disclosure to which they have consented via a ‘Student Full Details Report’ which will be available from the school following lodgement of Personal Details forms at the time of enrolment or registration.

Student information collected by the VCAA is stored on its database and access is limited to authorised staff at the VCAA and at the school, except where disclosure is noted above, or as required or authorised by law.

Data collected from students and the results awarded to them are retained permanently by the VCAA. These records are held in the database and backed up on microfilm. All records are held securely.

Correspondence concerning access to student records held at the VCAA including individual assessment and contact details should be addressed to the Manager, Student Records and Results Unit, VCAA, 41 St Andrews Place East Melbourne 3002.
SECTION D: Not required for continuing students

Adult returning to study?  [ ] (Y/N)  A student returning to study is defined as a person who is at least 18 years of age as of 1 January of the year of enrolment and who has been absent from full-time schooling for a minimum period of one complete school year. See VCE and VCAL Administrative Handbook 2015, for further explanation.

If Y(es) complete the following section.

School last attended

Year levels last completed 11  12  Year last attended

SECTION E: Not required for continuing students

Claiming Past Results?  [ ] (Y/N)  (Past results’ means Victorian VCE, HSC, Matriculation, TOP etc. results and is only for students who have NOT enrolled in study for over 12 months.)

If Y(es) what is your most recent Student Number

If you are claiming past results, and you have changed your name since then, you must complete the next section.

Claiming Past VCE or non-VCE Results under a former name?  [ ] (Y/N)  If Y(es)

Former

Family name

First name

Second name

If you have obtained VCE or non-VCE Victorian Year 12 results under another name, you must supply documentary evidence (certified photocopies) such as Marriage Certificate, Deed Poll, Statutory Declaration.

If claiming any past results, VCE or non-VCE Victorian Year 12 past results, complete past years enrolled below.

Past years claimed

SECTION F:

Are you deaf or hearing impaired?  [ ] (Y/N)

Are you of Aboriginal or Torres Strait Islander origin?  [ ] Yes, Aboriginal  [ ] Yes, Torres Strait Islander

Applied for English Second Language Status?  [ ] (Y/N)

SECTION G:

Full-fee paying Overseas student?  [ ] Y/N  Full-fee paying overseas students are those students seeking to enrol in the VCE who are non-residents of Australia and are not subsidised by the Commonwealth via the Overseas Student Program. See Section relevant of the VCE and VCAL Administrative Handbook 2015.

Date of last arrival in Australia (DD/MM/YYYY)

Overseas student?  [ ] (Y/N)  Overseas students are non-residents who are exchange students or have Student Entry Visas and are not subsidised.

If Y(es) complete the following section.

Country of origin
### SECTION H:

Applied for English as a second language status?  
(Y/N) If Y(es) complete the following section.

<table>
<thead>
<tr>
<th>Country of origin</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of last arrival in Australia (DD/MM/YYYY)</td>
<td></td>
</tr>
<tr>
<td>Multiple entries to Australia</td>
<td>Y/N</td>
</tr>
<tr>
<td>Cumulative residence in Australia</td>
<td>Years</td>
</tr>
</tbody>
</table>

### SECTION I:

**VCE enrolments at Home School**


Enter the details of all VCE units you are studying at your Home School this year including the unit level (e.g. EN011, English Unit 1).

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Semester</th>
<th>Teacher name</th>
<th>Class code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VCE enrolments at other schools**

Enter the details of all VCE units you are studying at other schools (e.g. VSL or Single Study Language schools, Distance Education Centre), including the unit level (e.g. LO091 French Unit 1).

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Semester</th>
<th>Name of assessing school</th>
<th>Class code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VCE VET in Schools Certificate**

Enter the details of any VCE VET in Schools Certificates you are studying this year.

<table>
<thead>
<tr>
<th>Certificate code</th>
<th>Certificate title</th>
<th>Certificate type (i.e. VES, NAP)</th>
<th>Name of training organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

31
# VCAL Subject Selection Grid – 2015

**Name:** ______________________________________  **DECV No:** ________________  **Phone contact:** __________________________

<table>
<thead>
<tr>
<th>Strand</th>
<th>Foundation</th>
<th>Code</th>
<th>Semester</th>
<th>Intermediate</th>
<th>Code</th>
<th>Semester</th>
<th>Senior</th>
<th>Code</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 2</td>
<td>1 2</td>
<td>1 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Literacy</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Numeracy</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Industry Specific Skills</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personal Development Skills</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work Related Skills</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Foundation not offered in 2015*

Approved by VCAL Manager: __________________________  **Date:** __________________________

**Award Level:** __________________________

---

32
VCAL Student Personal Details 2015

This form is to be completed (each year) by all students enrolling in VCE units and retained by the school.

Please print clearly and in CAPITAL LETTERS.

<table>
<thead>
<tr>
<th>Family name</th>
<th>First name</th>
<th>Second name</th>
<th>Title</th>
<th>Gender (M/F)</th>
<th>Date of birth (DD/MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VCAA Student Number</th>
<th>Telephone (area code)</th>
<th>External Student ID (e.g. CASES ID)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student postal address</th>
<th>Street number</th>
<th>Street</th>
<th>Suburb/Town</th>
<th>State/Country</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year level</th>
<th>Form/Home group</th>
<th>Course type: VCAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian email address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section A: General Declaration

(For additional information see VCAA Privacy Notice for Students following Section C of this form)

All VCE students must sign the declaration in Section A.

It is the responsibility of the student to supply complete and correct information on this form. The VCAA does not accept responsibility for verifying the completeness or accuracy of information provided by the student.

I declare that to the best of my knowledge the information supplied herein is correct and complete.

I agree to abide by and observe the rules and instructions relating to the conduct of the VCAL assessment program and all matters of discipline thereof.

I agree to abide by my school’s policy and rules relating to appropriate use of the Internet.

I have read and agreed to the VCAA privacy notice for students.

The VCAA and VTAC reserve the right to use de-identified student data (i.e. data with no personal details) for research purposes related to their statutory powers and functions.

The VCAA may provide student data to the Victorian Registration and Qualifications Authority (VRQA) in relation to the VRQA’s statutory functions including the registration of schools and training organisations.

I acknowledge that

a) the school will provide my school assessment results to the VCAA for the purpose of conducting the VCAL assessment
b) the VCAA will provide my final VCAL course results and GAT results to my home school, and subject results to the assessing school if different from the home school, to ensure that standards for school assessment are maintained
c) the VCAA will send my personal details to VTAC for inclusion in its password-protected CourseLink database so that I can access my individual career and course options
d) the VCAA will also send to VTAC my VCAL course and GAT results, and, if applicable, any data related to Special Provision for the purpose of
   i) calculating my ENTER and
   ii) if necessary, for submission of my application to tertiary course selection.

<table>
<thead>
<tr>
<th>Student’s signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>_____ / _____ / _____</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student name</th>
<th>Student number (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section B: Disclosure to other organisations

Please sign below if you authorise disclosure of the following information by the VCAA:

1. Release of VCAL results and/or VCE Study Scores to the newspapers
I grant permission for the release to the newspapers of my name and school for any VCAL results and study score in which I achieve a score of 40 or higher.

Student’s signature __________________________ Date __________ / _______ / ________

Please sign below if you authorise disclosure of the following information by the VCAA:

2. VCAL Achievement Awards
I grant permission for the release of my personal details to the relevant Government Departments for the selection of students for the VCAL Achievement Awards.

Student’s signature __________________________ Date __________ / _______ / ________

Please sign below if you authorise disclosure of the following information by the VCAA:

3. Contact information to the On Track project of the Department of Education and Early Childhood Development
I grant permission for the release of my name and contact information to the Department of Education and Early Childhood Development for the purpose of the On Track project.

Student’s signature __________________________ Date __________ / _______ / ________

Section C: Copyright (permission for use of student work)

I grant permission to the VCAA or VRQA to use any materials produced by me in the course of assessment for the VCAL in publications or productions approved by the VCAA or VRQA. I understand that I will not be identified and that I retain copyright in the material.

Student’s signature __________________________ Date __________ / _______ / ________

VCAA PRIVACY NOTICE FOR STUDENTS

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the Education and Training Reform Act 2006. The VCAA has responsibilities relating to both curriculum and assessment across year levels Prep to 12 for all Victorian school students. The VCAA is committed to protecting student information and all personal information collected is handled in accordance with the Information Privacy Act 2000.

Collection of Student Data

In order to perform its functions the VCAA collects the personal details of all VCAL students and all students undertaking one or more VCE units of study, including performance data related to the VCE assessment program. It also collects personal details of all International Baccalaureate (IB) students who are to sit the General Achievement Test (GAT). The personal details of students other than those with VCE, VCAL or IB programs are collected to supply support for these students or for reporting purposes. All information is collected directly from students by the school.

Where additional information is required, such as in the case of applications for Special Provision, this is also collected from individual students. The information on Aboriginal and Torres Strait Islander origins is used by the VCAA to report to the Commonwealth and State Governments to assist in the planning of support for students who fall within these categories. No individual students are identified in such reports.

All student data is submitted to the VCAA via the Victorian Assessment Software System (VASS).

Use of Student Data

The student data collected by the VCAA, including personal details, unit results, graded assessments, VET certificate results and data on Special Provision, together with study scores and GAT scores, are used by the VCAA to provide individual students final VCE, VCAL and GAT results. The assessment data which is provided to the student directly is also provided to his/her home school or to the school where the study was undertaken. This data may also be provided to the relevant umbrella organisations such as the Catholic Education Office in the case of students enrolled at catholic schools.

The purpose of disclosing the student VCE, VCAL and GAT assessment data to the schools is to enable schools to analyse the effectiveness of their school assessment programs. In this way the VCAA ensures quality assurance of the VCE and VCAL assessment programs across the State of Victoria. The purpose of disclosing the student AIM data to the schools is to enable schools to analyse the effectiveness of their teaching programs.

Personal details of all VCE, VCAL, IB students are forwarded to the Victorian Tertiary Admissions Centre (VTAC) for inclusion in CourseLink, a password-protected interactive, web-based program, which enables individual students to access career and course options tailored to take into account their place of residence, interests, existing studies and future plans.

The VCAA also forwards individual student’s personal information, VCE, VCAL and GAT results, and, if applicable, data for Special Provision to VTAC for the calculation of the Australian Tertiary Admission Rank (ATAR), and if necessary, for the submission of student applications for tertiary course selection.

Notification, Access and Security

Students will be notified of what information has been collected from them and the level of disclosure to which they have consented via a ‘Student Full Details Report’ which will be available from the school following lodgement of Personal Details forms at the time of enrolment or registration.

Student information collected by the VCAA is stored on its database and access is limited to authorised staff at the VCAA and at the school, except where disclosure is noted above, or as required or authorised by law.

Data collected from students and the results awarded to them are retained permanently by the VCAA. These records are held in the database and backed up on microfiche. All records are held securely.

Correspondence concerning access to student records held at the VCAA including individual assessment and contact details should be addressed to the Manager, Student Records and Results Unit, VCAA, 41 St Andrews Place East Melbourne 3002.
**Section D: Not required for continuing students**

Adult returning to study? ☐ (Y/N)  

A student returning to study is defined as a person who is at least 18 years of age as of 1 January of the year of enrolment and who has been absent from full-time schooling for a minimum period of one complete school year. See VCE and VCAL Administrative Handbook 2015, for further explanation.

If Y(es) complete the following section.

<table>
<thead>
<tr>
<th>School last attended</th>
<th>Year level at last school</th>
<th>Year last attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

**Section E: Not required for continuing students**

Claiming Past Results? ☐ (Y/N)  

(Past results means Victorian VCE, HSC, Matriculation, TOP etc results is only for students who have NOT enrolled in study for over 12 months).

If Y(es) what is your most recent Student Number?  

If you are claiming any past results, and you have changed your name since then, you must complete the next section.

Claiming past-VCE or non-VCE results under a former name? ☐ (Y/N)  

If Y(es)

<table>
<thead>
<tr>
<th>Former Family name</th>
<th>Former First name</th>
<th>Former Second name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have obtained VCE or non-VCE Victorian Year 12 results under another name, you must supply documentary evidence (certified photocopies) such as Marriage Certificate, Deed Poll, Statutory Declaration.

If claiming any past results, VCE and non-VCE Victorian Year 12 results, complete past years enrolled below.

<table>
<thead>
<tr>
<th>Past years claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Section F:**

Are you deaf or hearing impaired? ☐ (Y/N)

Are you of Aboriginal or Torres Strait Islander origin? ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

(If you are of both Aboriginal and Torres Strait Islander origin, you should mark both ‘Yes’ boxes) ☐ No

**SECTION G:**

Full-fee-paying overseas student ☐ (Y/N) Full-fee paying overseas students are those students seeking to enrol in the VCAL who are non-residents of Australia and are not subsidised by the Commonwealth via the Overseas Student Program. See Section 5.1.5 of the VCE AND VCAL Administrative Handbook 2015.

Date of last arrival in Australia (DD/MM/YYYY)

Overseas student? ☐ (Y/N) Overseas students are non-residents who are exchange students or have Student Entry Visas and are not subsidised.

If Y(es) complete the following section.

<table>
<thead>
<tr>
<th>Country of origin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
### SECTION H:

**VCAL Enrolments at Home School**

Enter the details of any VCAL units you are undertaking this year.

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Program focus (e.g. community service)</th>
<th>Name of education provider</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VCE unit enrolments**

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Teacher name</th>
<th>Class code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VCE VET and/or VET/Further Education enrolments**

Enter the details of any VET or Further Education courses/programs you are studying this year.

<table>
<thead>
<tr>
<th>Certificate code</th>
<th>Certificate title</th>
<th>Certificate type (i.e. VES, NAP or VFE)</th>
<th>Name of training organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

36
DANCE PRE-ENROLMENT FORM UNITS 1 – 4 2015

Student Name: _______________________________________________________________________________________

Student Address: _____________________________________________________________________________________
_______________________________________________________________________     Postcode: ___________________

Mobile: ______________________ Students email: __________________________________________________________

Name of school: ____________________________________________Level at school for most subjects: _______________

Please tick your dance subjects for Semester 1 and 2:     Unit 1     Unit 2      Unit 3    Unit 4

Student Enrolment Prerequisites - tick the following if applicable

 I am enrolled with a studio teacher for the duration of this Unit, and I am attending dance/movement tuition in a group class of a minimum of 1.5 hours per week. (We do recommend more than this)

 (Year 11 students) I will be available for dance performance assessment workshops/seminars and written exam with the Victorian Curriculum Assessment Authority (Dance) at designated times.

 I understand that it is recommended that I have 3–4 years dance/movement experience prior to commencement of the VCE dance course.

You will need to have access to:

• A camera to film your own dance works for assessment and a DVD player or computer for the required viewing.

• Internet

See AUSDANCE for information about Dance teachers in your area:  www.victoriandancedirectory.com.au

Street address:  45 Moreland Street, Footscray.  3006       Ph: 9689-2055

Studio Teachers Enrolment Prerequisites

Teacher's Name: ______________________________________________________________________________________

Studio Name and Postal Address:__________________________________________________________________________
________________________________________________________________________Postcode: ____________________

Mobile: _______________________Preferred email: __________________________________________________________

Dance style/s taught____________________________________________________________________________________
_____________________________________________________________________________________________________

Studio Teacher Attendance Records– Please Note:

 It is the student’s responsibility to ask their studio teacher to record weekly attendance at dance class on a record sheet in order to satisfactorily complete each unit of work. (80% attendance required each term and 1.5 hour class per week minimum).

For your information;

Safe Dance Practice (as in the Australian Guidelines for Dance Teachers published by AUSDANCE) involves:

 Warm-up and down before and after dance session, and plan ‘peaks’ and sufficient rest periods.

 Demonstrate ‘safe’ strategies for jumping, turning, lifting, weight transfer, and partnering.

 Be aware of common injuries and implement effective strategies for injury prevention.

 In case of injury employ RICED – Rest, Ice, Compression, Elevation, Diagnosis.

 Encourage healthy lifestyles and good nutrition for dance students.

 Communicate balanced approach to performance and training through stress management, relaxation and realistic goal-setting. Be aware of the physical, social and psychological development of students and how the style, technique and goals of your studio will impact on these.

 I am aware that the DECV Dance teacher is responsible for the delivery of the theoretical aspect of the VCE Dance course and that I will be assisting the student in the development of their technique and preparation for their solo/s, as required.

Studio Teacher Agreement:

I have read the above information and agree to supervise the technical classes of the following student. I understand the participation in these classes will contribute to the student’s completion of VCE Dance.

Student’s name:

Studio Teacher’s name:

Studio Teacher’s signature:

Dated: