



## 2020 Foundation - Year 12 Enrolment Handbook

### Welcome to Virtual School Victoria

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Virtual School Victoria (VSV) is Victoria's leading virtual school. With approximately 4500 students from Foundation to Year 12, more students study at VSV than any other school in Victoria. We provide education to a range of students with varying personal circumstances who are unable to attend full-time mainstream schooling. Central to our mission of providing virtual learning is a commitment to engagement and inclusion, regardless of each student's background or circumstances.

As our name suggests, we teach the curriculum using virtual and blended learning. We describe virtual learning as gaining knowledge or skills through study, experience, collaboration and teaching through the medium of information and communication technologies. Our online learning environment, *VSVOnline*, allows for flexible, engaging and self-paced learning. This is complemented with blended learning – a mix of virtual and face-to-face teaching and learning – to provide our students with a highly personalised experience.

The teachers at Virtual School Victoria are dedicated to building the confidence and resilience of every student. We take pride in helping our students to prepare for university, higher learning or employment beyond their schooling.

As a school committed to improving and embedding best practice virtual learning in Victoria and Australia, we have recently made our programs even more comprehensive. All of our 142 subjects – from Foundation through to Year 12 – have been enhanced by applying leading virtual teaching and learning techniques.

Whatever your reason for considering an enrolment with us, I encourage you to read the information in this handbook, as well as the subject information available on our website.

If you or your family would like to learn more about VSV and virtual learning, or have any other questions, our enrolment staff are here to help and provide confidential advice online, over the phone or in person.

Best wishes for your studies with us,

Bretton New  
Principal





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# 2020 Enrolment Information

## For Year F-12 students enrolling directly with VSV

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### What is VSV?

As the state's leading virtual school, Virtual School Victoria (VSV) provides flexible learning opportunities to a diverse and unique cohort of Victorian Foundation - Year 12 (F-12) students. We foster a safe, engaging and inclusive learning environment by coupling state-of-the-art technology with innovative and adaptive teaching practices. Our teachers are trained and experienced in best-practice online learning techniques, providing students with regular interaction and individualised support. We are focused on challenging students to pursue excellence and achieve their individual learning goals.

In 2016, we launched Australia's first F-12 pedagogical model for online learning. At the end of 2018, the Minister for Education, James Merlino, announced our new name and the key role Virtual School Victoria will play in the department's state-wide initiative to provide every student access to every subject – regardless of where they live or go to school. We are a system leader in online, virtual and blended learning, constantly evolving our practice based on the latest research. We adopt a whole-school approach to student wellbeing and have a resolute commitment to health promotion and child safety. We are dedicated to do all that we can in order to build the confidence and resilience of every student.

### What is virtual learning?

VSV defines virtual learning as gaining knowledge or skills through study, experience, collaboration and teaching through the medium of information and communication technologies.

Learning virtually is very different to mainstream schooling. VSV students have the flexibility to learn in a way that is not always possible in a 'bricks and mortar' classroom. Students can work at their own pace to complete set learning activities without distraction. They also collaborate with peers in our secure online environment.

VSV students have access to a range of structured learning materials available online. Online classes and face-to-face seminars are held regularly in many subjects, providing further opportunities to connect and collaborate with peers. Teachers are available to speak to students in person, over the phone or online.

Some families find a shared enrolment provides opportunities to maintain social connections with other students and teachers. Shared enrolments can also enable students to continue receiving school-based support.

The time needed to set aside each week depends on how many subjects are being studied. If enrolled in a full-time learning program, students can expect to be devoting the same amount of time to study as students in mainstream schools. VSV students set up their own weekly timetable and complete set weekly work.

There is a strong link between attendance in online classes, and improved learning and engagement outcomes. It is an expectation that wherever possible, students will participate in scheduled online classes.

### What will students learn?

In Years F-10, VSV's learning programs are in line with the Victorian Curriculum. In Years 11-12, VSV follows the curriculum set by the Victorian Curriculum and Assessment Authority (VCAA) in our wide range of VCE subjects. Learning programs are organised into manageable segments. Students are guided through the subjects they are studying and provided with tasks to complete, which are then assessed by teachers and returned with feedback.

Personalised learning plans are developed for all VSV students, regardless of their age or ability, so students can be engaged and challenged. When required, a personalised support plan is also developed around the learner.

## Are there any social opportunities at VSV?

VSV offers a variety of social opportunities for students. We offer annual camps for students in Years 7-12, subject seminars and Connect days each term. Our Games Club is very popular with students and is celebrated on Games Day. These provide students with the opportunity meet their peers and build friendships. Students also have many opportunities to interact in a safe and monitored online environment.

VSV's Student Voice team is an excellent way for students to get involved with VSV, connect with other students and improve their confidence and teamwork skills. Student Voice runs a number of projects throughout the year, which students are encouraged to contribute to. This is a space for students to have a voice in their school. To find out more, go to the Student Voice page on *VSVOnline*. If students would like to join the team, please send an email letting us know name and year level to [studentvoice@vsv.vic.edu.au](mailto:studentvoice@vsv.vic.edu.au)

## What role do parents/carers play?

VSV parents and carers play an essential role in supporting and encouraging their children to learn. This can include ensuring a suitable study space is available, setting and maintaining timetables, encouraging regular study habits and fostering effective communication with VSV staff. VSV teachers work in partnership with parents. Teachers will provide up-to-date learning and engagement information to parents and carers to support them to take an active role in their child's education.

The VSV Portal is an area on our website where parents, carers and supervisors can view information about a student's progress at VSV. Once registered and logged in, parents/carers will be able to find details about the:

- subjects the student is completing
- recent work the student has submitted and the feedback received
- teachers' contact details
- individual student reports.

To access the VSV Portal, parents/carers need to enter a valid email address in the Primary Family Information section of the enrolment application. Contact with the VSV Family School Action Team can be made by emailing us at [parentvoice@vsv.vic.edu.au](mailto:parentvoice@vsv.vic.edu.au)

## Will internet and computer access be required?

All students enrolling at VSV require regular and reliable access to a computer/device and the internet. Students will need to login to *VSVOnline* (the school's learning management system) to communicate and submit work online regularly. They are expected to participate in multiple areas of the online courses, including online classes, forums and interactive activities. All student reports are only available online.

To have the best experience at Virtual School Victoria, students should have a device that is able to join live classes with a camera and a microphone. It is also recommended that they have a device with a physical keyboard to easily take notes and respond to communication.

Most desktops or laptops are compatible with *VSVOnline* and our online classrooms. Please keep in mind that for some subjects, an iPhone or iPad-like device will be insufficient to meet the needs of the study. Where possible, it is recommended that more than one device is available if more than one child is enrolled at VSV in the same family. For a full list of minimum technical specifications, please see [www.vsv.vic.edu.au/resourcelist](http://www.vsv.vic.edu.au/resourcelist)

For further information about the technological requirements for individual subjects, see [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects)



# 2020 Enrolment Information

## For Year F-12 students enrolling directly with VSV

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### Does VSV charge enrolment fees?

There are no enrolment fees for students who are eligible to directly enrol with VSV.

### Will textbooks need to be purchased?

Some of our subjects require either digital or physical textbooks and/or other resources to be purchased. Our Resource List for 2020 is available at [www.vsv.vic.edu.au/resourcelist](http://www.vsv.vic.edu.au/resourcelist)

Our recommended textbook supplier is:

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

Campion delivers throughout Victoria and has provision for interstate and overseas delivery. It is important that textbooks are ordered as soon as possible upon enrolment.

Textbooks can be ordered online at <https://admin.campion.com.au/ebooklists> Please search and select 'Virtual School Victoria' and enter the Resource List code **DUJY**.

### Is it possible to receive a Government Allowance while at VSV?

Students and their parents/carers may be eligible for government allowances while studying at VSV. Centrelink administers student assistance payments for Youth Allowance, Austudy, Abstudy, Assistance for Isolated Children (AIC) and Pensioner Education Supplement (PES) for eligible students.

Parents or students who hold a Commonwealth Pensioner Health Benefits Card, a Commonwealth Health Care Card or a Commonwealth Health Benefits Card on the first day of term one, may be entitled to some Government allowances. These allowances are also payable to legal guardians, foster parents and T&PI pensioners. If you believe that you are entitled to any Commonwealth Government payments, contact your Centrelink office:

**Family and Parents Line:** 136 150

**Youth and Student Line:** 132 490

**Abstudy Line:** 1800 132 317

**Assistance for Isolated Children (Youth and Students Line):** 132 318

**Students and their parents/carers should be aware that VSV is required by law to supply an audit report to Centrelink each term on student enrolment status and work submission rates.** Students receiving Centrelink payments who fail to submit work according to the prescribed timetable may be reviewed by Centrelink, which may affect their entitlements and create a debt to repay.

We recommend speaking to Centrelink directly for further details or visiting the Centrelink website for more information: [www.humanservices.gov.au](http://www.humanservices.gov.au)

### Can students study a language other than English?

Languages other than English are offered by the Victorian School of Languages (VSL). The VSL operates separately to VSV, but many of our students choose to study languages with them. The VSL is also located at 315 Clarendon St, Thornbury, Victoria.

The VSL application form is part of the VSV enrolment application. This form needs to be completed and submitted to VSV, along with the rest of the application. Once the enrolment with VSV has been approved, we will send the language application to the VSL.

The languages available include Arabic, Chinese, Classical Greek, French, German, Greek, Hindi, Indonesian, Italian, Japanese, Latin and Spanish. Face-to-face language classes are also provided at over 40 VSL centres around Melbourne, Geelong and regional areas. For more information, please visit the VSL website at [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au)

## When can students start?

VSV operates on the same term dates as all other Victorian Government Schools.

The dates for 2020 are:

**Term 1: 29 January to 27 March**

**Term 2: 14 April to 26 June\***

**Term 3: 13 July to 18 September**

**Term 4: 5 October to 18 December**

The school year is broken into 2 Semesters. For F-10 students, Semester 1 covers the 1st and 2nd terms. Semester 2 covers 3rd and 4th terms.

\*For 11-12 students, Semester 1 commences on **Wednesday 29 January**. Semester 2 commences on **Monday 15 June**, two weeks before the end of Term 2.

## F-10 Enrolments

For students enrolling in Years F-10, enrolments are open from **Monday 14 October 2019 until Friday 24 July 2020**. Students intending to start the school year at VSV are encouraged to submit their enrolment application as early as possible to enable them to commence at the start of Term 1.

## 11-12 Enrolments

For Year 11 and 12 students, enrolment applications are open for the following periods:

### Semester 1:

Enrolments open: **Monday 14 October 2019**

Semester starts: **Wednesday 29 January 2020**

Late enrolments will not be accepted after: **Friday 7 February 2020**

**Semester 2:** Year 11 subject enrolments only:

Enrolments open: **Monday 27 April 2020**

Semester starts: **Monday 15 June 2020**

Late enrolments will not be accepted after: **Friday 19 June 2020**

## 11-12 Mid-Semester Transfers

Transfers from other schools may be accepted outside these dates in some circumstances. Please email [enrol@vsv.vic.edu.au](mailto:enrol@vsv.vic.edu.au) to contact the VSV Enrolment Team for more information.

## Who to contact?

If there are questions or concerns about the enrolment process, please contact the VSV Enrolment Office. For subject selection advice, contact the relevant Year Level Coordinator.

**Phone:** (03) 8480 0000

**Free call:** 1800 133 511

**Fax Number:** (03) 9416 8487

**Email:** [enrol@vsv.vic.edu.au](mailto:enrol@vsv.vic.edu.au)

# Eligibility Criteria

## For direct enrolment with VSV

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### Who can enrol at VSV?

VSV exists to meet the educational needs of Victorian students whose circumstances prevent them from accessing full-time mainstream schooling. In order to directly enrol with VSV, students must meet the criteria of one of the six enrolment categories outlined.

Enrolment under each category requires documented evidence to be submitted with the application. The evidence required for each category varies. Enrolment applications without all of the required documentation cannot be approved. Enrolment at VSV is granted only for the duration of the school year. Students enrolled in 2019 who want to continue their enrolment with VSV in 2020, are required to re-enrol for the 2020 school year by completing a new application form and supplying updated supporting documentation to VSV.

### Students in mainstream schools

Students wishing to maintain their current enrolment in a mainstream school and complete one or two (for 11-12 students) subjects not available at their school, can apply by downloading the Students in Schools Application Form at <http://www.vsv.vic.edu.au/students-enrolled-in-other-schools/> Alternatively, VCE Student in Schools subject applications can be completed via VSV's online enrolment page.

#### 1. Victorian residency

Enrolment at VSV is subject to Department of Education and Training (DE&T) guidelines and is only available to Victorian residents. A resident is a person with a permanent residential address in Victoria. The onus is on the enrolling student's family to provide proof of their residency. Victorian residents temporarily travelling overseas or interstate are eligible to apply.

#### 2. Minimum enrolment period

Enrolment is available to all eligible Victorian residents who are unable to access regular schooling for a minimum of two consecutive school terms or six consecutive months within a single school year.

#### 3. Proof of age

All students must submit their proof of age with their enrolment application. This can include a copy of a birth certificate, passport, or a driver's licence. In some circumstances, certified copies may be requested.

### Pre-enrolment interview

In certain circumstances, in order to optimise student engagement and learning outcomes, VSV may deem that a face-to-face interview is required prior to approving an enrolment application. If this is the case, the student or their parent/carer will be contacted after they have submitted their application to schedule a time. This may result in a delay in the approval of the enrolment at VSV.





# Enrolment Categories

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## Category 1: Medical

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### 1a. Medical (Physical)

Students enrolling in this category must have a specialist diagnosis of a physical disability that restricts their ability to attend a mainstream school for a period of six months or more.

#### Evidence required:

##### A School Referral Form

The student's most recent school must complete this form, outlining the student's prior schooling experience, the supports that have been put in place for the student, and a recommendation regarding the suitability of an enrolment with VSV. If the student is not at school, an Agency Referral Form is required confirming their situation.

##### A Practitioner Referral Form

A **specialist practitioner** in the relevant field must complete this form, outlining how the student's diagnosis and/or treatment prevents their attendance at a mainstream school, how this condition and treatment may impact upon their ability to engage with study, what continuing treatment or support will be provided, and which professional will be coordinating the care plan for this student. In situations where an agency is also involved with a student, applicants are asked to provide an Agency Referral Form.

### 1b. Medical (Social/Emotional)

Students enrolling in this category must have a diagnosed mental health or social emotional difficulty, meaning it is not possible for them to attend mainstream school for an extended period of time.

VSV recognises that an important prerequisite for successful engagement with education is the establishment of effective ongoing treatment and support for mental health and social emotional difficulties. **Students must demonstrate they are receiving ongoing professional treatment and/or support for their condition/s.** The referring practitioner must commit to coordination of the care plan for this student.

#### Evidence required:

##### A School Referral Form

The student's most recent school must complete this form, outlining the student's prior schooling experience, the supports that have been put in place for the student, and a recommendation regarding the suitability of an enrolment with VSV. If the student is not at school, an Agency Referral Form is required confirming their situation.

##### An Agency Referral Form

Where there has been agency involvement in the care and support of a student (e.g. DHHS, Anglicare, Salvation Army), an Agency Referral Form must be completed by the relevant support worker. This should outline all relevant primary reasons why the student is unable to attend a mainstream school, any issues that may impact on the student's ability to engage with study, and summary details of the ongoing treatment and/or support plan prepared for the student.

##### A Practitioner Referral Form

A specialist practitioner (psychologist, psychiatrist, or social worker) must complete this form, outlining how the student's diagnosis and/or treatment prevents their attendance at a mainstream school, how this condition and treatment may impact upon their ability to engage with study, what continuing treatment or support will be provided, and which professional will be coordinating the care plan for this student.

## Category 2: Travel

Students enrolling in this category must be Victorian residents who are unable to attend a mainstream school because they are travelling within Victoria, Australia or overseas. Travel may be required due to a parent's/carer's work commitments or an extended family holiday. Following the period of travel, the student must recommence enrolment at a mainstream school in Victoria.

### Evidence required:

#### A letter from the student's most recent school

A letter from the student's most recent school is required confirming:

- (a) the student was/is enrolled at the school
- (b) the student has left or is leaving for the purpose of travel
- (c) the expected date that the student will return from travel and recommence enrolment at a mainstream school
- (d) any supporting information if the student has learning difficulties, disabilities or health conditions that may impact on study.

#### A letter from a parent's/carer's employer

This needs to outline the period of employment where the parent/carer is expected to be out of Victoria and/or travelling. A Statutory Declaration is also required when travel is due to parent's work and they are self-employed.

Or

#### A certified Statutory Declaration

This needs to be signed in front of an authorised witness, and must detail:

- (a) the proposed itinerary of travel/work
- (b) the nature of the travel (e.g. work or family holiday)
- (c) the expected date of return.

It is expected that students who have been, or expect to be, based in a location interstate or overseas for more than two years should enrol in a mainstream school in the location where they are based. Students who have been enrolled at VSV under the Travel category for two or more years are required to seek approval from VSV to continue their enrolment by resubmitting the supporting documentation. Approval is at the discretion of VSV's Principal.

## Category 3: Sports/Performance

Students enrolling in this category must have elite sporting or performing arts commitments preventing them from attending mainstream school. These commitments may include performance or training commitments during regular school times, or extended interstate/international travel for training, competition or performance.

### Evidence required:

#### A letter from the student's most recent school

A letter from the student's most recent school is required confirming:

- (a) the student was/is enrolled at the school
- (b) the student has left or is leaving for the purpose of sports/performing arts commitments
- (c) in their view, Virtual School Victoria is an appropriate alternative educational experience
- (d) any supporting information if the student has learning difficulties, disabilities or health conditions that may impact on study.

#### A letter from the sporting/performing arts association/agent

A letter from the student's sporting/performing arts association/agent is required confirming:

- (a) the student is involved or competing in elite level sport or performing arts
- (b) the student's performance/training schedule prevents them from attending mainstream school
- (c) in their view, Virtual School Victoria is an appropriate alternative educational experience
- (d) contact details of a sporting/performance supervisor who is authorised to liaise with VSV regarding student progress including name, organisation, phone, email and address.

# Enrolment Categories

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In 2016, the Child Safe Standards were implemented in Victoria for all organisations, including schools, which work with children and young people. Like all Victorian schools, Virtual School Victoria works hard to ensure student safety and wellbeing but we must be vigilant to ensure effective arrangements are in place to manage and reduce the risk of child abuse. Parents/carers of students enrolling in the Sports/Performance category frequently engage third party organisations and/or individuals prior to enrolling their child at Virtual School Victoria. Parents/carers are strongly encouraged to ensure that third party organisations are compliant with the Child Safe Standards and/or third party individuals hold a current Working with Children Check.

## Category 4: Distance

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Students enrolling in this category must be Victorian residents who live in a remote area where it is not feasible to travel to a local mainstream Government School. The requirements for enrolment in this category vary depending on the age of the student. The following minimum distance requirements must be met:

**Students over nine years of age** who live more than 4.8 kilometres from the nearest Government School and the nearest bus route.

**Students under nine years of age** who live more than 3 kilometres from the nearest Government School and the nearest bus route.

### Evidence required:

#### A letter from the closest Government School

This letter should confirm the student's current residential address, and that this address meets the minimum distance requirements outlined above.

Families or schools should provide supporting information if the student has learning difficulties, disabilities or health conditions that might affect study.

## Category 5: Young Adult

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Students aged at least 17 years of age at the beginning of the semester they wish to commence in and less than 21 years on 1 January 2020, may enrol in a VCE course of study with VSV in 2020.

### Evidence required:

#### A Young Adult Referral Form

This form needs to be completed by either:

- (a) the student's previous school
- (b) a treating specialist medical practitioner
- (c) an agency working with the student or their family.

This form should outline the student's prior schooling experience, the supports that have and will be put in place for the student, and a recommendation regarding the suitability of an enrolment with VSV. The application should provide supporting information if the student has learning difficulties, disabilities or health conditions that might affect study.



Students enrolling in this category must complete the Student Enrolment Information page in their application. This should outline why they feel that VSV and online learning is the most appropriate educational option for them rather than studying at a mainstream school, TAFE or other educational provider.

## Category 6: Previous Home Schooler

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Students who are currently registered for home schooling with the VRQA for 12 months or more, and have made a decision to return to a government registered school for their senior years (Year 10, Year 11 or Year 12), can apply to enrol directly into a Year 10 or VCE program with VSV in 2020.

### Evidence required:

#### Confirmation of previous home schooling

Demonstrating registration with the VRQA, or an equivalent authority in other states, for the previous consecutive period of 12 months or more.

#### Confirmation of home schooling deregistration from the VRQA (or interstate equivalent)

Please note: It is not possible to be both registered for home schooling and be enrolled as a VSV student at the same time.

Students will need to make an appointment to attend Virtual School Victoria (315 Clarendon Street, Thornbury) to complete two one-hour long, computer-based moderated assessments looking at their literacy and numeracy capabilities as part of the enrolment process. To make an appointment, please email the Enrolment Office at [enrol@vsv.vic.edu.au](mailto:enrol@vsv.vic.edu.au). Parents/carers will need to propose a date and time during school terms, arriving between 9am and 2pm. VSV staff will confirm this date and time.

Students who are in a chronological year level lower than Year 10, or have less than 12 months of registered home schooling, will be required to meet one of our other eligibility criteria to be eligible to enrol at VSV.

## Primary Enrolments

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It is important that all F-6 students visit VSV with their parents for an interview to meet their teachers and have their learning needs assessed so we can select an appropriate individual learning program for the student.

Before the interview, complete and return the enrolment forms (including any required referrals, reports and supporting documentation) to the VSV Enrolment Office. Once processed, you will be contacted to arrange a mutually convenient time to meet your child's future class teacher.

For the interview please bring:

- your child(ren)
- your child's most recent school report.

If it is not possible to physically visit VSV, it is important that you speak to the F-6 Coordinator and send a copy of your child's last school report with your enrolment application. This will ensure that an appropriate learning program can be selected to suit your child's individual needs.

Children commencing primary school in Foundation (Prep) must be five years of age or older by 30 April of the year they start school.

# Learning in a Virtual World

## Digital Learning at Virtual School Victoria

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VSV uses online services to support a high quality and innovative online learning environment. Learning in a Virtual World: Digital Learning at Virtual School Victoria is our plain language policy statement about student participation, privacy compliance and copyright components of digital and online learning at our school. The policy statement can be accessed at [www.vsv.vic.edu.au/policies](http://www.vsv.vic.edu.au/policies)

### Online Acceptable Use Agreement

This agreement applies to all students undertaking study at VSV. It is a condition of enrolment that the Student Enrolment Agreement on page 29 is signed, agreeing to this. When engaging with my school work, either at Virtual School Victoria or at home, I agree to be a safe, responsible and ethical user at all times by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- contacting a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- contacting a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- contacting a teacher or a trusted adult if someone writes something I don't like, makes me and/or my friends feel uncomfortable or requests information from me I know is private
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people may think of me
- investigating the terms and conditions of use of the websites I sign up to as part of the learning program (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and citing references where necessary
- not downloading unauthorised programs, including games, while using the school's ICT equipment
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student, parent/carer or school staff member
- not revealing my password to anyone including teachers or administrators at the school
- using social networking sites for education purposes and directed by the school
- not deliberately entering or remaining in any site that has obscene language or offensive content.



In addition, when I use my personal mobile devices (including my phone), while engaging with my school work, I agree to be a safe, responsible and ethical user at all times by:

- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved learning program
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

## Privacy Information for Parents and Carers

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During the ordinary course of your child's attendance at Virtual School Victoria, school staff will collect your child's personal and health information when necessary, to educate your child and/or to support your child's social and emotional wellbeing or health. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child or fulfil those legal obligations.

For example, health information may be collected through the school's social worker, psychologist or Student Wellbeing Coordinators. If your child is referred to a specific health service at school, such as a Student Wellbeing Coordinator, or school-engaged psychologist, the required consent will be obtained.

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we take steps to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

School staff will only share your child's personal or health information with other staff who need to know, enabling the school to educate or support your child, or fulfil a legal obligation.

When our students transfer to another Victorian Government School, personal and health information about that student will be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the school about you or your child, see DET's information privacy policy at:

[www.education.vic.gov.au/Pages/privacypolicy.aspx](http://www.education.vic.gov.au/Pages/privacypolicy.aspx)

The term, 'staff' refers to principals, teachers, Learning Advisors, Student Wellbeing Coordinators, social workers and any other allied health practitioners, as well as all other staff at our school. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.

## Who to contact

If there are questions or concerns about the enrolment process, please contact the VSV Enrolment Office. For subject selection advice, contact the relevant Year Level Coordinator.

**Phone:** (03) 8480 0000 **Free call:** 1800 133 511 **Fax Number:** (03) 9416 8487 **Email:** [enrol@vsv.vic.edu.au](mailto:enrol@vsv.vic.edu.au)

# Application Guide

## Step-by-step guide to completing an application

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In order to enrol at VSV, the following four tasks must be completed:

### 1. Identify an enrolment category

Students must identify which category they intend to enrol under, as outlined on the previous pages.

### 2. Gather supporting documentation

Different supporting evidence is required, depending on the enrolment category. Referral forms can be found at the end of this Enrolment Handbook.

Schools, specialist practitioners and outside agencies can return completed referral forms to the applicant so they can submit all enrolment documentation at once. Alternatively, they can send them directly to the VSV Enrolment Team.

#### All enrolment applications require the necessary supporting documentation:

- Completed Referral Forms/Evidence** (see the Eligibility Criteria section for information about which referrals/evidence are required).
- A copy of the student's Immunisation History Statement from the Australian Immunisation Register** (if enrolling in a Primary Level F-6).
- Medical management plan.** This includes but may not be limited to allergies, anaphylaxis, asthma, diabetes and epilepsy (if relevant).
- A copy of a Parent/Carer Concession or Health Care Card** (if claiming a concession).

#### New enrolment applications also require:

- A copy of the student's most recent school reports and other academic reports** e.g. NAPLAN report, VCE details transcripts.
- Proof of student's age** (e.g. birth certificate or passport).

### 3. Complete the Enrolment Application Form

All students enrolling need to complete the 2020 Enrolment Application Form, including the Subject Selection and Personal Details pages relevant to the year level they are applying for.

- Completed 2020 Enrolment Forms.**
- Completed Subject Selection Forms** (Years 7-12 only).
- Pre-enrolment Forms.** Certain subjects require a Pre-enrolment Form to be completed. These are marked by a small 2 on the subject selection form (Years 11-12 only). Pre-enrolment forms can be found on the relevant subject information page [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects)

## 4. Send the completed application to VSV

Once completed, the application needs to be sent to VSV's Enrolment Team. There are a number of ways this can be submitted:

### Email:

Scan and email the completed application to:  
**enrol@vsv.vic.edu.au**

Please note: email attachments must be less than 10MBs per email.

### Fax:

Fax the completed application to:  
**(03) 9416 8487**

### Post

Post the completed application to:

#### Enrolment Office

Virtual School Victoria  
315 Clarendon Street,  
Thornbury, VIC 3071

### In person:

Drop off the completed application in person between 9am-4pm during term times at our Thornbury address:

315 Clarendon Street,  
Thornbury, VIC 3071

## What will happen once an application is submitted?

### Determining eligibility

Once an enrolment application has been submitted, it will be reviewed by our Enrolment Officers to ensure the student meets our eligibility criteria. If it is determined that further evidence is required for the enrolment to be processed, VSV will communicate what is needed. Complex enrolment cases will be referred to our Enrolment Advisors who will be in contact.

### Confirming an appropriate learning and support program

Once we have determined that the student meets our enrolment eligibility criteria, we will then consider the individual circumstances and determine the most appropriate personalised learning and support plan. It may be necessary for us to call the student, parent/ carer and/or the supporting practitioner in order to develop the most suitable program.

### Providing online access

Once the student's details are entered onto our system, it takes another 48 hours for an enrolment confirmation to be emailed. This will be sent to all email addresses indicated on the application. This will include the student's login details to access *VSVOnline*.

# Enrolment Application 2020



For Years F-12 students enrolling directly with VSV

This is an official GST free Tax Invoice. ABN 48597078548

Enrolment Category (please tick one)			
<b>Medical</b>	<b>Travel</b>	<b>Sports/Performance</b>	<b>Other</b>
<input type="checkbox"/> Physical	<input type="checkbox"/> Australia	<input type="checkbox"/> Sport	<input type="checkbox"/> Young Adult
<input type="checkbox"/> Social/Emotional	<input type="checkbox"/> Overseas	<input type="checkbox"/> Dance/Arts	<input type="checkbox"/> Distance
			<input type="checkbox"/> Ex-Home Schooler

Student Details	
Year Level in 2020: <input type="text"/>	Have you enrolled with the VSV before? <input type="checkbox"/> Y <input type="checkbox"/> N Previous VSV No: <input type="text"/>
Your VSN: (if known) <input type="text"/>	
Family Name: <input type="text"/>	
First Name: <input type="text"/>	Second Name: <input type="text"/>
Date of birth: (dd-mm-yyyy) <input type="text"/> / <input type="text"/> / <input type="text"/>	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Student Contact Email: <input type="text"/>	<small>Students MUST supply a unique email address. This needs to be different from their Parent/Carer/Sibling in order to have access to their online learning.</small>
Student Mobile No: <input type="text"/>	Home Phone No: <input type="text"/>
Student Postal Address (No. & St/PO Box Details): <input type="text"/>	<small>All students must supply an Australian postal address.</small>
Suburb/Town: <input type="text"/>	State: <input type="text"/> Postcode: <input type="text"/>

Home Address in Australia (Write 'As Above' if same as Postal Address)	
Student Postal Address (No. & Street Address): <input type="text"/>	
Suburb/Town: <input type="text"/>	State: <input type="text"/> Postcode: <input type="text"/>

Enrolment Office Only						
Enrol Officer	Enrolment Advisor	Date	Student Coordinator	Computer Generated Student ID	Document/s Provided	Materials Charge
					<input type="checkbox"/> Proof of Age <input type="checkbox"/> School Report <input type="checkbox"/> Immunisation Certificate	<input type="checkbox"/> Credit Card <input type="checkbox"/> Unpaid <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order \$

# Enrolment Application 2020



## Primary Carer Information

Enrolment contact details may be used by VSV to communicate general information regarding VSV and its programs.

Parent/Carer 1 (Parent/Carer 1 will be the main contact)	
Title: <input type="text"/>	Family Name: <input type="text"/>
First Name: <input type="text"/>	
Carer's Relationship to Student: (tick one) <input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Host Family <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Self <input type="checkbox"/> Other (please specify): _____	
Home Phone No: <input type="text"/>	Work Phone No: <input type="text"/>
Mobile: <input type="text"/>	
Email Address: <input type="text"/>	
<small>Unique email address is required in order to register for access to the VSV Portal.</small>	

Parent/Carer 2	
Title: <input type="text"/>	Family Name: <input type="text"/>
First Name: <input type="text"/>	
Carer's Relationship to Student: (tick one) <input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Host Family <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Self <input type="checkbox"/> Other (please specify): _____	
Home Phone No: <input type="text"/>	Work Phone No: <input type="text"/>
Mobile: <input type="text"/>	
Email Address: <input type="text"/>	
<small>Unique email address is required in order to register for access to the VSV Portal.</small>	

List any other family members attending the VSV in 2020	
Full Name/s:	Relationship:

# Enrolment Application 2020



## Primary Carer Information

<b>Student Emergency Contacts</b> Please include emergency contacts who are NOT the Primary Carer(s). List in order of preference.		
<b>Name:</b>	<b>Relationship:</b>	<b>Telephone Contact:</b>

<b>Access Restrictions</b>
Is the student at risk? <input type="checkbox"/> No <input type="checkbox"/> Yes
Is there an Access Alert for the student? (tick) <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, then complete the following questions and present a current copy of the document to the school.)
Access Type: <input type="checkbox"/> Parenting Order <input type="checkbox"/> Parenting Plan <input type="checkbox"/> Intervention Order <input type="checkbox"/> Protection Order (tick one) <input type="checkbox"/> Informal Carer Stat Dec <input type="checkbox"/> DHHS Authorisation <input type="checkbox"/> Witness Protection Program Order <input type="checkbox"/> Other
Describe any Access Restrictions:
Is there an Activity Alert for the student? <input type="checkbox"/> No <input type="checkbox"/> Yes
If Yes, then describe the Activity Restriction: This field relates to things such as excursions, camps or when the student visits VSV.

\* Failure to supply a copy of any court order with this application will result in a delay in the processing of this enrolment.



# Enrolment Application 2020



## Student Details

These questions must be completed as a requirement of the Australian Commonwealth Government.

Compulsory Student Details	
In which country was the student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____
Residential status of the student:	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary VSV does not generally accept students on Temporary Visas. Please contact our Enrolment Office if you believe you may be eligible.
Student's Visa Sub Class:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Visa Expiry Date: (dd/mm/yyyy) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Does the student mainly speak a language other than English at home?	<input type="checkbox"/> No English only <input type="checkbox"/> Yes (please specify): _____ _____
Does the student speak English?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal & Torres Strait Islander
What is the student's living arrangement? (Tick one)	<input type="checkbox"/> At home with TWO Parents/Carers <input type="checkbox"/> At home with One Parent/Carer <input type="checkbox"/> Arranged by State-Out of Home Care* <input type="checkbox"/> Homeless Youth <input type="checkbox"/> Independent

\*Children and young people in Out of Home Care have been subject to protective intervention by Child Protection. They live in a variety of alternative care arrangements away from their parents, including living with relatives or friends (**kinship care**), living with non-relative families (**home-based care, sometimes known as foster care**) and living in residential care units with rostered care staff (**residential care**). Some children or young people may live in out-of-home care for only a few days or weeks while others may be in care for many years.

Previous School/Institution Information (Prior to Virtual School Victoria)	
Name of School:	<input type="text"/>
How long has the student been enrolled at their current or most recent school or institution?	_____
Date student last attended school (dd/mm/yyyy)	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Year level or grade in which the student was last enrolled: <input type="text"/> <input type="text"/>
Name and phone number of a teacher at the school who best knows the student's education level:	
Name: _____	Phone Number: <input type="text"/>

# Enrolment Application 2020



## Additional Family Details

Parent/Carer 1
Family Name: <input type="text"/>
First Name: <input type="text"/>
Occupation: <input type="text"/>
Current Employer (if applicable): <input type="text"/>
In which country were they born? <input type="text"/>
Does the Parent 1/Carer 1 speak a language other than English at home? <input type="checkbox"/> No <input type="checkbox"/> Yes (specify below): <input type="text"/>
What is the highest year of primary or secondary school the parent/carer has completed? <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
What is the level of the highest qualification the parent/carer has completed? <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification
What is the current occupation of the parent/carer? Please select the occupation group letter from the list below. <input type="text"/>

Parent/Carer 2
Family Name: <input type="text"/>
First Name: <input type="text"/>
Occupation: <input type="text"/>
Current Employer (if applicable): <input type="text"/>
In which country were they born? <input type="text"/>
Does the Parent 2/Carer 2 speak a language other than English at home? <input type="checkbox"/> No <input type="checkbox"/> Yes (specify below): <input type="text"/>
What is the highest year of primary or secondary school the parent/carer has completed? <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
What is the level of the highest qualification the parent/carer has completed? <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification
What is the current occupation of the parent/carer? Please select the occupation group letter from the list below. <input type="text"/>

## Parental Occupation Group Codes

Choose the code that best reflects your current situation.

**Group A:** Senior management in large business organisation, government administration and defence, and qualified professionals.

**Group B:** Other business managers, arts/media/sportspersons and associate professionals.

**Group C:** Tradesmen/women, skilled office, sales and service staff.

**Group D:** Machine operators, hospitality staff, assistants, labourers and related workers.

**Group N:** If the person has not been in paid work in the last 12 months.

\*Note: If person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

# Enrolment Application 2020



## Medical History

Medical Information		
Is the student deaf or hearing impaired?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is the student blind or vision impaired?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has the student been diagnosed with ASD/Asperger's Syndrome?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the student have an intellectual disability?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the student have a physical disability?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the student have a severe behavioural disorder?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the student have a severe language disorder?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the student have a diagnosed mental health condition?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify): _____ _____ _____
Does the student have a history of allergies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify): _____ _____ _____
Has the student been diagnosed as at risk of anaphylaxis?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has the student been diagnosed with asthma?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has the student been diagnosed with diabetes?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has the student been diagnosed with epilepsy?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Please note:</b> when a student attends a VSV-approved activity, VSV <b>must be provided with a copy of their medical management plan</b> for any diagnosed healthcare need, allergy or relevant medical condition. These may include but may not be limited to allergies, anaphylaxis, asthma, diabetes and epilepsy. Students attending a VSV-approved activity who require medication must provide their own, e.g. EpiPen, and report to the supervising teacher upon arrival.		
Has the student been diagnosed with any other condition?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify): _____ _____ _____
Are there any other medical issues VSV should be aware of?          		

# Enrolment Application 2020



## Medical History

Provide details of any assessments undertaken by the following specialists. (Provide copies or use an additional page if necessary.)

Specialist	Name of Specialist	Year
Paediatrician		
Optometrist/Ophthalmologist		
Audiologist		
Psychologist		
Psychiatrist		
Speech Therapist		
Occupational Therapist		
Other		

### Has the student ever received support from any of the following programs or services?

- |   |  |
|---|--|
| <input type="checkbox"/> Program for Students with Disabilities (PSD)       | <input type="checkbox"/> Public Hospital Education Setting |
| <input type="checkbox"/> Home-based Education Support Program (HBESB)       | <input type="checkbox"/> Visiting Teacher Service          |
| <input type="checkbox"/> DHHS   | <input type="checkbox"/> Child FIRST                       |
| <input type="checkbox"/> Child and Adolescent Mental Health Service (CAMHS) | <input type="checkbox"/> DET Social Worker                 |
| <input type="checkbox"/> DET Psychologist                                   | <input type="checkbox"/> DET Speech Pathology              |
| <input type="checkbox"/> Navigator  | <input type="checkbox"/> Lookout Centre                    |
| <input type="checkbox"/> Other (Please specify): _____                      |  |

Please list people who can be contacted to support your child's enrolment at the DECV (e.g. teacher, counsellor, psychologist etc.)

Name	Position	Phone

# Enrolment Application 2020



## Parent/Carer Rights and Responsibilities

Parent/Carer Rights	Parent/Carer Responsibilities
<p><b>Parents/Carers have the right to:</b></p> <ul style="list-style-type: none"><li>• meaningful feedback from and communication with teaching staff</li><li>• be notified of any pertinent information relating to the student</li><li>• access any information regarding the student within the confines of any legal requirement.</li></ul>	<p><b>Parents/Carers responsibilities:</b></p> <ul style="list-style-type: none"><li>• liaising with members of the school community in a safe, positive and respectful manner</li><li>• providing the school with all relevant information pertaining to the student</li><li>• working with the school in a variety of forums and responding to communications in a timely manner</li><li>• supporting students to engage and participate in their learning program and the wider school community</li><li>• ensuring their child submits work in accordance with the prescribed or negotiated submission timetable.</li></ul>

## Consent to Access Student Records and Information

VSV aims to work together with students and their families to provide the best possible teaching and support. We use the information we collect on each student in order to establish supports that are required and to provide students with appropriate services.

I give consent for VSV to access and share any existing relevant personal or health information with specialist practitioners or agencies that have been listed in this enrolment application.  No  Yes

## Consent to use student work

At times, VSV staff may wish to publish student work **outside** the *VSVOnline* learning environment for informational and/or promotional purposes. (It is VSV policy to only publish the first name of students.) You will be informed if, when and where your work will be published.

I give permission to share my work on the VSV external website, on-site displays, printed materials, and in our e-newsletter.  No  Yes

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If student under 16)

# Enrolment Application 2020



## Parent/Carer and Responsibilities

### Parent/Carer Agreement

- I accept and agree to the parent/carers rights and responsibilities outlined on this page.
- I will support my child to engage appropriately and submit their work regularly in accordance with the submission schedules for each subject and will help them to contact VSV if situations arise which may prevent this.
- I accept VSV will initiate the Student Management Action Plan (SMAP) for students who do not engage and/or submit work in accordance with their submission schedule. This may result in my child's enrolment being reviewed and/or cancelled.
- To the best of my knowledge, there are no Family Court orders that would prevent this enrolment from being processed.
- I declare that the information provided on this application is, to the best of my knowledge, true and accurate.
- I understand that my child will require reliable internet access in order to access their learning.

Please tick one of the following options:

I am applying for a **full enrolment** with the VSV.

I am applying for a **shared enrolment** with the VSV and an appropriate mainstream school. (Please have the school complete the shared enrolment details.)

Signature: \_\_\_\_\_  
Parent/Carer/Legal Guardian

Date: \_\_\_\_\_

### Student Enrolment Information: (Every student must fill out this section)

It is important that we are aware of any special circumstances that may affect your progress while at VSV. Please outline any issues relevant to your education and why you are enrolling at VSV. (Parents/carers can help their children complete this section if required.)

Why are you enrolling at VSV?

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Student Rights	Student Responsibilities
<p><b>All VSV students have the right to:</b></p> <ul style="list-style-type: none"> <li>engage in regular communication with teaching staff and receive meaningful and timely feedback</li> <li>access learning resources in order to maximise their full potential</li> <li>be respected, valued and have opportunities to learn from the differences of others</li> <li>work independently and as a group member, where appropriate</li> <li>feel safe and welcomed in online learning environments.</li> </ul>	<p><b>All VSV students are responsible for:</b></p> <ul style="list-style-type: none"> <li>striving to work to the best of their ability at all times</li> <li>regularly participating by submitting work according to the prescribed or negotiated submission timetable</li> <li>taking responsibility for their own learning by obtaining all required learning materials, setting achievable goals and establishing a weekly routine or timetable</li> <li>maintaining contact with their teachers by utilising all available communication options</li> <li>where possible, attending and participating in seminars, excursions, and online and collaborative activities</li> <li>using digital technology in accordance with the VSV Online Acceptable Use Agreement</li> <li>understanding that bullying, including cyber-bullying, violence, property damage, inappropriate language and disrupting the learning of other students is unacceptable</li> <li>behaving in a way that contributes to a safe and inclusive school environment</li> <li>maintaining a healthy balance between study and other aspects of life</li> <li>uphold VSV Values of Respect, Empathy, Collaboration and Growth.</li> </ul>

### Student Enrolment Agreement

- I agree to abide by the VSV Online Acceptable Use Agreement outlined on **page 16**.
- I accept and agree to the student rights and responsibilities outlined above.
- I will submit my work regularly, according to the submission schedules for each subject and will contact VSV if situations arise which prevent this.
- I accept VSV will initiate the Student Management Action Plan (SMAP) for students who do not submit work according to their submission schedule. This may result in my enrolment being reviewed and/or cancelled.
- I declare that the information provided on this application is, to the best of my knowledge, true and accurate.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_  
(If student under 16)

Date: \_\_\_\_\_

# 2020 Year 10 Subjects



Subject selection prior to enrolment is **not compulsory**.

Once your enrolment has been processed, you will be contacted by your **Learning Advisor**. Your Learning Advisor will work with you for the rest of the year. Your Learning Advisor will begin with an intake interview and help you to complete Launch Pad (orientation/assessment). Following that, your Learning Advisor will work with you to choose your subjects and a subject load that suits you.

**If you have particular needs, please complete the 'Requested modifications to a standard learning program' box below and your Learning Advisor will be in touch after your enrolment to discuss this with you.**

## Year 10 Subject Information

- A standard full-time learning program consists of **six subjects in each Semester**. You will also complete the Launch Pad orientation program.
- Subject descriptions for all subjects are available online at [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects)
- Students are required to choose one elective subject per semester.

I am intending to enrol for:

Semester 1 only     Semester 2 only     Both Semester 1 and Semester 2

Subject		All Year	Office use only
English 303/304		✓	
Mathematics 345/346		✓	
Science 357/358		✓	
Health and Physical Education 417/418		✓	
Humanities	Economics and Business 422 (Semester 1) History 308 (Semester 2)	✓	

The subjects listed below run for one semester only. You cannot complete the same subject in both Semester 1 and Semester 2.

Subject Group	Subject	Semester 1	Semester 2
Electives <i>Choose one subject per semester</i>	Psychology 342		
	Philosophy 409		
	Research 406		
	Media 327		
	Dance 428		
	Digital Technology 425		
	Design Technology (Food) 332		

**Subjects studied elsewhere:** Please note any additional subjects that you intend to undertake outside of VSV, including subjects at other schools, VET subjects, or subjects studied at the Victorian School of Languages:

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**Requested modifications to standard learning program:** Please outline any requested modifications to the standard learning program above. Your Learning Advisor will be in contact to discuss this prior to your enrolment:

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# 2020 Year 10 Student Personal Details



This form is to be completed by students enrolling in Year 10 who do not have a program enrolment on the Victorian Curriculum and Assessment Authority's Victorian Assessment Software System. Students using this form should not previously have had an enrolment in VCE, VCAL or the International Baccalaureate. Indicated names must be legal names as per their birth certificate.

## VCAA Collection Notice for Students

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006*. The VCAA is responsible for curriculum and assessment in year levels Foundation to 12 for all Victorian school students. All personal information 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 secondary level students including performance data related to the VCE assessment program. The personal details of students other than those with VCE, VCAL or International Baccalaureate (IB) programs are collected to supply support for those 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 collected from individual students.

### Use of student data

The student data collected by the VCAA, including personal details, unit results, Graded Assessments, VET certificate results, data on Special Provision, study scores and GAT scores, are used by the VCAA to provide individual student final VCE, VCAL and GAT results. The assessment data provided to each student 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 provision of student VCE, VCAL and GAT assessment data to schools is to enable them to analyse the effectiveness of their assessment and teaching programs. It also enables the VCAA to assure the quality of the VCE and VCAL assessment programs.

The VCAA provides information on students of Aboriginal and Torres Strait Islander origin to the Commonwealth and state governments to assist in the planning of support for these students. No individual students are identified in such reports.

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.

Personal details of all VCE, VCAL, IB and Year 10 students are provided to VTAC for inclusion in CourseLink, which enables individual students to access career and course options which take into account their place of residence, interests, existing studies and future plans.

The VCAA provides students personal information, VCE, VCAL and GAT results, and, if applicable, data for Special Provision to VTAC for the calculation of the ATAR and, if necessary, for applications for tertiary course selection.

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

The VCAA is required by the *Electoral Act 2002* (Vic) to provide to the Victorian Electoral Commission the name, date of birth and postal address of Victorian students who have turned 18 on or before 30 June in the year of school enrolment, to facilitate the students' electoral enrolment.

# 2020 Year 10 Student Personal Details



The VCAA is required to provide results data to the Australian Curriculum, Assessment and Reporting Authority (ACARA) so it can prepare reports related to the outcomes of the National Assessment Program Literacy and Numeracy (NAPLAN) tests.

## Notification, access and security

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 referred to above, or as required or authorised by law. All records are held securely.

Schools are required to provide students with a Student Full Details Report. This contains the information collected from students. It is important that students check the information recorded to ensure its accuracy.

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,  
VCAA, Level 1, 2 Lonsdale Street, Melbourne 3000.

## Section A: Declaration

It is the responsibility of the student to supply complete and correct information on their enrolment application forms. 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 on this enrolment application form is correct and complete.

I have read and agree to the VCAA Collection Notice for Students (as appears above).

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name

VCAA Student Number (if known)

## Section B: Disclosure to the On Track project

On Track is a Victorian Government initiative which surveys students who have left school in the last six months. Disclosure to the On Track project of the Department of Education and Training: Please sign below if you authorise disclosure of the following information by the VCAA.

I authorise the release of my name, address, and contact information to the Department of Education and Training for the purposes of the On Track project.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Enrolment in Languages Offered by



## The Victorian School of Languages (VSL)

If you wish to study a language other than English by Distance Education, please read the information on the following page about the languages available this year at the Victorian School of Languages (VSL), then complete the form below and return it to VSV with your application.

For students who are directly enrolled with VSV, there is no enrolment cost for studying a language with Victorian School of Languages.

**Please note:** If you were not enrolled for the previous Unit of this subject in 2019 and are unsure about which level is suitable for you, it may be necessary for you to contact the **VSL Distance Education Section** on **9474 0500** or **1800 675 872** for advice on enrolment levels of the language chosen.

Student Details	
Family Name:	<input type="text"/>
First Name:	<input type="text"/>
Second Name:	<input type="text"/>
Date of birth: (dd-mm-yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Your VSN: (If known)	<input type="text"/>
Student Contact Email:	<input type="text"/>
(This is important for the student to have access to the online work – student chooses their password)	
Student Contact No:	<input type="text"/>
Student Mobile No:	<input type="text"/>
VSV Enrolment Category:	<input type="checkbox"/> Medical: Physical <input type="checkbox"/> Distance <input type="checkbox"/> Medical: Social/Emotional <input type="checkbox"/> Travel <input type="checkbox"/> Sports/Performance <input type="checkbox"/> Young Adult <input type="checkbox"/> Ex-Home Schooler
Parent's Name:	<input type="text"/>
Parent Contact No:	<input type="text"/>
Parent Mobile No:	<input type="text"/>
Parent's Email:	<input type="text"/>
Student Address:	<input type="text"/>
Student Postal Address: (if different)	<input type="text"/>
Overseas Address for travellers:	<input type="text"/>

Language and Level	
Which language(s) do you wish to study in 2020?	<input type="text"/>
Which year level do you wish to study?	<input type="text"/>
Have you previously studied the language?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, for how many years?	<input type="text"/>
Name of School(s):	<input type="text"/>

# Enrolment in Languages Offered by

the Victorian School of Languages (VSL)



Language and Level	
Other experience with the language? <input type="checkbox"/> No <input type="checkbox"/> Yes	Previous VSL Student Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
If yes, provide details: (e.g. you speak it at home, you lived in a country where it was spoken, etc.)	
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## VSL Distance Education Courses Available for Students in Years F-12

**Note:** Students who are unsure of the level at which they should enrol should ask for a placement test.

**Note:** FL = First Language SL = Second Language SLA = Second Language Advanced

<b>Arabic:</b>	Year 10, VCE Units 1-4	<b>Hindi:</b>	VCE Units 1-4
<b>Chinese (SL):</b>	Year 7-10, Certificate in Applied Language, VCE Units 1-4	<b>Indonesian (SL):</b>	Year 6-10, Accelerated 1, VCE Units 1-4
<b>Chinese (FL):</b>	VCE Units 1-4	<b>Indonesian (FL):</b>	VCE Units 1-4
<b>Chinese (SLA):</b>	VCE Units 3-4	<b>Italian:</b>	Year 6-10, Accelerated 1, VCE Units 1-4
<b>Classical Greek:</b>	Accelerated 1 & 2, VCE Units 1-4	<b>Japanese (SL):</b>	Year 7-10, VCE Units 1-4
<b>French:</b>	Year 6-10, Accelerated 1 & 2, VCE Units 1-4	<b>Japanese (FL):</b>	VCE Units 3-4
<b>German:</b>	Year 6-10, Accelerated 1 & 2, VCE Units 1-4	<b>Latin:</b>	Year 7-10, Accelerated 1 & 2, VCE Units 1-4
<b>Greek:</b>	Year 7-10, VCE Units 1-4	<b>Spanish:</b>	Year 7-10, Accelerated 1 & 2, VCE Units 1-4

### Comments

- Year 7 language courses assume little or no previous secondary language study.
- Year 8 language courses are suitable for students who have completed approximately one year of secondary language study.
- Year 9 language courses are suitable for students who have completed approximately two years of secondary language study.
- Year 10 language courses are suitable for students who have completed approximately three years of secondary language study.
- Accelerated Language Courses Level 1 involve a faster moving program for older beginners with little or no previous knowledge of the language. They lead to the Year 9 courses or to Accelerated Language Courses Level 2 and in some VCE languages.
- Accelerated Language Courses Level 2 follow on from Accelerated Language Courses Level 1 to complete a two-year pre-VCE program.
- Certificate in Applied Language courses assume little or no previous language study.
- VCE Unit 1 is suitable for students who have completed approximately four years of secondary language study. VCE Unit 2 follows on from VCE Unit 1.
- VCE Unit 3 follows on from VCE Unit 2. For credit at VCE level it must be combined with VCE Unit 4.
- VCE Unit 4 follows on from VCE Unit 3. For credit at VCE level it must be combined with VCE Unit 3.

**Please note:** The VSL also offers face-to-face classes in 40 languages in Years F-12 held out of school hours in 29 metropolitan and several country centres. For more information visit the VSL website: [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au)