



Alkira Secondary College
Respect, Integrity, Care and Excellence



2024
Later Years
Student Handbook

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Introduction

This handbook is designed to assist students at Alkira Secondary College in matters relating to Victorian Certificate of Education (VCE) studies (including VCE Vocational Major/VM) studies in 2023. It also contains information about specific rules, processes and procedures that are applied in the VCE/VCE VM at Alkira Secondary College. This handbook should be read in conjunction with relevant policy documents, and accessible via the college website. Of particular relevance is the Later Years - VCE Policy.

The Victorian Curriculum and Assessment Authority (VCAA) is responsible for the development, maintenance, and implementation of the VCE. The information in this booklet is largely based on the 'VCE Administrative Handbook', an official publication of VCAA available online at: <https://www.vcaa.vic.edu.au/administration/vce-vcal-handbook/Pages/index.aspx>

Students enrolled at Alkira Secondary College must abide by the administrative guidelines and regulations of the VCE. It is the responsibility of students and their parents to be fully aware of VCAA regulations and the expectations of Alkira Secondary College relating to the VCE.

The Later Years Student Handbook should be read in conjunction with all other relevant policy documents. These can be accessed via the college website.

Parents and students should contact the relevant Later Years Team member or specific teaching staff if they have any questions relating to the rules, processes and procedures contained within this handbook.

Alkira Secondary College – Later Years Team

Later Years Team for 2024

Later Years Assistant Principal
 Year 12 Later Years Leader
 Year 12 Year Level Leader
 Year 11 Later Years Leader
 Year 11 Year Level Leader
 Year 10 Later Years Leader
 Year 10 Year Level Leader

Jason Nicholas
 Kate Robertson
 Kiranjeet Kaur
 Samara Varker
 Sylvia Kosztyi
 Simon McKenzie
 Kaitlyn Karadeas

Later Years Administration Assistant

Rebecca Oliphant

Careers and Pathways

Charmaine D'Souza
 Shrestha Sharma
 Nabeela Ijaz

Later Years Studies at Alkira Secondary College 2024

Accounting	Maths General
Biology	Maths Foundation
Business Management	Maths Methods
Chemistry	Maths Specialist
Chinese Language, Culture and Society	Media
Computing	Physical Education
Drama	Physics
English	Psychology
English (EAL)	Product Design and Technology
Economics	Art Making and Exhibiting
Food Studies	Systems Engineering
Geography	Visual Communication
Health & Human Development	VCE VM Literacy
History – 20 th Century / Revolutions	VCE VM Numeracy
Literature	VCE VM Work-Related Skills
Legal Studies	VCE VM Personal Development Skills
	VET
	Community Services

Key Dates for VCE Students 2024

Please make a note of the dates listed below.

Wk.	Date	Event
1	Thursday 1st February	Term 1 Starts (Year 7, 11&12)
	Friday 2nd February	All students return.
2	Wednesday 7th February	Session 1 - Year 12 VCE Assembly – VCAA Paperwork
	Thursday 8th February	Year 7-12 Alkira Citizen Day
3	Monday 12th February	College Photo Day
	Wednesday 14th February	Session 1 - Year 11 VCE Assembly – VCAA Paperwork
	Friday 16th February	Session TBC - Year 10 Fast Track Assembly – VCAA Paperwork
4	Monday 19th February	Session TBC - Year 11 and 12 VCE VM Assembly – VCAA Paperwork
	Tuesday 20 th February	VCE and VCE VM Parent Info Night (Yr. 11 & 12) 7:00 pm
	Wednesday 21 st February	Curriculum Day
5	Wednesday 28th February	Swimming Carnival (Year 12 and Senior Swimmers only)
7	Monday 11th March	Labour Day
	Wednesday 13 th March	Year 11 VCE – Elevate Study Sensei (Session 1)
	Friday 15th March	
8	18th - 28th March	Central Australia tour
9	Thursday 28th March	Year12 STRIVE Day 1 Special Examination Arrangement Applications Due to VCAA Term 1 Ends
	Term 1 Holidays	Friday 29th March – Good Friday
1	Monday 15th April	Term 2 Starts
2	Thursday 25th April	ANZAC Day
3	Tuesday 30th April	Athletics Carnival
4	Thursday 2nd May	Careers Expo excursion - all Year 12
5	Monday 13th May	Year 12 STRIVE Day #2 – Sessions 2-4
	Tuesday 14 th May	Year 10 – Try a Trade – SE Expo
7	Monday 27 th – Friday 31 st May	Alkira Careers Week
	Wednesday 29th May	Final Day for Unit 2 Course Changes
8	Monday 3rd June	Unit 3 in-class Trial Exams to commence
9	Monday 10 th June	King's Birthday
	Wednesday 12th June – Thursday 20th June	Yr 10 & 11 Exam period (TBC) Year 11 VCE VM Work Placement (no TAFE Days)
10	Monday 17 th June	Start of Unit 4
	Tuesday 18th June	GAT Exam (All students studying Unit 3 & 4 Subject including VCE VM) Start of Unit 2
	Friday 21st June	Year 11 Formal
11	Monday 24th June	Start of Unit 2

	Friday 28th June	Term 2 Ends
1	Monday 15th July	Term 3 Starts
2	Tuesday 23 rd July	Alkira SC – Course Selection Information Evening Year 11 and 12 2025 Info Evening (after school/evening)
	Wednesday 24 th July	Year 10 → 11 Course Counselling Assembly session 1 (PC)
	Thursday 25 th July	Year 11 → 12 Course Counselling Assembly TBC
3	Wednesday 31 st July	Year 10 Course Selection Domain Presentations (sessions TBC)
4&5	Wednesday 7 th – Monday 12 th August Tuesday 13 th August EAL	Year 10 → 11 Course Selection Days
6	Tuesday 20 th August	Year 12 STRIVE Day #3 – sessions 3&4
8	Monday 2 nd September	VCAA Examination timetable released
	Thursday 5 th September	Year 12 Red Frogs Presentation
10	Monday 16 th September	Year 10 Immunisations
	Wednesday 18 th September	English Trial Exam 8:30 am - 12:00 pm - TBC
	Friday 20th September	Final day for Unit 4 SACs
	Friday 20th September	Term 3 Ends
	Term 3 Holidays	Year 12 Holiday Trial Exam program (week 1 – Mon-Thurs)
1	Monday 7th October	Term 4 Starts
	Monday 7 th October – Tuesday 22 nd October	Unit 3 / 4 Exam Revision
	Monday 7 th October – Sunday 3 rd November	Performance and Language Exams
	Friday 11 th October	SEAS Closes tbc
2	Friday 18 th October	Last day to log second-language applications for 2025
3	Tuesday 22 nd October	Year 12 VCE Last Day of Classes
	Wednesday 23 rd October	Yr. 12 Celebration Day/Assembly
	Thursday 24 th October	Year 12 Graduation (Bunjil Place)
	Friday 25th October	Last day for Unit 2 SACs
4	Tuesday 29 th October – Wednesday 20 th November	Year 12 VCAA Exams
5	Tuesday 5 th November	Melbourne Cup Day
6	Monday 11 th – Wednesday 20 th November	Year 11 Exams Year 11 VCE VM Work Placement
7	Monday 18 th – Wednesday 20 th November	Year 10 Exams
9	Monday 25 th November – Friday 6 th December TBC	2025 Headstart Program (TBC)
11	TBC Friday 20th December	VCAA results released, ATAR Results Term 4 Ends

Introduction to Victorian Certificate of Education (VCE)

The VCAA (Victorian Curriculum and Assessment Authority) offers a diverse range of subjects that may contribute to the VCE. Most students' VCE programs consist of approximately 20-22 units usually completed over two years. The Victorian Senior Secondary pathways include the VCE, VCE Vocational Major (VM), and the Victorian Pathways Certificate (VPC). Both the VCE and VCE VM both lead to a VCE certificate being awarded.

The VCE Requirements

Duration

The VCE/VCE Vocational Major is usually completed over two years, however there is no limit to the number of years you may take to accumulate unit results towards achieving the Certificate. If you require an ATAR score you must complete the straight VCE program within a 3 years timeframe.

The VCE/VCE VM is made up of many different units of study. A study is a subject, for example, English. Work Related Skills or Biology. It is made up of four units (Units 1, 2, 3 and 4), each of which is a semester in length. Units 3 and 4 of a study must be completed as a sequence .

Satisfactory Completion of the VCE

To meet the requirements of the VCE, each student must satisfy the following:

- demonstrate all learning outcomes in a minimum of 16 Units (achieve an "S"), which must include:
- 3 units of English or English equivalent (EAL, Literature or Language), two of which must be a Unit 3 and 4 sequence
- 3 sequences of unit 3 and 4 (year 12) studies other than English

Satisfactory Completion of the VCE Vocational Major

To meet the requirements of the VCE VM, each student must satisfy the following:

- demonstrate all learning outcomes in a minimum of 16 Units (achieve an "S"), which must include:
 - 3 VCE VM Literacy or VCE English units (including a Unit 3–4 sequence)
 - a minimum of 4 Unit 3&4 sequences (satisfying both Unit 3&4 of the subject)
 - 2 VCE VM Numeracy or VCE Mathematics units
 - 2 VCE VM Work Related Skills units
 - 2 VCE VM Personal Development Skills units, and
 - 2 VET credits at Certificate II level or above (180 nominal hours)

The Victorian Pathways Certificate is a pathway that will be discussed with students and families if this is the most applicable Later Years Pathway option.

Satisfactory Completion of VCE / VCE VM Unit

Satisfactory Completion of Studies:

To gain a satisfactory pass, students must:

- demonstrate the required Learning Outcomes (specific Key Knowledge and Skills) on designated school assessed coursework, school assessed tasks or via a work requirement
- complete a satisfactory amount of assigned coursework
- complete homework, as a significant amount of the required time to complete work for each unit is designed to be spent out of class time (more so for straight VCE units)
- meet attendance requirements

A student who does not demonstrate a satisfactory level of understanding on an assessment task:

- will have an opportunity to re-sit a Redemption Task as set by the teacher to gain a satisfactory result for the outcome
- this task may be the original task once again, only the parts where the student did not demonstrate the required level of understanding or a new task that requires the student to demonstrate the specific key knowledge and skills related to that outcome.
- will keep their original numerical mark from the initial assessment task, with students now attempting to gain an 'S' for the Outcome in their second effort. For VCE VM the grade descriptor will be changed to a 'Satisfactory'
- must complete the redemption task (organised through the Later Years Office) approximately one week following the student being made aware of an 'N' result for a task
- can re-attempt an assessment task once through the redemption process
- may be able to satisfy the outcome using authenticated coursework (consultation process between class teacher and Later Years Assistant Principal / SubschooL Leader)
- can apply to appeal an unsuccessful redemption task through an application (please see Appendix) and/or the Later Years Assistant Principal / SubschooL Leader for more information). Appeals will be considered by the Later Years Team who may allow a student a further opportunity to attempt to demonstrate the required knowledge and redeem the outcome. The Later Years Team will inform both the student and relevant teacher on the outcome of the appeal.

If any Outcome is not completed satisfactorily by a student, then the result for that Outcome and the Unit will be an 'N'.

VCE Program and Assessment

Year 11 VCE program

Typically, a student will complete 5 subjects/studies at the college in Year 11. Some students are invited to do a Year 12 study as one of the 5 based on demonstrated academic achievement (see Fast Track Studies and Course Load).

VCE Unit 1 and 2 Assessment

The VCE is a dual-level certificate (Year 11 and 12) where students must demonstrate knowledge and skills to a satisfactory level ('S').

Students must achieve 40% or greater for each SAC/SAT task to avoid being required to undertake a Redemption Task. Work requirements (such as coursework/book work, homework tasks, etc.) are additional tasks that students are required to undertake to show an understanding of a Learning Outcome and therefore necessary to achieve an 'S' result.

Year 11 VCE Vocational Major program

In 2024 students will complete 4 subjects at the college in Year 11. Students are also required to undertake a VET/TAFE course as part of the program and undertake two blocks of Structured Workplace Learning placement (during the exam program).

VCE VM Unit 1 and 2 Assessment

The VCE is a dual level certificate (Year 11 and 12) where students must demonstrate knowledge and skills to a satisfactory level ('S'). Students must achieve at least a 'Satisfactory' grade descriptor on the grade range that includes - Excelling, Achieving, Satisfactory and Unsatisfactory' to achieve an S. Achieving an Unsatisfactory result will require students to undertake a redemption.

Year 12 VCE program

Year 12 students will study 5 subjects at the college. (see Course Load page 12).

SACs and SATs – Unit 3 and 4 Assessment

Most Unit 3 and 4 studies have at least 50% of their assessment based on exams except for Folio/Performing/Language based subjects. The other 50% is based on School Assessed Coursework (SACs) or School Assessed Tasks (SATs). Teachers select from the range of options for these as outlined within the relevant VCAA Study Design. Students will be clearly informed of the tasks they are required to undertake for each SAC or SAT by their classroom teacher.

Year 12 VCE Vocational Major program

In 2024 students will complete 4 subjects at the college in Year 12. Students are also required to undertake a VET/TAFE course as part of the program and undertake an ongoing Structured Workplace Learning placement.

VCE VM Unit 3 and 4 Assessment

The VCE is a dual level certificate (Year 11 and 12) where students must demonstrate knowledge and skills to a satisfactory level ('S'). Students must achieve at least a 'Satisfactory' grade descriptor on the grade range that includes - Excelling, Achieving, Satisfactory and Unsatisfactory' to achieve an S. Achieving an Unsatisfactory result will require students to undertake a redemption to demonstrate the required Key Knowledge and Skills of that Outcome.

What do S and N mean?

School Assessed Tasks/Coursework use these codes to indicate the level of achievement to students on work submitted:

- Work or assessment tasks are marked according to a criteria sheet/assessment rubric and a mark will be allocated according to how many marks are available for the task. Satisfactory completion will result in an "S"
- Work assessed below 40% for VCE or 'Unsatisfactory' for VCE VM, will require students to complete a Redemption Task in an effort to satisfy the outcome.
- Following the redemption process, student work that has not satisfactorily demonstrated the required key knowledge and skills will be awarded an N for the outcome and therefore the unit (unless authenticated coursework can be used to satisfy the outcome).
- Students who receive an N for a Unit 3 VCE study are unable to continue on to Unit 4. Students who receive an N for either Unit 1 or 2 may be permitted to continue in that study at the discretion of the Later Years Team.

Absence from SAC or Redemption/Resit:

If a student is absent from a SAC, Reschedule or Redemption task, their absence **must** be a 'school approved', including providing a medical certificate (or equivalent) upon their return, to the Later Years office. The student will be required to sit the assessment during a Reschedule/Redemption Session (Monday and Wednesday 3:15 pm – 4:45 pm) within a one-week period.

If the absence is **not 'school approved'**, e.g. no medical certificate is provided, an 'N' result will be issued for the SAC/Outcome or for the Unit if it was a Redemption that was missed.

Students Meeting Deadlines

If a student does not meet a due date for an Assessment Task and has not been granted an extension, he or she may be required to attend a meeting with the Later Years Sub School to decide the consequences. This applies to both

SAC and SAT components. If a student has a school-approved absence for the above, then the task or a replacement task can be completed through the Reschedule/Alternate process. If the absence was not approved, then the student scores zero for the task, but will be granted a further opportunity to demonstrate the Learning Outcome via the Redemption process. Refer to the relevant appendix for information about the Reschedule/Redemption processes.

Attendance

VCE / VCE Vocational Major (Year 11 and 12) Attendance

Success in VCE starts with attending each day. Attendance in class ensures that our students have access to instruction and set work in order to keep up to date with their studies. While the college understands that some absences are unavoidable due to health, medical, legal or family reasons, students in Years 11 and 12 are required to attend 90% of scheduled classes to satisfactorily complete a unit of study.

Students must maintain a VCE and VCE VM attendance (see as 'VCE % attendance accessible via the Compass portal) of at least 90% for each VCE unit. The Later Years Leaders will monitor student attendance closely, and communicate with students, parents/carers and teaching staff, students whose attendance is of concern. The college has a staged response to support student attendance. The Later Years team may be required to meet with the student and parent/guardian to explain the absences and to discuss the consequences of unapproved absences. At the end of a unit attendance below 90% may result in an 'N' result, as teachers will be deemed unable to authenticate student's work.

In meeting the VCE Attendance Policy requirements the following will be used in conjunction with Compass:

- Fifteen or more absences in total (i.e. approved/unapproved) excluding legitimate college activities such as sport or excursions and excluding extended illness approved by the Subschool Leader (e.g. time in hospital) will result in an 'N' result for the unit.
- Documentation to support a school approved absence must be submitted within five days of the return to school or the absence will be recorded as unapproved.

A school approved absence may be:

- an illness which requires medical treatment and for which there is a valid medical certificate presented to the Later Years Office
- an approved college excursion or sporting event or a serious problem which the Later Years Assistant Principal / Subschool Leader has been notified, and which can be shown to have resulted in the student suffering significant hardship, including deaths, funerals and traumatic events

Medical Certificates:

- If a student is absent from school, the student must submit a valid medical certificate from a doctor to the Later Years office.
- If a student is absent from school on the day of a SAC/assessment deadline, the student **must** produce a valid medical certificate from a doctor for the absence to be approved and undertake the SAC for a scored result.
- The Medical Certificate must be dated **for the day of the absence and cannot be back-dated.**

Family holidays, part-time work, licence tests and other similar causes for absence are not acceptable school approved absences.

The Later Years Team will meet with students with attendance below 90% at the conclusion of each unit to allow the student (and student's family) to present any extenuating circumstances to be considered under Special Provision related to the student's inadequate attendance. At this meeting students will be informed of the final unit result for any affected studies and the impact that this may have on their pathway at the college.

Experience shows that one of the first indicators of a student being at risk is when they start missing class. Students and their family are encouraged to address attendance issues early to avoid these developing into a habit that may quickly result in unsuccessful and unsatisfactory performance.

Presentation of SATs

This applies to Design and Technology, Computing, Media, Studio Arts, Systems Engineering and Visual Communication.

Students will be provided with a clear outline of requirements for each SAT, together with progressive authentication dates as decided by the teacher. Students must remain organised and adhere to the set timeline, including presenting your work a minimum of three times to your teacher during the development of the SAT for authentication and ongoing assessment.

Student Instructions for Presentation of SATs

- Put your official VCAA candidate number on the top of the right-hand corner of the first page of your SAT (you may wish to do this on every page of the SAT for security)
- Clearly number each page
- Write the word length at the end, if applicable
- Upload photos or a copy of your SAT and its progress as directed to the relevant Compass Learning Task
- Where appropriate, place the completed SAT in a clear plastic envelope for protection
- Ensure that the SAT is **entirely legible**, if handwritten
- It may be wise to write on every second line, or Word Process the SAT (be aware of the advice on computer use in the Appendices). Only write on one side of each page, to ensure ease of reading, unless advised otherwise by the class teacher.

N Result for Unit

If a student has not satisfied an outcome (and therefore the unit) teachers must consult with the Later Years Leader prior to this decision becoming final. In Year 11, students who receive an 'N' result will continue to attend this timetabled class. The Later Years team will meet with the student and determine what their plans are in regard to that particular subject. If their intention is to continue in Unit 2 or 3 they would be best advised to continue with their classwork (however they would not be assessed for an 'S' result). For all Virtual School Victoria, VET, or other external studies, the Later Years team will determine how the student will be required to spend their timetabled class time during private study (if another study cannot be commenced). For students who do not satisfy a Unit 3 / 4 subject, the Later Years team will meet with the student (communicate with family) regarding their program for the remainder of the year. This includes being advised by the Later Years Assistant Principal (NICJ) where the student will complete supervised study for their other subjects during these additional study periods. This may be within another timetabled class.

Extensions

A student may apply for an extension of time at the school level to complete assessment tasks, SACs or SATs (or other forms of assessment) by using the Application for Assessment Task Extension form (see at rear of this handbook). An extension will only be granted on the basis of a medical certificate or other convincing evidence of good reason, such as a death in the family, other family crisis, or having to represent the school or alternative body at an event. Wherever possible, the extension request should be made prior to the due date. In extenuating circumstances in Semester 1, S or N results can be held over as N (redeemable) under this condition

Exams

Year 11 VCE Exams:

The VCAA does not assess units at this level. At Alkira Secondary College, the policy is to have assessment tasks that reflect what is required at Unit 3 and 4, to provide the best possible learning preparation for the following year. The assessment tasks during the Unit are used to allow students to exhibit Learning Outcomes.

Mid-Year: Wednesday 12th June – Thursday 20th June
End of Year: Monday 11th November – Wednesday 20th November

During this period, no formal classes will operate. Exam attendance is **compulsory** for students. Classroom teachers will develop exams that challenge the students for the period of time allocated to allow them to demonstrate their understanding of the Key Knowledge and Skills within the Study Design. Performance within these exams can be used to determine suitability for continued Fast Tracking within a study or to continue within that study in Units 3 / 4.

Attendance at examinations is an expectation for all students at the college. Parents should contact college if there are issues regarding student attendance in the examination period. Special consideration will be given on medical or compassionate grounds when formal documentation is provided. Family holidays are not an approved excuse for non-attendance at examinations.

Formal documentation includes medical certificates or certificates of attendance from other authorised organisations for exceptional circumstances.

Students who achieve a result of less than 30% in a Year 11 Exam may be required to Redeem this exam.

Attendance in examination periods

Year 11 VCE students are expected to attend school for exams only during the exam period.

Year 11 VCE VM students will undertake Work Placement during the two exam periods (with the exception of TAFE days).

Students who are absent for an examination

The college will not provide alternative times for students to sit exams (unless an exam is rescheduled due to an exam timetable clash). Students who are absent must provide the school with a medical certificate or official notification providing a reason for absence or they will be awarded an N result. Family holidays are not recognised by the school as an approved reason for absence from an examination.

Students who are absent from an exam with a 'school approved' absence will be awarded an NA.

Students with Special Provision

Year 11 examinations may only be modified according to individual student requirements as formally approved via Special Provision. Provisions may include such things as additional reading or writing time, providing assistance with writing, use of a laptop, breaks, separate rooms etc. Please see the Later Years Assistant Principal / Year 11 Subschool Leader if you have questions regarding Special Provision.

Students enrolled during the semester

Students who are enrolled more than ten weeks prior to the examination (including holidays) are expected to complete the exam. Students who are enrolled 5-10 weeks before the exam are expected to sit the examination; however, teachers will modify the expectations according to the areas of study that the student has covered. Students who are enrolled less than four weeks prior to the exam will be expected to complete an alternative task (set by the classroom teacher) during the examination time.

Reporting on examinations

Examination results for Year 11 are reported as a separate item on the mid and end of year reports. Year 11 examinations are separate to School Assessed Coursework (SAC).

The GAT (General Achievement Test) – Tuesday 18th June 2024

The GAT is a test undertaken by all students completing any Unit 3 and 4 Studies including VCE/VCE VM and/or VET. The GAT is a two-part test undertaken by all students completing any Unit 3 / 4 Studies including VCE/VCE VM and VET. It is used as a checking tool in the statistical moderation of SACs, and in the generation of Study Scores/ATARs along with Indicative Grades and class result profiles via Special Provision should students be unable to

complete exams effectively (Derived Exam Score). Please note that this is by application to VCAA and may or may not be approved.

It is in the students' best interests to complete this test to the best of their abilities, as it may well affect themselves and all students in their class if they don't. The GAT may also now be used to assist in applications to courses at some universities.

Students undertaking the **VCE VM** will complete Section A of the GAT only. All students will receive a report that states their Literacy and Numeracy mapped against Nationally recognised benchmarks.

No Year 12 classes will run on the day of the GAT

Unit 3 & 4 Exam Dates: September - November

Unit 3 in class Practice Exams:	commence from Monday 3 rd June
GAT:	Tuesday 18 th June
Holiday Revision & Practice Exams:	Monday 23 rd September – Thursday 26 th September
Performance/Language:	Monday 7 th October – Sunday 3 rd November
VCAA Exams:	Tuesday 29 th October – Wednesday 20 th November

Course Load

Year 11 and 12 VCE (Standard)

Students in Year 11 and 12 VCE are required to take **five** VCE subjects or their equivalent at the college.

Course Load Conditions

VCE students may be permitted to undertake a reduced course load if one or more of the following conditions are met:

- there are *significant* medical or environmental conditions that make five subjects onerous for a Year 12 student. Documentation from the most relevant supporting specialist professional is required for consideration i.e. for mental health related conditions, a letter from a psychologist or psychiatrist rather than a General Practitioner is required.
- the student is undertaking a 3-year VCE and will not qualify for the VCE in a 2-year period

*****Please note – students completing a VCE language study outside of Alkira SC, do so with the understanding that this will be completed on top of the above course load requirements. Any exception to this condition will be at the Principal's discretion.***

VCE Vocational Major Course Load

Year 11 and 12 VCE

In general, students who are undertaking the VCE Vocational Major (2024 Year 12 students will have a different program) will:

- Attend Alkira on Monday, Tuesday, Thursday and Friday.
- Students will undertake core subjects of Literacy and Numeracy during both years
- Personal Development Skills and Work Related Skills will be for one year each.
- Undertake a VCE subject or additional in school VET
 - In some circumstances students may be eligible to undertake a VCE Mathematics as an alternative to Numeracy
- Attend TAFE on Wednesday (or alternate day as coordinated through Alkira).
- Participate in two block placements of Workplace Learning during the Year 11 Exam Program.

*****Students who are undertaking a School Based Apprenticeship or Traineeship will have an individualised program.***

Mathematics and Science Pathways

Alkira Secondary College endeavours to offer a structured Later Years Pathway for students in which they are challenged but can achieve successful outcomes. In addition to the other information within this policy and the Later Years/VCE Student Handbook, there are specific academic requirements for students to be able to undertake certain subjects within the Science and Mathematics subject areas at a VCE level.

- Science – students must be assessed at least ‘At Standard’ in Year 10 Science in order to be considered for Year 11 Chemistry or Physics.
- Year 11 Foundation Maths – students must average at least ‘30%’ in Year 10 General Maths Assessment Tasks or have completed and satisfied Year 10 Maths Methods
- Year 11 General Maths – students must average at least ‘60%’ in Year 10 General Maths Assessment Tasks or have completed and satisfied Year 10 Maths Methods
- Year 11 General Maths – students must average at least ‘50%’ in Year 10 General Maths Assessment Tasks
- Year 11 Maths Methods – students must average at least ‘60%’ in Year 10 Maths Methods Assessment Tasks
- Year 11 Specialist Maths – students must average at least ‘70%’ in Year 10 Maths Methods Assessment Tasks

Promotion

Alkira Secondary College has high expectations for student performance. Students are promoted to the next year level and provided with a program that meets their individual pathways, careers aspirations and that provides them the best opportunity to experience success. Students are required to have demonstrated a capacity for such future success through their achievement in the previous learning to access specific pathways such as the VCE and VCE Vocational Major.

Later Years Pathways

Year 10 promotion to Year 11

Year 10 students study a total of 12 semester-based units over the year. English, Maths, VCE and VET subjects are counted as two units. The following academic data will be used to help determine the most appropriate senior pathway for success in the Later Years.

Year 10 ‘Satisfactory Semester Result in 10 or more Units’ - all Year 11 pathway options available

- VCE or VCE Vocational Major
- Satisfactory Semester Result in a minimum of 10 Units
- Satisfactory Semester Result in both English Units
- To undertake a straight VCE course, a minimum eWrite scaled score of 480 in Year 10 (NAPLAN and Learning Task achievement data will also be used in conjunction with eWrite) must be attained

‘Satisfactory Semester Result’ in 7-9 Units - Course options that may be offered

- Year 10 & Year 11 VCE combined course
- VCE Vocational Major - an eWrite scaled score of below 480 in Year 10 (very low scores/literacy skills, may result in students being enrolled in the Victorian Pathways Certificate)
- Alternative pathways and settings available
- Restricted VCE course may be offered in certain circumstances

‘Satisfactory Semester Result’ in 6 Units or less – Course/Pathway Options that may be offered

- Year 10 Repeat to build/consolidate necessary foundation skills
- Combined Year 10 & Year 11 course
- Alternative pathways and settings available

Year 11 VCE promotion to Year 12 VCE/VCE VM

Year 11 VCE/VCE VM students study a total of 10 Units over the year. To have guaranteed access to a full Year 12 VCE course a student must:

- satisfactorily complete a minimum of eight 1 and 2 units including one English
- meet the 90% 'VCE %' (Compass) attendance requirement

** Where a student receives an 'N' for a Unit 1 VCE study, the college will determine if the student will be permitted to continue with this study at a Unit 2 level or be required to commence an alternate one where they may experience increased success. If a student receives an N in both Unit 1 and 2 of a subject, they will not be able to undertake this subject in Year 12.

Year 11 VCE VM promotion to Year 12 VCE VM

Year 11 VCE VM students study a total of 10 Units over the year. To have access to a full Year 12 VCE VM course a student must:

- satisfactorily complete a minimum of **eight** 1 and 2 units including one Literacy
- Complete a minimum of 90 hours of satisfactory VET
- meet the 90% 'VCE %' (Compass) attendance requirement

** The above will be checked against students eligibility to achieve the VCE VM certificate the following year and may result in a student needing to reattempt the Year 11 VCE VM or a combined Year 11 and 12 VCE VM program.

VCE to VCE VM transition

This can only occur if the criteria of the program can be met. This includes being formally enrolled in a VET course. Generally, this will only be possible prior to and following Headstart and in negotiation with the Later Years team in the first two weeks of the academic year.

Fast Track Studies

Alkira Secondary College has high expectations for student performance and achievement. To maximise VCE performance, students are encouraged to 'Fast Track'/accelerate within a study, however academic **benchmarks** must be met to ensure student capacity to cope with the additional challenge and to ensure the likelihood of success. Acceleration would normally commence in Year 10 within a Year 11 VCE study.

Fast Track within One VCE Study only

- Using student achievement and attendance data, the college will invite all students able to Fast Track prior to course selection being completed
 - Achievement data - a minimum eWrite scaled score of 480 in Year 9, in conjunction with NAPLAN, Learning Task (across all subjects) and attendance results
- Invitations will list subjects that students can select from to Fast Track within
- Eligible students are permitted to Fast Track within one VCE subject only
- Course load requirements should be considered when making decisions regarding Fast Track
- Students must be at the expected standard in English (and across subjects) and working Above the Expected Standard in the most related subject area.

Continuing to Fast Track/Accelerate

Acceleration is not automatic and is determined each year based on a student's overall academic performance. To be permitted to 'Continue to Accelerate', students must have met VCE Attendance requirements, and passed all SACs and exams, achieving an average of at least to 60%. If achievement is not at this level, a student may be required to select an alternative Year 11 VCE subject or re-attempt the Fast Tracked VCE subject at Unit one and two level once again.

****Please note - for a language completed at a Victorian Language School to be considered part of a student's course load as a Fast Track subject, the student must be invited to Fast Track and have prior approval from the Later Years Leader.**

Virtual School Victoria

Alkira Secondary College offers a broad range of VCE study options in all learning areas. Alkira Secondary College may allow a student to undertake a VCE study with Virtual School Victoria (VSV) if all of the following conditions are met:

- The student achieved a 'Satisfactory Semester/Unit Result' in all Year 10 / Year 11 English units
- The subject is offered at Alkira SC but clashes with another study in their pathway plan
- There is a teacher at the college that can support the student with their learning

*Selecting VCE Units through Virtual School (as a current Alkira SC student) is a potential option for Year 11 and 12 students only.

Any student wishing to complete a VCE study with Virtual School Victoria must complete an Application form (collected from Later Years Leader) and submit this during the course selection process. Course selection is to be completed with the understanding that any application to study with VSV may not be successful so other informed study selections should be made.

Unscored VCE

All VCE students at Alkira Secondary College enrol in the VCE with the understanding that they will be required to undertake exams for each Unit 3 / 4 sequence. The Later Years Leader, Heads of House and Assistant Principals *may* identify a very small number of students prior to the end of Term 3 each year and offer them the opportunity to undertake an 'Unscored VCE'. This offer will be made after careful consideration of many different factors that have/are impacting on the individual student. Undertaking an Unscored VCE will reduce post-secondary school options and as such the decision is one *initiated by the College in conjunction with the student and their family*. Students and families can also express an interest in this option, however, confirmation of this option will still occur in Term 3. The Later Years Assistant Principal, Subschool Leader and Careers/Pathways Leaders, will guide prospective students and their families through this process and inform teachers of any student approved for this pathway.

Final day for Course Changes

- Unit 3 and Unit 1 course changes should be made **following Headstart**. Unless based on school recommendation, or a new enrolment, subject changes should not be made at the start of the academic year (February)
- Final date for Unit 2 course changes is **Wednesday 29th May 2024**

Students wanting to change their subjects, must see the Later Years Assistant Principal / Subschool Leader and complete the *Request for Subject/Class or Home Group Change form* **before** the final dates above (see at rear of handbook)

Students will not be permitted to change their subjects after this date unless it is at the request of the college. Please note, there is no guarantee that the subject change can be made due to timetabling constraints and class sizes.

Policies and Procedures

Possible Breach of Authentication

SACs and SATs are subject to VCAA authentication requirements – students must submit **only their own work** and acknowledge other influences in their work appropriately. Please note that the onus of proof here is on the student – they may be required to supply drafts and evidence of background work in the event of an appeal.

The college community will be notified of these rules by:

- Staff will be alerted via staff meetings and the Later Years Teachers Handbook.
- Students will be alerted via this handbook, through other publications, and at level assemblies.
- The wider school community will be informed through newsletter items and at VCE Information sessions and evenings.

Where a teacher is not satisfied that the work submitted is the student's own, they must complete a pro forma *Notification of Potential Breach of Authentication Form* (please see the rear of this handbook) and submit it with the evidence to the Later Years Assistant Principal / SubschooL Leader. This should occur promptly following the submission of work and concerns relating to authentication. This process may also be initiated as a result of allegations made by another student/s. The Later Years Assistant Principal will ensure that the process for breaches of this nature are followed correctly from this point as per the handbook and will keep the teacher informed at each stage of the process.

The stages are as follows:

- Notification made to Later Years Assistant Principal or SubschooL Leader
- Potential breach investigated
- If necessary, a notification of a formal interview with a principal elected panel will be convened if there is sufficient reason to believe that a breach may have occurred.
- Where it is determined that a breach has occurred, the Principal (or nominee) will inform the student in writing of the penalty imposed and the provisions for appeal. Notification should be made within 14 days of the initial interview. The Principal (or nominee) will inform the VCAA of the breach according to their requirements. Students have the right to appeal the decision. Students in this situation should speak with the Later Years Assistant Principal / SubschooL Leader if they intend to pursue this course of action.

Sanctions that may be applied as an outcome of breaching authentication can vary in severity. Sanctions can include repeating a set task, through to dismissal from all VCE programs. The final consequence depends entirely on the circumstances and nature of the offence. All such breaches are treated extremely seriously by the VCAA.

Plagiarism/ Copying

In line with breaching authentication, Alkira Secondary College will deal with all plagiarism offences for work in units of study other than official SACs and SATs seriously. Teachers who suspect a student has plagiarised or copied work of another student in their class will bring evidence to the notice of the Later Years Leader. The Later Years team will meet, and students will be allowed to present information to assist them in their case.

Students who are found guilty of submitting work that is plagiarised or copied on the first occasion will be required to complete an alternative task to meet the outcome, however they will get zero for the assessment task. This has implications for passing/satisfying the subject. Any students found guilty a second time in a year will receive an N for whatever unit in which the plagiarism was committed.

Special Provision

Special Provision is designed to allow students who have experienced hardship the maximum opportunity to demonstrate what they know and what they can do.

*****Please note – No Special Provision is to be applied in VCE without prior authorisation from either the Head of Senior School or Senior School Leader.***

There are three forms of provision:

1. Curriculum Delivery and Student Programs / School Based Assessment
2. Special Examination Arrangements/External Assessment
3. Derived Exam Scores

In each case there are specific eligibility requirements that apply. For the first one, the school determines what is suitable, while the school applies to the VCAA for the second two. ***In considering any ongoing Special Provision, the college has a responsibility to only grant Special Provision where there is significant documented evidence and that it will be approved by the VCAA for Special Examination Arrangements.***

Reasons for claiming Special Provision include:

- Significantly adversely affected by illness (physical or psychological), personal environment or other serious cause.
- Disadvantaged by disability or impairment, including a learning disability and hearing or vision impairment.

Special Provision strategies used in VCAA exams include:

- Extra writing time to complete the exam
- Rest breaks
- Provision of appropriate materials dependent upon the student's needs e.g. a laptop
- Provision of a scribe if necessary

Special Provision strategies used in SACs/SATs/internal exams to enable students to address their issues include:

- Allowing the student to complete at a later date
- Rest breaks
- Provision of a scribe if necessary
- Allowing the student extra time, including writing time
- Access to a separate room
- Setting a substitute task of the same type/challenge
- Replacing a task with a different type
- Using a planned task to assess more outcomes, or aspects of outcomes, than originally intended
- Using technology, aides or other special arrangements to undertake assessment tasks

Students should see the Later Years Leader if you think that you may be eligible for Special Provision or would like further information.

For students completing Unit 3 / 4 studies, Special Examination Arrangements can be requested if the condition would disadvantage the student in exams. Please note, the deadline for long-term conditions applications is in March, so applicable students need to be identified early. Families are prompted to consider if Special Provision is applicable during the VCE Information Evening at the start of the academic school year.

School-based applications for all coursework and Unit 1 and 2 exams will be dealt with by the Senior School and, if approved, the student's teachers will be notified of the strategies that should be applied as part of this consideration. This can also be used as part of a formal application to the VCAA.

External applications for Special Examination Conditions and Derived Scores will be completed by the Later Years Assistant Principal and then forwarded to the VCAA.

Study Information for Students

Successful Study – What does it look like?

Successful students have successful study habits. They may not all score an ATAR of 99 but work toward achieving their personal best. Ultimately, this means at the conclusion of their VCE students do not contemplate what could have been and have the lingering thought, “I wish I worked harder”. Successful students are able to make effective use of available time to maintain a balance between school, social and other commitments (work, sport, etc.).

How to be successful in your studies:

- Attend all classes, extra and revision classes and holiday classes.
- Be organised. Know what is due and complete it prior to this time.
- Work consistently throughout each week, term and unit. Avoid cramming.
- Know the difference between study and homework.
- Commit to achieving your personal best.
- Establish clear goals for each study session and the Unit/year.
- Manage your time effectively.
- Understand how you learn and utilise this within your study.
- Get things done. Don't wait for motivation to come.

Homework versus Home Study

Homework is completing outstanding work, and far too many students think that that is all that's required at VCE level. **Not even close!** While for many this may have been sufficient at junior levels, during VCE you will need to study your work, to develop and consolidate your understanding of key knowledge and skills within each. This handbook contains support material to provide some ideas as to techniques that may be effective for your study practices.

You should spend **approximately 2hrs/week for each Unit 1/2 study**, and **around 3hrs a week for each Unit 3/4 study** in homework and home study combined. For most students, this means 10 hours/week in Year 11 and 15 hours/week in Year 12. VCAA indicates that approximately 50 hours of out of class study should be undertaken per subject per Unit.

Homework vs Study

Homework	Study
<i>School work that is assigned to be done at home, often supporting new content introduced in class.</i>	<i>The devotion of time and attention to gaining knowledge of, and mastering, an academic subject.</i>
Homework prepares you for the next lesson	Study is continuous and on-going
Time per week – approx. 1 ½ hours per subject	Time per week – approx. 2 hours per subject
<ul style="list-style-type: none"> ● Text questions ● Worksheets ● Pre-reading or re-reading ● Glossaries ● Topical past exam questions ● Problem solving ● Viewing online clips/PowerPoints ● Chapter Summaries 	<ul style="list-style-type: none"> ● Reviewing new and past content – text, articles, notes, sample responses ● Summaries - Cornell Notes are great ● Graphic organisers – tables, Venn diagrams, graphs.... ● Mind-Maps – helps bring together key knowledge from an Area of Study ● Key Terminology – master the language to master the knowledge ● Past Exams - shows how areas of study may be combined in questions (VCAA Website) ● Examiners' Reports – contains details of where marks are won and lost (VCAA Website) ● Feedback from Teachers – complete past exam or sample questions, seek feedback, act on feedback

Each week that goes by that you do not devote time to **STUDY** is time that puts you further and further behind the students that do, and it limits your capacity to achieve your best.

Completing the **HOMEWORK** will help you meet your **Coursework Requirements**, but may mean that, across the year, you are under-achieving in your **Assessment Requirements** if you are not maintaining a consistent study routine.

Advantages of Study:

- **Remembering** key knowledge
- **Applying** key knowledge in a range of ways
- Depth of **understanding**
- Clearer **connections** between areas of study
- **Linking** concepts together
- **Mastering skills** that will be assessed
- **Asking clarifying questions**
- **Use and apply the language** of the subject

Drive Your Own Learning

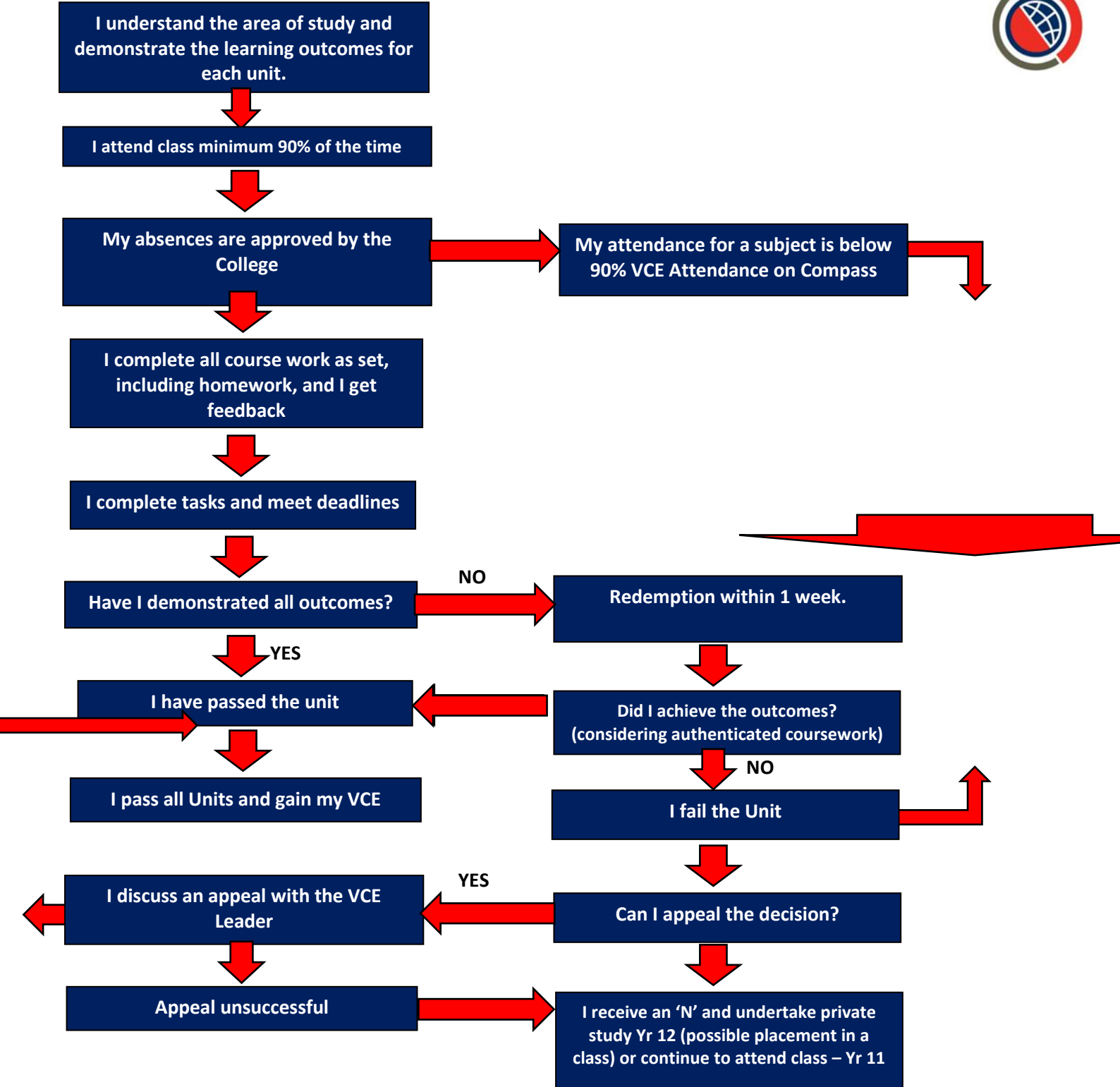
It is your education and your pathway to your future. As such, it is important that you take an active rather than passive role in your learning and education. Don't wait to be told what to learn, or how to learn it – look for opportunities in class to absorb all the information in your preferred way and ignore the others that are into distractions. See your teachers as a facilitator or resource for your learning, not the only means to it. Look to be proactive having read ahead, use multiple sources of information and resources, consistently access the relevant VCAA Study Designs and be familiar with the expected/required Key Knowledge and Skills that you will be assessed on for each Learning Outcome. Remember – you're in charge of your learning, so take and keep control.

Tutorial Sessions (Year 12 VCE students only)

In Year 12, in a usual week where Year 12 VCE subjects will have 6 sessions for each of their classes, one session will be an in-class tutorial session. During this time students may be provided with individual or group feedback from their teacher, access targeted support, work in small study groups, complete coursework for the class as examples. No new learning will take place during this time.



Appendix 1 – Satisfactory Completion of a Unit



VCE SAC Redemption / Resit Process - Students



It is the student's responsibility to meet the requirements for attending all assessment tasks. The College must be contacted on, or prior to, the day of assessment to advise of an absence. On return to school, student **MUST** produce a **MEDICAL CERTIFICATE** (or other professional documentation) and present it to Ms Oliphant in the Later Years Office for processing.

If no valid reason for absence:

Student will be offered a Redemption task – may be original task (rescheduled after school) for N to S but **NO SCORE** awarded

Student to see Ms Oliphant in the Later Years Office to be placed in SAC Redemption Session Event on Compass. Text and email sent via Compass to parent/guardian advising them of arrangement.

Task must be completed within **1 week** of original date.

If valid reason (to be decided by LYL) given for absence, with documentation:

Original task may be completed. Student will be offered a resit (rescheduled after school) for N to S with score awarded.

Student to see Ms Oliphant in the later Years Office to be placed in SAC Redemption Session Event on Compass. Text and email sent via Compass to parent/guardian advising them of arrangement.



If SAC is rescheduled:

Student **MUST** sit the SAC at the scheduled time (after school on **Monday** or **Wednesday**.)

Student has **1 week** from original date to complete the task

Failure to attend or submit work on time will incur an 'N'

No further redemption offered

Parents informed

Additional Information

It is the student's responsibility to meet the required standard and deadlines

Students may **redeem** the N to an S (not applicable to exams)

Student to complete original task or variation that demonstrates the required Key Knowledge and Skills as per Study Design (decided by teacher)

Student **MUST** adhere to new deadline (within **1 week** of being made aware of N result)

Task will **not** be awarded a score

Only **S or N awarded** if student has been granted redemption

Student to see Ms Oliphant in Later Years Office to be placed in SAC Redemption Session Event on Compass. Text and email delivered to parent/guardian advising them of arrangement.

Appendix 3 – Notification of a Possible Breach of Authentication
(Photocopy as required)



Notification of a Possible Breach of Authentication

Name and Home Group of Student: _____

Name of Study: _____

Details and evidence of Breach:

Name of Teacher: _____

Signature: _____

Date: _____

List of attachments:

Outcome/Actions (to be completed by the Later Years Assistant Principal / Subschool Leader):

Later Years Assistant Principal Signature: _____

Date: _____

Appendix 4 – Request to Change Studies

REQUEST FOR LATER YEARS SUBJECT CHANGE FOR 

Students wishing to change subjects/class or homegroup should be aware that changes to any student's timetable are dependent on a number of factors (blocking groups, class sizes, subject prerequisites etc.) and the College retains the right to make this decision in the best interests of the College program. Students should complete and return this form to their Head of House (Later Years Office – A1).

Student Name _____ Student Code _____ Homegroup _____

Subject change from _____ to _____

Reason for Subject Change Request

Student/Parent may consider that any change may impact the student's ability to study particular subjects at Alkira or tertiary courses in the future. Where your change may result in changes to your pathway beyond school it is recommended that you discuss your request with the College Pathways Team and relevant subject or domain leaders.

Cost Information – Please Read

Student/Parents should note that if your request is successful, that by changing an elective you are giving consent to a change in elective fee. To view elective fees at any time please refer to the relevant Year Level Handbook on the College website. Please note: the College may refuse an elective change based on previous fees not being paid.

Student signature: _____ Date: _____

Parent/guardian consent:

I understand that my child's reasons for wishing to change Subject/Class /Homegroup and I understand that this could mean I am required for a meeting at the College to discuss this potential change. I also understand the information above regarding further costs incurred.

Parent/guardian signature: _____ Date: _____

College / Office Use Only

ACTION TAKEN	Signed/Initial	Date
Later Years Assistant Principal (<i>actions below where req.</i>) - Checks with TT if availability in subject/class - Checks with LY Leader viability / Pathways Team - If changed approved email all staff impacted from change		
Later Years ES change made in Cases/Compass		
Timetabler - TT changed in student options and to notify VASS Coordinator (if req.)		
Business Manager - finance charges & form filed.		

**Appendix 5 – Special Provision - Application for Assessment Task Extension
(Photocopy as required)**



Application for Assessment Task Extension

Student to Complete

Name and Home Group of Student: _____

Name of Study: _____

I acknowledge that all information included is accurate and true.

Student Signature: _____

Parent/Guardian Signature: _____

Reason for Applying for Special Provision/Assessment Extension - Details and evidence to be included/attached:

Name of Study/Subject Teacher: _____

Teacher's Comments

Teacher's Signature: _____

Date: _____

Subschool Leader's Signature: _____

Date: _____

This completed form should be submitted to the Later Years Office for consideration/Approval.

Appendix 6 – Redemption Process – Student Appeal Form
(Photocopy as required)



Redemption Process – Student Appeal Form

Student to Complete

Name and Home Group of Student: _____

Name of Study: _____

I acknowledge that all information included is accurate and true.

Student Signature: _____

Parent/Guardian Signature: _____

In the space provided below, please indicate any information that you think the college should take into consideration when considering this Appeal for a further Redemption opportunity. This may include information relating to career pathways requirements, medical/health issues, positive study/work/organisation habits that you have previously demonstrated, difficulties that have been faced, etc. Please *attach any other documentation* to this form that you wish to be considered.

Redemption Appeals will not be awarded for reasons including: there is insufficient evidence of personal difficulties or medical factors affecting SAC preparation, a student is behind in coursework, not seeking additional support/feedback from class teacher, or a student has not demonstrated proactive steps to achieve success in their studies.

Office Use Only	Outcome of Redemption Appeal	Successful	Unsuccessful
Comments:			

Please submit the completed form to the PCL office within 5 days of finding out your initial redemption result. The Later Years Assistant Principal will meet with the SubschooL Leader to discuss this appeal and consider if a further redemption opportunity shall be provided or not. The SubschooL Leader or Assistant Principal will contact the student to inform them of the Appeal outcome.

Date: _____

SubschooL Leader Signature: _____

Assistant Principal Signature: _____

Appendix 7 – VCE Declaration of Student’s Own Work



Declaration of Student’s Own Work	
Date -	
Student Name -	
HG -	
Subject –	
Student Declaration –	<i>In signing this form, the student declares that all work submitted is their own. That if an assessment is being completed after the initial date, that students have not accessed information about the task from other students or another source. Any student found to have done so will be required to complete a redemption task and receive a ‘0’ for their numerical result.</i>
Student Signature -	
Parent Signature -	
Subject Teacher Signature-	
Subschool Leader Signature (if required)-	

This form is to be kept by the subject teacher.



Alkira Secondary College

STUDENTS DRIVING TO SCHOOL POLICY

Rationale:

Alkira SC has an increasing number of senior students who are driving to and from school. While most young drivers are careful, safety conscious and considerate when driving, they are one of the most vulnerable road user groups. Alkira SC has a responsibility to take all reasonable measures to ensure the welfare and safety of students. Our 'Driving to School' Policy outlines what we expect from student drivers.

Aims:

- To protect the safety of our students and other road users
- To maintain the positive culture and reputation of Alkira Secondary College in the community.

Implementation:

Requirements for students driving cars to school at Alkira Secondary College:

Any student who holds a valid Victorian licence and intends to drive to school, either on a regular basis or occasionally, must comply with the school policy and is required to complete the **Parent Permission** and **Student Agreement Form**.

School Requirements:

1. Students are required to adhere to all road rules and drive in a safe and responsible manner.
2. Students are only to use their car for travelling to and from school. **Please note:** students are only permitted to drive during the school day if they have a legitimate reason for exiting the school grounds, for example – a medical appointment. In these circumstances, the student must attend the Positive Climate for Learning Office, producing a signed parent /guardian note which indicates the following:

The reason for the early exit (eg medical appointment)

The time and date of the student departure from the college

An acknowledgement that their child will be utilising their vehicle upon exit

If the student doesn't possess a note with the above information, then contact home will be made.

3. Alkira SC will take reasonable steps to maintain our duty of care if we believe a student shouldn't drive (eg appears to be unwell, intoxicated or otherwise impaired) and will undertake the following protocols –
 - Speak with the student and attempt to dissuade them from driving, escorting them to sick bay (dependent on the circumstances)
 - Informing the parent/guardian/emergency contact, to come to collect their child, or an ambulance depending upon the seriousness of their presentation.
 - As required, the college will support arrangements for this vehicle to be secured safely.

If the student gets into their car, despite expressed concerns by school staff and attempts to dissuade them, then it might be appropriate to contact Victoria Police and/or the student's parents/carers or emergency contacts.

4. Students licence details and car make, and registration must be recorded with the school.
5. Students may only park in the neighbouring side streets and not on the school grounds.

6. Students are not permitted to carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian. No student may carry more than one peer aged passenger aged 16-22 years at any time, except siblings.
7. Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the *Parent permission* and *Student Agreement Form*.
8. Appropriate sanctions will apply where students fail to meet these obligations. Any unsafe driving behaviour or breaches of road rules will be reported to the police.

To be granted permission to drive to school, the following steps must be completed:

- Students collect the appropriate forms from the Positive Climate for Learning office.
- Forms are completed by all relevant persons and returned to the VCE Leader. Only when all forms have been vetted for their accuracy of completion, may a student drive to school.

Links and Appendices:

- <https://www.education.vic.gov.au/Documents/school/teachers/health/studdriver.pdf>
- Policy Statement (for students / school community)
- Information letter to Parent/Guardian of driver and passenger
- Parent and Student Agreement form

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle or earlier as required.

This policy was last ratified by School Council in	August 2020
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Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

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PO Box 4314, Narre Warren South 3805
Victoria, Australia
Phone: 5991 3500 Fax: 5991 3599
Email: alkira.sc@edumail.vic.gov.au
Website: www.alkirasecondarycollege.com.au

Students Driving to School-Information Letter

Dear Parent/Carer

Several of our Later Years students are driving or intend to drive to school this year and some have indicated that they intend to carry another student as a passenger.

_____ (insert student name), has indicated that he/she intends to (circle the most relevant)

drive to school

or

be a passenger of another student who is driving to school

Even though most young drivers try to be careful, safety conscious and considerate when driving, research clearly shows that they are at a higher risk of having a serious crash than older, more experienced drivers.

The presence of young passengers also greatly increases the risk for teenage drivers and, the more passengers, the greater the risk.

It is important that all students and their parents/guardians are aware of these risks and the types of behaviour that the school expects from student drivers.

Copies of the school policy on student drivers and the Parent Permission and Student Agreement Form are attached. The policy outlines the school's expectations and provides information regarding the transport of passengers. Of note is that student drivers are not permitted to carry other students as passengers without the written permission of their parent/guardian and the passenger's parent/guardian being provided to the college for approval. Under the Graduated Licence System, no more than one peer aged passenger (aged 16-22 years) is permitted to travel with the driver, unless the passengers are siblings of the driver. This condition does not apply when a fully licensed driver is sitting in the front passenger seat. This is based on research that shows that young drivers carrying several passengers are more likely to engage in risk taking behaviour. For more information, go to the following website - <https://www.vicroads.vic.gov.au/licences/your-ps/p1-and-p2-probationary-licence-restrictions>

To ensure that all involved are aware of these requirements, student drivers and a parent/carer and, where appropriate, a parent/guardian of any passengers, are required to sign a Parent Permission and Student Agreement Form.

The form must be signed and returned prior to students driving to and from Alkira Secondary College.

These requirements are intended to ensure the wellbeing and safety of students at Alkira Secondary College school and the local community.

Yours sincerely

John Shaw

Principal

Alkira Secondary College



Students driving cars to school: *Parent Permission and Student Agreement Form*

This form must be completed by any student who intends to drive to school either occasionally or regularly and returned to the Positive Climate for Learning Office.

Student Name	
Car Make/Model	
Colour	Registration

Note: If the student intends to drive any car other than the one registered on this form, it must also be registered with the school.

Parent Permission

I give permission for _____ (HG _____) to drive to school and take the passenger indicated on this form. I am aware of Victoria's Graduated Licensing System conditions and the school requirements regarding students driving to school.

Signature of Parent/Guardian: _____ Date: _____

Parent/Guardian of Passenger

I give permission for _____ (HG _____) to be driven to and from school by _____. I am aware of Victoria's Graduated Licensing System conditions and the school requirements regarding students driving to school.

Signature of Parent/Guardian: _____ Date: _____

Student

I agree to adhere to Victoria's Graduated Licensing System conditions and the requirements of Alkira Secondary College regarding students driving a car to school.

Signature of Student: _____ Date: _____

***Note: A photocopy of the student's driver licence must be attached to this form.**

School Approval

Approved by: _____

Signature: _____

Date: _____