GORDON INSTITUTE OF TAFE
(ABN 27 241 053 246 RTO 3044 CRICOS 00011G)
Private Bag 1, Geelong Mail Centre, Victoria, Australia
P +61 3 5225 0800   **www.thegordon.edu.au**

VCE / VCAL Satisfactory Completion Policy and Procedure

1.   Purpose

To define the Gordon's VCE (Satisfactory Completion) processes on the basis of the following principles:

- All students have the right to complete their School Assessed Coursework (SAC) under the same conditions in order to demonstrate achievement of the learning outcome(s) for satisfactory completion
- The Gordon's VCE is designed to cater for all students both continuing in, or re-entering post compulsory education, and these students should be able to attain satisfactory completion with fair and reasonable effort

2.   Scope

This policy statement and procedure applies to all students enrolled directly into the Institute's VCE and VCAL programs and all teachers employed to deliver these programs.

3.   Overview / principles

Outcome Tasks (School Assessed Coursework or School Assessed Tasks) will be presented to students enrolled in Units 1-4 studies as prescribed by VCAA. The processes outlined below are to ensure that a consistent, fair and clear set of rules apply to all students, thus allowing them to maximise their opportunities for success and achievement. Students are advised to follow these processes to enable satisfactory completion of all work, and thus safeguard success of the unit of study. Teachers will follow these processes at all times.

3.1   Establish and communicate framework

Each VCE and VCAL unit will be supported by a comprehensive, annually reviewed Curriculum and Assessment Plan based on the currently approved VCAA study design. This is to moderated with relevant unit networks, and as part of the teacher's annual Workplan conversation, will be discussed with and confirmed by the Senior College Principal.

From the Curriculum and Assessment Plan the teacher will develop a Course Outline for each unit of study. The Course Outline will indicate intended dates for each Outcome Task and Coursework requirements (according to the weeks of the Institute's Celcat Calendar).

The teacher must distribute a copy of the course outline to each student at the commencement of the unit, and a copy must be published on the unit's Gordon Online Tile.

3.2   Satisfactory completion (S)

In order to satisfactorily complete a unit, students must demonstrate achievement of the set learning outcomes. Achievement of an outcome means:

- The work meets the required 'standard' as described in the learning outcomes
- The work is submitted on time
- The work is clearly the student's own
- There has been no breach of VCAA or Gordon Policy (including SAC absence policy and The Gordon's Assessment and Authentication Policies).

3.3   Non-Satisfactory completion (N)

The student receives an N for the unit when one or more of the following processes are not achieved:
- The work does not meet the required 'standard' as described in the learning outcomes.

Document ID: SSC PR 05

Sub Category: Senior Secondary College

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- The student fails to meet the deadline for a SAC or SAT.
- The work cannot be authenticated (the student cannot demonstrate that the work is their own)
- There has been a breach of VCAA or Gordon Policy (including SAC absence policy and The Gordon's Assessment and Authentication Policies).

3.4   Receiving a withdrawn (J) result

The student receives a J for the unit when the following criteria apply:
- Student was enrolled in the subject however is no longer attending class
- Has not submitted work for assessment

The J result will not appear on a Statement of Results.

3.5   Repeating units

The Gordon does not place restrictions on students repeating units in the VCE, but credit can be obtained only once for each unit. If a student receives an N (unsatisfactory completion) for a unit and then repeated it and received an S (satisfactory completion), the result of the second attempt is the one counted in your VCE.

It is important to keep in mind that if you repeat a unit, you must repeat the whole unit, including all of the assessment tasks and coursework.

Before re-enrolling in a unit, the student and where applicable, their parent/guardian, must meet with the Home Room Teacher and the Senior College Principal to
- Understand the impacts on credits and ATARs, eg if a 3 – 4 sequence is not completed in the one year
- Establish a plan for their success in the repeated unit / studies.

3.6   Progress from year 11 to 12

A minimum of 8 'S' unit results (including at least one unit of English/EAL) must be obtained in order to proceed from Year 11 to Year 12.

3.7   Gaining the VCE

In order to gain the VCE, a student progressing under 18 at the time of commencing their VCE with the Gordon must meet the following criteria:
- Have complete year 10 or successfully completed the Gordon's Foundation program
- A minimum of 16 units over Year 11 and Year 12
- Three units of English, two of which must be units 3 and 4
- Three unit 3 and 4 sequences, which may include another sequence from the English group

To satisfy requirements for the award of the VCE, adult students with no previous Year 12 results must satisfactorily complete at least eight units, including:
- a Unit 3 and 4 sequence from the English group
- Three unit 3 and 4 sequences

3.8   Redemption

Redemption is the process of converting an Unsatisfactory grade N in a particular Learning Outcome to a Satisfactory grade S.
- Students are entitled to one (only) redemption opportunity to demonstrate that they can achieve the learning outcome and thus receive an S for the unit
- The redemption opportunity may include a modification of the original task
- Under no circumstance does the work completed in the redemption opportunity receive a new grade or numerical score. It is awarded either an S or N

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3.9   Tertiary entrance requirements

All students have access to the Gordon's careers counsellors. It is important for VCE students, their parents and guardians become familiar with the learning pathways in the Tertiary sector, and procedures for entrance to the various tertiary institutions and faculties. The Victorian Tertiary Admissions Centre (VTAC) is the administrative unit for the selection of students for Victorian Universities and some Tertiary Colleges. Normally, the minimum entrance requirement for University is the satisfactory completion of the VCE as previously described. The VCE is a preferred entrance requirement for Diploma or higher level qualifications in the TAFE sector, but progression through other VET certificate levels can be achieved.

3.10   ATAR score

All students will have a study score calculated for them in VCE and scored VET studies, regardless of the assessment process used. Exemptions apply for students who have organised a non-Scored VCE through the Senior College Principal. The ATAR will be calculated from the individual study scores. ATAR scores are ONLY USED by the Victorian Tertiary Admissions Centre (VTAC) and other national tertiary entrance organisations in determining eligibility for entry into tertiary courses.

ATARs are not an indication of a pass or fail at VCE (see Satisfactory Completion above).

4.   Governance / responsibilities

POSITION	GOVERNANCE / RESPONSIBILITY
Senior College Principal	Ensuring the policy is available to all staff and VCE / VCAL students and their parents
Teachers	Recording student results in the Institute's student management system Raising concerns about student progress in staff meetings Establishing Curriculum and Assessment Plans for all units
Home Room Teachers	Monitoring student attendance and progress across their home group Organising student progress meetings where students fail to meet standards

6.   Key aligned internal documents

Refer to the *Operational Management System (OMS)* for copies of all policies, procedures and supporting documents.

VCE / VCAL Attendance Policy and Procedure SSC PR 01

VCE / VCAL Assessment Policy and Procedure SSC PR 02

VCE / VCAL Authentication Policy and Procedure SSC PR 03

VE / VCAL Special Provisions Policy and Procedure SSC PR 04

VCE / VCAL Administrative Procedure SSC PR 06

VCE / VCAL Management of Medical Conditions SSC PR 07

VCE / VCAL Student Records Management SSC PR 08

Student Conduct Policy QA PO 12

7.   Key aligned external documents

VCE and VCAL Administrative Handbook (VCAA)

Guide for Non-School Senior Secondary Education Providers (VRQA)

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8.   Review and approval

	POSITION	AREA
Business Process Owner	Head	Centre for Culinary, Education and Teaching
Endorsed by (if applicable):	Nil	
Ratified by (if applicable):	Risk and Compliance Committee	
Review schedule:	This policy will be reviewed every 3 years (or earlier as required)	
Last reviewed / updated:	18 August 2021	