

STUDENT HANDBOOK

VCE Vocational Major (VCE VM) & Victorian Pathways Certificate (VPC)

At ECG Secondary College, we are dedicated to helping students achieve their full potential and prepare them for success in the ever-evolving world.

Our educational philosophy places a strong emphasis on student wellbeing, fostering a supportive and collaborative learning environment. We believe in celebrating achievements and overcoming challenges as a united community, promoting mutual respect and teamwork. We work closely with each student to cultivate their personal, social, academic, and life skills, tailoring their learning plans to their specific needs.

Our primary objectives are to:

- Empower students to enter the workforce or pursue further education with confidence.
- Foster independence in each student.
- Facilitate a smooth transition into the adult world.

ECG Secondary College provides students with the opportunity to complete a VCE Vocational Major (VCE VM) or a Victorian Pathways Certificate (VPC). ECG Secondary College is dedicated to delivering high-quality education, feedback, and assessments to empower students in their learning journey and enhance their potential for growth. These policies ensure a consistent approach to teaching VCE VM and VPC Units, aiming for continuous improvement in student performance. ECG Secondary College follows the VCAA VCE and VPC Administrative Handbook, incorporating updates from VCAA Bulletin notices.

Completing a VCE VM or VPC is a significant step toward future education or employment.

Document ID:	691-C ECG VPC/VM Student Handbook			No. of pages:	Page 1 of 12
TOID:	4181	School No:	2062	Previous Revision:	
Revision No.:	1	Revision date:	July 2024	Next Revision.:	Nov 2026

Contents Page

VPC vs VCE VM	Page 3
Victorian Pathways Certificate (VPC).....	Page 4
<ul style="list-style-type: none"> • Attendance policy • Unit results • Redeeming modules • Vocational Education and Training (VET) 	
VCE Vocational Major (VCE VM).....	Page 6
<ul style="list-style-type: none"> • Satisfactory completion and Eligibility requirements • Attendance policy • Vocational Education and Training (VET) and Ver Delivered in Secondary Schools (VDSS) • Structured Workplace Learning Recognition for VET (SWLR) • General Achievement Test (GAT) • Unit results 	
VPC and VCE VM Expectations.....	Page 9
<ul style="list-style-type: none"> • Submission of work • Rescheduling assessment tasks • Student responsibilities • Computer work • Authentication policy • Lost, stolen or damaged work • Flexible Delivery (VCE VM) • Withdrawing from a unit • Special Provision 	
Glossary of terms.....	Page 12

Document ID:	691-C ECG VPC/VM Student Handbook			No. of pages:	Page 2 of 12
TOID:	4181	School No:	2062	Previous Revision:	
Revision No.:	1	Revision date:	July 2024	Next Revision.:	Nov 2026



VPC VS VCE-VM

Victorian Pathways Certificate [VPC]

- Foundation Secondary Qualification, not a Senior Secondary Certificate.
- Level of learning aligned to AQF Level 1.
- Pathway to:
 - Victorian Certificate of Education (VCE)
 - Victorian Certificate of Education-Vocational Major (VCE VM)
 - Entry level VET
 - Apprenticeships/ Traineeships
 - Employment

Victorian Certificate of Education Vocational Major [VCE VM]

- Senior Secondary Certificate; It is a vocational and applied learning program within the VCE
- Level of learning aligned to AQF Levels 2, 3 and 4.
- Pathway to:
 - Further Education and Training-
 - University (via non-ATAR Pathways)
 - Apprenticeships/ Traineeships
 - Employment

VPC units do not contribute to the VCE VM.
VCE VM units can contribute to a VPC.

- Minimum requirements for the completion of the VPC:
 - Satisfactory completion of 12 units.
 - At least 2 units of VPC Literacy (or units from VCE English group including VCE VM Literacy)
 - At least 2 units of VPC Numeracy (or units from VCE Mathematics group including VCE VM Numeracy)
 - At least 2 units of VPC PDS (Personal Development Skills)
 - At least 2 units of VPC WRS (Work Related Skills)

Units from the VCE, VCE VM, VET and SWL recognition can contribute to the 12 units required.

- Minimum requirements for the completion of the VCE VM:
 - Satisfactory completion of 16 units.
 - 3 units of VCE VM Literacy or units from other VCE English studies (including a unit 3-4 sequence)
 - 2 units of VCE VM Numeracy or units from VCE Mathematics
 - 2 units of VCE VM PDS (Personal Development Skills)
 - 2 units of VCE VM WRS (Work Related Skills)
 - 2 VET credits at a Certificate II level or above (180 nominal hours)
 - In addition to Literacy, 3 other unit 3-4 sequences are required.

Units 3-4
= The GAT

Document ID:	691-C ECG VPC/VM Student Handbook			No. of pages:	Page 3 of 12
TOID:	4181	School No:	2062	Previous Revision:	
Revision No.:	1	Revision date:	July 2024	Next Revision.:	Nov 2026

Victorian Pathways Certificate (VPC)

The Victorian Pathways Certificate (VPC) is an inclusive Year 11 and 12 certificate designed to meet the needs of students who require a more individualised and flexible program for their last two years of secondary schooling. It provides an enriched curriculum and excellent support for students to focus on developing the skills, knowledge and qualities for success in personal, workplace and civic life. The certificate can be an end point in itself, with students recognised for and proud of what they have achieved. Alternatively, a student may use it as a jumping off point to one of the other learning programs, most usually when they feel confident in their learning ability.

The VPC is termed an accredited 'Foundation Secondary Qualification' under the Education and Training Reform Act 2006. The level of learning it delivers is aligned with Level 1 of the Australian Qualifications Framework (AQF). Studies in the VCE and the VCE VM are aligned to Levels 2, 3, and 4 of the AQF.

The VPC is not a senior secondary qualification, however, students can use it as a pathway to the VCE, VCE VM, or VET certificates. VPC units, being at AQF Level 1, do not provide credit into the VCE or VCE VM.

The certificate can be an end point, or help students move into a senior secondary qualification, entry level VET course or straight into a job.

As shown on the infographic on page 3, to complete the VPC students will need to complete a minimum of 12 units, including at least:

- 2 units of VPC Literacy (or units from the VCE English group including VCE VM Literacy)
- 2 units of VPC Numeracy (or units from the VCE Mathematics group including VCE VM Numeracy)
- 2 VPC Work Related Skills units
- 2 VPC Personal Development Skills units.

Students can also add VCE VM units or VET units at Certificate I level or above to their VPC program as well as spend time in a workplace through Structure Workplace Learning (SWL) or work experience. Other work activities that may contribute to a student's VPC include SWL recognition and a school-based or part-time apprenticeship or traineeship. While part-time work does not contribute directly to a student's VPC, they may be able to use their experience in the workplace to better understand VPC Work Related Skills units.

If a student has undertaken and received an 'S' for a VCE or VCE VM unit, it may count towards their VPC. Their teacher or Campus Principal can tell them whether they are eligible for this credit.

Many students will undertake more than 12 units in their VPC and all units (excluding VET) are marked by their teacher at school.

Students will receive a Statement of Results from the VCAA, listing the units they were enrolled in and completed. Students will also receive a full qualification or Statement of Attainment from the RTO for any completed VET studies.

Document ID:	691-C ECG VPC/VM Student Handbook			No. of pages:	Page 4 of 12
TOID:	4181	School No.:	2062	Previous Revision:	
Revision No.:	1	Revision date:	July 2024	Next Revision.:	Nov 2026

VPC Attendance Policy

Each VPC unit requires 100 nominal hours, of which at least 50 hours are scheduled classroom instruction. Students need to demonstrate sufficient class attendance to fulfil the time and work requirements of the unit. The minimum attendance requirement for successful completion of the VPC at ECG Secondary College is **10 or less absence days per term**. The minimum attendance requirement can be adjusted across the length of time a student is enrolled within a unit. VPC is designed to be completed over two years, however, individual programs can be adjusted to fit learning needs that allow for additional time.

VPC Unit Results

Successful completion of a VPC unit is when all modules within that unit have been completed. Completion of a module is based on the teacher's decision that the student has demonstrated achievement of the learning goal(s) of that module.

Each VPC study has 4 units and each unit contains one to 3 modules. The module specifies the learning goal(s) and described their application. Students must demonstrate achievement of the learning goal(s) to satisfactorily complete the module.

Students receive an S (satisfactory) for a module when the teacher determines that the student has:

- Produced work that demonstrates achievement of the learning goal(s)
- Submitted work that is clearly their own.

ECG Secondary College is responsible for decisions about satisfactory completion. Results for each module must be based on a judgement of satisfactory (S) or not yet complete (N) for each learning goal.

Redeeming Modules- Submitting Further Evidence for Satisfactory Completion

If students submit work that does not meet the required standard for satisfactory completion, teachers may consider other work students have undertaken and submitted for the module. The school may decide to delay the decision about satisfactory completion to allow a student to complete or submit further work.

Students are encouraged to speak to their teacher and Campus Principal if they have any questions about this.

Vocational Education and Training (VET)

Student's VPC program can include units of competency from nationally recognised VET qualifications. Successful completion of 90 nominal hour of units of competency from a nationally recognised VET qualification at Certificate I level or above provides one unit of credit towards the completion requirements of the VPC. Students are encouraged to undertake VET, however, it is not a requirement for the completion of the VPC.

Document ID:	691-C ECG VPC/VM Student Handbook			No. of pages:	Page 5 of 12
TOID:	4181	School No:	2062	Previous Revision:	
Revision No.:	1	Revision date:	July 2024	Next Revision.:	Nov 2026

VCE Vocational Major (VCE VM)

The VCE VM is a vocational and applied learning program within the VCE designed to be completed in no less than two years. The VCE VM provides students with greater choice and flexibility to pursue their strengths and interest and develop the skills and capabilities needed to succeed in further education, work and life. It prepares students to move into apprenticeships, traineeships, further education and training, university (via non-ATAR pathways) or directly into the workforce.

The purpose of the VCE VM is to provide students with the best opportunity to achieve their personal goals and aspirations in a rapidly changing world by:

- equipping them with the skills, knowledge, values and capabilities to be active and informed citizens, lifelong learners and confident and creative individuals.
- empowering them to make informed decisions about the next stages of their lives through real like workplace experiences.

Satisfactory Completion and Eligibility Requirements of the VCE VM

To be eligible for the VCE VM, students must fulfill the following criteria and satisfactorily complete at least 16 units including:

- Literacy: At least 3 VCE VM Literacy or VCE English units, including a Unit 3-4 sequence.
- Numeracy: At least 2 VCE VM Numeracy or VCE Mathematics units
- Personal Development Skills: At least 2 VCE VM Personal Development Skills units
- Work Related Skills: At least 2 VCE VM Work Related Skills units
- Vocational Education and Training (VET): 2 VET credits at Certificate II level or above (180 hours)
- Students must complete a minimum of three other Unit 3-4 sequences as part of their program. Most students undertake 16-20 units over the course of the certificate.

Structured Workplace Learning (SWL): Students can contribute to their minimum sequence through the attainment of Structure Workplace Learning Recognition units. Students who enrol in SWL will be advised on their course selection on an individual basis.

ECG Secondary College recommends that all students seeking to attain a successful completion of VCE VM, complete all four units of Literacy, Numeracy, Personal Development Skills and Work Related Skills.

VCE VM Attendance Policy

The minimum attendance requirement for successful completion of the VCE Vocational Major at ECG Secondary College is **10 or less absence days per term**. As ECG has Flexible Delivery status permission from VCAA, the minimum attendance requirement can be adjusted across the length of time a student is enrolled within a unit. Essentially, students can be provided with extra time to achieve successful unit outcomes at ECG. Failure to meet the attendance criteria may require students to be considered for special consideration.

Document ID:	691-C ECG VPC/VM Student Handbook			No. of pages:	Page 6 of 12
TOID:	4181	School No:	2062	Previous Revision:	
Revision No.:	1	Revision date:	July 2024	Next Revision.:	Nov 2026

All VCE VM units involve at least 50 hours of scheduled classroom instruction. A student needs to demonstrate sufficient class attendance to fulfil the time and work requirements of the unit. The school sets minimum class time and attendance ruled. If a student has completed work but there has been a substantial breach of the school's attendance policy, the school may be unable to authenticate the student's work completed across the unit. Where the school chooses to assign an 'N' result for the unit, because the work cannot be authenticated, the school must assign an N for the outcome or outcomes that cannot be authenticated.

Vocational Education and Training (VET) and VET Delivered in Secondary Schools (VDSS)

Students at ECG Secondary College are encouraged to undertake Vocational Education and Training (VET) units and/or courses during their time at the school. VET is a requirement for students undertaking the VCE VM to meet the requirements of the certificate. Students are required to meet the expectations and requirements around attendance, behaviour and rules outlined by the Registered Training Organisation (RTO) providing the VET services.

Structured Workplace Learning Recognition for VET

There are changes to Structured Workplace Learning recognition in 2024.

From 2024, SWL Recognition will be delivered as a VCE study design called *Structured Workplace Learning Recognition for VET*. Students must undertake Unit 1 before commencing Unit 2. Each unit involves at least 20 hours of scheduled classroom instruction and 80 hours of Structured Workplace Learning (SWL) placement.

Structured Workplace Learning Recognition for VET is available only for students who undertake the following as part of their VCE VM or VPC:

- SWL in an industry aligned to a VCE VET program (VE1)
- a school-based apprenticeship or traineeship (SBAT) (VE2)

The award of satisfactory completion for a unit in Structured Workplace Learning Recognition for VET is based on whether the student has demonstrated the set of outcomes specified for the unit within the study design. Students need to undertake a minimum of 80 hours of SWL placement and must maintain a Workplace Learning Record related to the SWL placement for recording, authentication and assessment purposes.

General Achievement Test (GAT)

The General Achievement Test (GAT) is a pen-and-paper test of general knowledge and skills taken by students in the course of completing their senior secondary studies. Any students who are enrolled in a Unit 3-4 sequence are required to undertake the GAT. There is no special study needed for the GAT as past study of subjects prepares students by building their general knowledge and skills in writing, numeracy and reasoning.

Students who are enrolled in one or more VCE or scored VCE VET Unit 3-4 sequence are required to sit Sections A and B of the GAT. Students enrolled in one or more VCE VM Unit 3-4 sequence

Document ID:	691-C ECG VPC/VM Student Handbook			No. of pages:	Page 7 of 12
TOID:	4181	School No:	2062	Previous Revision:	
Revision No.:	1	Revision date:	July 2024	Next Revision.:	Nov 2026

are required to sit Section A. Students will be provided with further information about the GAT closer to the date.

Satisfactory VCE (VM) Unit Result [S]

For satisfactory completion of a unit, students must demonstrate their achievement of the set of outcomes as specified in the subject's study design. This decision will be based on the teacher's judgement of the student's performance on a combination of learning activities and assessment tasks, related to the outcomes, designed for the unit. The key skills and knowledge included in the relevant study designs will assist teachers in making this judgement. ECG Secondary College will develop courses that provide opportunities for students to demonstrate achievement of the outcomes and to satisfactorily complete the units of their VCE VM studies. The judgement of satisfactory completion is the school's responsibility.

A student will receive an S (satisfactory) for a unit if the teacher determines that the student has:

- produced work that demonstrates achievement of the outcomes and meets the required standards.
- submitted work that is clearly their own.

Students are required to receive a satisfactory result (S) for all required units in order to complete their certificate.

Not Satisfactory VCE (VM) Unit Result [N]

A students will receive an N (not satisfactory) for the unit when one or more of the following occurs:

- The work does not demonstrate achievement of the outcomes.
- The student has not met the approved extension of time for the assessment task.
- The work cannot be authenticated, for example, though lack of attendance.
- There has been a substantial breach of the VCAA's rules and the school's rules and procedures.
- A student will be unable to receive a satisfactory result if the school attendance requirements are not met.

If students receive an N (not satisfactory) result for one or more of their required 16 units, they will not complete their certificate. To appeal an N result, students are to speak to their teacher and/or Campus Principal.

Document ID:	691-C ECG VPC/VM Student Handbook			No. of pages:	Page 8 of 12
TOID:	4181	School No:	2062	Previous Revision:	
Revision No.:	1	Revision date:	July 2024	Next Revision.:	Nov 2026

VPC and VCE VM Expectations

Submission of Work

All VCE VM and VPC assessment tasks are scheduled and determined by the school following the prescribed and current VCAA Study Designs. Teachers can set a timeline and task with the student, or class, if required. All student work is assessed by the school during school hours.

Students must submit work by the designated time, or as arranged with their teacher. For VCE VM subjects, students who do not submit work by the designated date without a satisfactory reason may receive an N for that piece of work. Students may receive an overall 'N' for the unit if the work completed does not meet the required standards.

Rescheduling Assessment Tasks for an Individual Student

All applications for the rescheduling of an assessment should be accompanied with the appropriate documentation e.g. medical certificate(s). Students should be aware that the teacher and Campus Principal are responsible for deciding if the absence is approved, regardless of any documentation.

An extension of time for all students in a class should only be given on the condition that they are all given adequate notice and that no student in the class or in another class is advantaged or disadvantaged by the change.

An application for an extension must be made formally to the subject teacher and may be granted because of illness, if supported by a medical certificate, or for another adequate reason (such as family bereavement).

Student Responsibilities

Students must make sure that all work submitted for assessment is genuinely their own. Teachers may consider it appropriate to ask students to demonstrate their understanding of the task around the time they submit their work. If any part or all of the work cannot be authenticated, the matter must be dealt with as a breach of rules. Students must observe and apply the VCAA authentication rules for school-based assessment.

To ensure authentication of work, the following should be adhered to:

- Students must ensure that all work submitted is their own- students must do most/all of the work in class and show drafts to the teacher where required and requested.
- Students must sign an authentication record for work done outside class when they complete the submitted task.
- Students must not cheat or plagiarise the work of someone else or other source. Refer to the ECG Secondary College *Plagiarism, Collusion and Cheating Policy*.
- If using an electronic device, students need to save each draft of their work and store it on their OneDrive.
- Students must acknowledge all resources used, including text, websites and source material, the name and status of any person who aided and the type of assistance provided.

Document ID:	691-C ECG VPC/VM Student Handbook			No. of pages:	Page 9 of 12
TOID:	4181	School No:	2062	Previous Revision:	
Revision No.:	1	Revision date:	July 2024	Next Revision.:	Nov 2026

- Students must not receive undue assistance from another person in the preparation and submission of work.

Students must not submit the same piece of work for assessment in more than one study, or more than once in a study and must not circulate or publish written work that is being submitted for assessment in a study, in the year of enrolment. Students must not knowingly assist another student in a breach of the rules.

Computer Work

A student who uses a computer to produce work for assessment must ensure that:

- There is an alternative system available in case of computer or printer malfunction or unavailability.
- Hard copies of the work in progress are produced regularly.
- Each time changes are made, the work is saved on a backup file.
- Hardware or software failure is not an excuse for late submission of work.

Authentication Policy

All student work must be their own work and subject to VCAA authentication requirements. Students must acknowledge other work that has contributed or influenced their work- Refer to the ECG Secondary College's *Plagiarism, Collusion and Cheating Policy*.

The responsibility is on the student, if required, to supply drafts and evidence of background work in the event of an appeal. Teachers who are not satisfied that the work submitted is the student's own, will notify the Campus Principal and submit the evidence to them.

The process is as follows:

- Notification made to the Campus Principal
- 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 Campus Principal if they intend to pursue this course of action.

Lost, Stolen or Damaged Work

If a teacher or student has lost work or had work stolen or damaged, they must make a written statement explaining the circumstances. The statement must be signed, dated and filed at the school. Schools must keep a record, but they are not required to report the loss, theft or damage to

Document ID:	691-C ECG VPC/VM Student Handbook			No. of pages:	Page 10 of 12
TOID:	4181	School No:	2062	Previous Revision:	
Revision No.:	1	Revision date:	July 2024	Next Revision.:	Nov 2026

the VCAA. The principal, acting on advice from the teacher, and on the basis of records kept, shall determine the unit result for the student.

Flexible Delivery (VCE VM)

ECG Secondary College has permission from the VCAA to deliver VCE VM through a flexible delivery method to meet the needs of students who may learn at a different pace or transition into the VCE VM during the school year. Options provided include:

- Mid-year commencement; completing Unit 1 in Semester 2 and Unit 2 in Semester 1 of the following year.
- Extended delivery; completing a single VCE VM unit across more than one semester.
- Concurrent delivery; completing Units 1 and 2 or Units 3 and 4 across two semesters.

Teachers will update records and store student work as required; student records are updated in VASS accordingly.

Withdrawing From a Unit

Students wishing to withdraw from a unit must first seek the advice of their teacher and Campus Principal, especially as this may impact the completion and attainment of their VCE VM or VPC. Students are to continue with the unit until approval has been provided and the modification must be approved by the student, parent/carer, classroom teacher and Campus Principal.

Special Provision

We aim to support students facing significant challenges to help them showcase their knowledge and abilities to their full extent. The VCAA Special Provision Policy aims to provide students in defined circumstances with the opportunity to participate in and complete their secondary level studies. Special Provision is available to VCE (including VM) students for classroom learning, school-based assessment and VCE external assessments.

Students may be eligible to access Special Provision if their ability to engage and/or demonstrate achievement is negatively impacted, though it is important to note that this doesn't exempt them from needing to meet VCE or Study Outcome assessment requirements. Special Provision provides suitable accommodations and choices for students to demonstrate their capabilities if their learning and assessment programs are affected by disability, illness, impairment or other circumstances. Special Provision does not confer an advantage to any student over other students and prolonged absence from school or study is not in itself grounds for Special Provision.

The process for implementing Special Provision involves discussions with students and their parents/carers with their teacher and Campus Principal. If a student is approved for Special Provision, these will be documented and reviewed through Individual Education Plans (IEPs).

Document ID:	691-C ECG VPC/VM Student Handbook			No. of pages:	Page 11 of 12
TOID:	4181	School No.:	2062	Previous Revision:	
Revision No.:	1	Revision date:	July 2024	Next Revision.:	Nov 2026

Glossary of Terms

Assessment Tasks - Tasks used to measure each student's level of achievement. Assessment tasks designated for Coursework must be part of the regular teaching and learning program and are completed mainly in class time.

General Achievement Test (GAT) - All students undertaking VCE Units 3 & 4 will sit a General Achievement Test, which will be used to monitor school assessment and used in the moderation of external examinations.

Outcomes - Achievement requirements for a Unit of Study. Students are required to demonstrate achievement of all outcomes in the unit.

Pathways - A Career Pathway is a series of structured and connected education programs and support services that enable students, to advance over time to better jobs and higher levels of education and training. Our Pathways Coordinator assists students in developing their plan for post-secondary education and work.

Quality Assurance - The process to assure the quality of delivery and consistency in interpretation of learning outcomes and relevant levels.

Satisfactory Completion - Satisfactory completion of all Units will be based on completion of all the outcomes prescribed for the Unit.

Semester - Equivalent to half a school year.

Sequence of Units - Most studies are designed as a sequence of four units to be taken in each semester over two years. VCE Units 3 & 4 must be taken as a sequence.

Special Provision - Where illness or other factors affect performance, students may seek special provision.

Study Design - The study design describes the units available within the Study and prescribes the objectives, areas of study, work requirements and assessment tasks.

Unit - A semester-length component of a Study.

Units 1 & 2 - Units within a VCE study designed to approximate the Year 11 level of difficulty.

Units 3 & 4 - Units within a VCE study designed to approximate the Year 12 level of difficulty.

VCE Victorian Certificate of Education

VET Vocational Education and Training

TAFE Technical and Further Education

VTAC Victorian Tertiary Admissions Centre

VASS Victorian Assessment Software System

VCAA Victorian Curriculum Assessment Authority

Document ID:	691-C ECG VPC/VM Student Handbook			No. of pages:	Page 12 of 12
TOID:	4181	School No:	2062	Previous Revision:	
Revision No.:	1	Revision date:	July 2024	Next Revision.:	Nov 2026