VCE AND VCE VM HANDBOOK

Child Safe Standards

Box Hill Institute is committed to the health, safety, wellbeing and protection of children and young people. BHI will take all necessary steps to prevent and protect children and young people in our care from safety hazards as well as the risk of physical, sexual, emotional, psychological, and cultural abuse and neglect. This includes ensuring our organisation meets the safeguarding requirements set out in the *Victorian Child Safe Standards,* aligning our organisation to the *National Principles for Child Safe Organisations* and upholding the *United Nations Convention on the Rights of the Child*.

All children and young people engaging with or working at BHI have a right to feel and be safe, respected, valued and protected from harm. Children and young people who participate at BHI will be made aware of and feel confident in their rights and responsibilities.

We have a range of specific policies, procedures, guidelines, and training programs in place that together support all employees, volunteers, and contractors in upholding and contributing to our zero-tolerance towards the risk of harm or abuse.

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STUDENT RIGHTS AND REPSONSIBILITIES

RIGHTS

We tailor our programs and services to make your time with us engaging, exciting and memorable, because we realise that learning needs to be fun and rewarding. To ensure that we help you reach your full potential, as a student at Box hill Institute, you have the right to:

• be treated with courtesy and respect
• be educated by professional and caring teachers, with high levels of specialist knowledge
• a safe, secure environment conducive to learning
• current and safe equipment to support your learning
• access to and assistance with an appropriate range of learning resources
• appropriate learning opportunities for those with additional needs or from underrepresented groups
• a learning environment which fosters a sense of belonging
• timely advice on courses, careers, recognition of prior learning and articulation opportunities
• effective and efficient selection and enrolment sessions
• suitable orientation processes and providing clear guidelines on the scope and assessment expectations of each unit/subject at its commencement
• accurate and timely information relating to student results
• the ability to provide student feedback in order to identify needs and to continuously improve services
• an environment that encourages students to strive for excellence in their achievement of their VCE.

RESPONSIBILITES

Box Hill Institute operates as an adult learning environment, which encourages and supports the participation of people from diverse backgrounds. Learning is meant to be enjoyable, and our aim is for each student to have an equal opportunity to learn in a supportive environment. To help maintain a positive learning environment, we ask each of you to:

• Understand others' needs
• Keep your environment clean and safe
• Recognise equal rights for all students, regardless of gender, race, religion, culture, abilities and age
• Care for the property of others and its return when borrowed
• Be punctual
• Produce your student ID card upon request by a member of staff or security
• Respond to any reasonable instruction from a member of staff
• Notify the VCE or VCE VM Coordinator if you cannot attend a class
• Enhance the opportunity of other students
• Follow the student code of conduct so that all students can enjoy a relaxed and safe learning environment
• Understand the rules about plagiarism and ensure that all work submitted is your own
• Access and understand the institute policies and procedures

PRINCIPLES AND PRACTICE OF AUSTRALIAN DEMOCRACY

Box Hill Institute and The Centre for Adult Education (CAE) is committed to the principles and practices of Australian democracy in all its operations:

- Elected government
- The rule of law
- Equal rights of all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance.

These principles set guidelines for dealing with students, customers and the community. As such, these principles are reflected in Box Hill Institute Group's policies, procedures and operating standards.

This means that we will ensure that all our courses including VCE, VCE VM and VPC are:
- free of discrimination
- available to all students whatever their race, gender, disability, language, religion, political or other opinion, nationality or place of birth, age, or other status
- reject such discrimination explicitly and implicitly
- adhere to the VCAA Principles, Guidelines and Procedures, and therefore provide students with an opportunity to acquire the fundamental knowledge required to develop:
  - ➢ literacy and numeracy skills
  - ➢ skills that make them employable.

In the classroom, our teaching practices will promote democratic principles, including freedom of speech, tolerance of the views of others, and open communication. As such, all teachers, trainers and administrative staff will treat all students fairly.

Our Student Code of Conduct sets out standards of behaviour that we expect from all students. These standards are designed to ensure the safety, comfort and wellbeing of all staff, students, and visitors. See our policies and procedures.

Box Hill Institute Group informs students, parents, staff, and the community of these democratic principles via:
- • our publications – VCE, VCE VM and VPC Student Handbooks
- • our Quality Management System (BQS).

VICTORIAN CERTIFICATE OF EDUCATION (VCE)

WHAT IS VCE?

The Victorian Certificate of Education (VCE) is a senior secondary certificate of education recognised within the Australian Qualifications Framework (AQF). The VCE is designed to be completed over a minimum of two years and may include general curriculum components (VCE studies) and programs from Vocational Education and Training (VET) qualifications.

Students have two options for enrolment in the VCE:

1. The VCE which includes studies with school-based and external assessments that can provide a study score towards an ATAR in addition to S or N results.
2. The VCE VM which includes studies with school-based assessments that do not provide a study score towards an ATAR but contribute to the determination of an S or N results for study units.

VCE

The VCE is offered in two formats:

1. Youth VCE - usually for students who are under 18 at time of commencement. VCE studies are usually completed over a minimum of two years. The minimum requirement is satisfactory completion of 16 units, which must include:

   - three units from the English group, including a Unit 34 sequence.
   - at least three other sequences of Unit 34 studies, which can include further sequences from the English group.
   - at least four sequences of Unit 12 studies including a minimum of one unit from the English group.

2. Adult Returning to Study or Adult VCE. Students must be at least 18 years old on January 1 in the year of enrolment. Adult VCE studies are usually completed in one year. The minimum requirement is satisfactory completion of at least 8 units at the Unit 34 level which must include:
   - a Unit 34 sequence from one of the English groups.
   - at least three other sequences of Unit 34 studies, which can include further sequences from the English group.

VCE Vocational Major (VCE VM)

The VCE VM is a 2-year vocational and applied learning program within the VCE offered at the Nelson Road and Lilydale Campuses. The minimum requirement is satisfactory completion of 16 units which must include:

- three VCE VM Literacy or VCE English units, including a Unit 3 and 4 sequence
- two VCE VM Numeracy or VCE Mathematics units
- two VCE VM Work Related Skills units
- two VCE VM Personal Development Skills units
- a minimum of three additional Unit 3 and 4 sequences which can be VCE or VCE VET studies
- a minimum of 180 nominal hours of VET at Certificate II level or above.

Upon satisfactory completion of the VCE VM program, the student will receive the appellation of 'Vocational Major' on their VCE certificate.

If a VCE VM student meets the requirements for satisfactory VCE completion, but not the requirements for the satisfactory completion of the VM appellation, the student will be awarded the VCE without an appellation.

SATISFACTORY COMPLETION OF VCE UNITS

The VCE is awarded on the basis of satisfactory completion of units according to VCE program requirements. The decision about satisfactory completion of a Unit is distinct from the assessment of levels of achievement. To achieve an S, teachers will determine if student have:

1. produced work that demonstrates achievement of the outcomes, and
2. submitted work that is clearly their own.

Units 1 and 2 achievement levels (SAC results) are determined by Box Hill Institute and not reported to the VCAA. VCAA only requires S or N results for Units 1 and 2. This is because they contribute to the completion of the VCE award, but not to an ATAR result.

For VCE Units 3 and 4, evidence of achievement of outcomes is collected by the teacher through a range of tasks that are designated for the study, which may include School-based Assessments. VCAA requires S/N results to determine satisfactory completion of the VCE award. Achievement levels (SAC results) contribute to Study Scores.

Each VCE unit includes a set of between two to four learning outcomes. Satisfactory completion of units is determined by Box Hill Insititute, in accordance with Victorian Curriculum and Assessment Authority (VCAA) requirements. The learning outcomes and associated assessment tasks are specified in the currently accredited VCE study designs. VCE study designs can be located from the VCAA website Listing of study designs

Satisfactory completion of a Unit requires a student to show a demonstrated understanding of the Unit learning outcomes. This evidence is collected through a range of Tasks (School-Assessed Coursework) and Work Requirements (e.g. a logbook, classroom activity, writing or research tasks completed in class). All work requirements are specified in the Unit outline accessed via the StudentWeb. Specific information about school assessed coursework will be provided by your teacher.

Students at risk of not achieving a satisfactory completion of a VCE unit will receive a letter of warning. They will be supported and provided an opportunity to redeem an S for the unit. Students may not resubmit work to improve the score for a school-based assessment. Students who receive an N for Unit 1 will still be permitted to progress into Unit 2. **However, students who receive an N for Unit 3 will be ineligible to progress into Unit 4. VCE Unit 3 and 4 subject are sequential and a satisfactory pass must be obtained in Unit 3 to progress into Unit 4. Students who fail to obtain an S for a VCE Unit 3 subject will be notified and withdrawn from Unit 4.**

SATISFACTORY COMPLETION OF VCE VM UNITS

VCE VM studies do not receive a study score, however, studies must demonstrate satisfactory completion of units to be awarded the VCE VM. Satisfactory completion of a Unit requires students to:

1. produce work that demonstrate understanding and achievement of learning outcomes, and
2. submit work that is clearly their own.

Evidence that supports the determination of an S is collected through a range of Tasks and Work Requirements (e.g. a logbook, classroom activity, writing or research tasks completed in class). All work requirements are specified in the Unit outline accessed via the StudentWeb. Specific information about school assessed coursework will be provided by your teacher.

Students at risk of not achieving a satisfactory completion of a VCE VM unit will receive a letter of warning. They will be supported and provided an opportunity to redeem an S for the unit. **However, students who receive an**

N for Unit 3 will be ineligible to progress into Unit 4. VCE VM Unit 3 and 4 subject are sequential and a satisfactory pass must be obtained in Unit 3 to progress into Unit 4. Students who fail to obtain an S for a VCE VM Unit 3 subject will be notified and withdrawn from Unit 4.

NOT SATISFACTORY COMPLETION OF VCE AND VCE VM UNITS

A student will receive an N for a VCE or VCE VM unit when one or more of the following occurs:

- the work does not demonstrate achievement of the learning outcomes.
- the student has failed to meet a school deadline for the assessment task which can include additional extension time granted for any reason or special provisions or both.
- The work cannot be authenticated, for example, through lack of attendance.
- There has been a substantial breach of the VCAA or BHI rules and procedures.

VCE VET

VCE VET studies may be included in a student's study program and contribute to the satisfactory completion and awarding of the VCE. VET Units of Competency (UoC) are reported as 'competent' or 'not yet competent'. Students will receive an S for a UoC if they satisfactorily complete the UoC and have been assessed as competent in that unit. Students will receive an N (not yet competent) result for a UoC if they have not yet demonstrated competence. This may be due to not completing the unit or being unable to demonstrate competence as required by the UoC.

VET studies may be scored or unscored. Scored VCE VET subjects contribute to an ATAR. Graded assessment components contribute to a subject study score and are reported on an eleven-point scale as grades A+ to E or UG (Ungraded). Scored VCE VET studies also have an external examination in the October/ November examination period.

EXTERNAL ASSESSMENT IN THE VCE

- The structure of the VCE requires that there is only one examination period each year for Unit 3 and 4 which commences in October.
- The General Achievement Test (GAT) is also conducted in June. ***All students enrolled in a Unit 3 and 4 VCE or VCE VM sequence are required to sit the GAT in that year.*** In the case where a Derived Examination Score is required, the GAT performance results may also be used. Students can apply for exemption from the GAT.
- Performance, critical thinking, CCAFL language and oral examinations occur in October, usually prior to the written examinations in October / November.

INTERNAL ASSESSMENT IN THE VCE

There are two forms of school assessment for Units 3 and 4 studies – School-assessed Coursework and School-assessed Tasks. The score for each school assessment is reported to the VCAA.

- **School-assessed Coursework** is based on your overall level of achievement in the assessment tasks specified in the study design for the unit outcomes. VCE teachers provide a score for each component of coursework grade specified in the study design. The VCAA aggregates these scores into a single total score for each student which is then statistically moderated against the examination scores in the study.

- **School-assessed Tasks** are set by the VCAA to assess specific sets of practical skills and knowledge. Your work is assessed on the basis of a criteria sheet specified by the VCAA. VCE Teachers provide a single score (Indicative grade) for each student which is then either confirmed or reviewed by the VCAA on the basis of GAT results.

INFORMATION ABOUT ASSESSMENT FOR LEARNERS

In each VCE or VCE VM Units of Study teachers will specify the tasks that students must do and the conditions under which the work is to be done, to satisfactorily complete the unit. It is also important to understand that the assessment of levels of achievement is separate from the decision to award an S for satisfactory completion of a unit. VCE and VCE VM unit results (S or N) contribute to satisfactory completion of the VCE or VCE VM certificate and not to study score calculation for the VCE. Teachers will inform students in writing of the following requirements at the commencement of each VCE unit:

- all work needed to be completed to achieve S for the unit.
- all work needed to be completed for Graded Assessment (VCE only)
- class attendance requirements.
- how to submit work.
- timelines and deadlines for completing work.
- procedures for obtaining an extension of time.
- Internal BHI appeal procedures.

BOX HILL INSTITUTE GROUP (BHI) RULES FOR ASSESSMENTS

In order to gain a pass in a VCE subject, for Year 11 (Units 1 & 2) or Year 12 (Units 3 & 4), you must complete **ALL** graded assessments and work requirements to a satisfactory standard.

THE VCAA RULES

VCE or VCE VM teachers will discuss the VCAA rules for assessment with students:

The VCAA sets down eight rules which students must observe when preparing work for assessment by the provider. These rules are:

1. Students must ensure that all unacknowledged work submitted for assessment is genuinely their own.

2. Students must acknowledge all resources used, including:

   – text, websites and source material

   – the name(s) and status of any person(s) who provided assistance and the type of assistance provided.

3. Students must not receive undue assistance from any other person in the preparation and submission of work.

   Acceptable levels of assistance include:

   – the incorporation of ideas or material derived from other sources (for example, by reading, viewing or note taking), but which has been transformed by you and used in a new context.

- prompting and general advice from another person or source which leads to refinements and/or self-correction.

Unacceptable forms of assistance include:

- use of, or copying of, another person's work or other resources without acknowledgment
- corrections or improvements made or dictated by another person. Students must not submit the same piece of work for assessment in more than one study.

4. If students knowingly assist other learners in a breach of rules, they may be penalised.

5. Students must sign an authentication record for work done outside class at the time of submitting the completed task. This declaration states that all unacknowledged work is their own.

6. Students must sign a general declaration that they will obey the rules and instructions for the VCE and accept its disciplinary provisions.

7. When undertaking VCE School-assessed Coursework or VCE School-assessed Tasks tests students must comply with examination rules.

EXAMINATIONS

BHI does not conduct examinations for VCE VM or Unit 1 & 2 VCE subjects. Specific subjects may include internal class tests as part of the outcomes for the unit/s. These details will be given to you at the start of the year with the specific criteria for the unit outcomes.

For VCE Unit 3 & 4 subjects, students will have an end-of-year examination externally assessed by the VCAA. Examination rules for the conduct of examinations and all administrative requirements can be located on the VCAA website: Pages - Examination rules. Students will also receive individual examination timetables and the VCAA publication, the Navigator which contains the VCE examination timetable. Teachers will advise students on specific requirements, in particular the approved materials and equipment for use during the examinations as well as the specific conditions and description of the examination.

WHAT ARE INDICATIVE GRADES?

Indicative grades are predictions of potential student level of achievement on the external VCE examination. Teachers will submit indicative grades (A+ to UG and NA) for all learners undertaking written and performance examinations, prior to the October/November examination periods.

GENERAL ACHIEVEMENT TEST (GAT)

All students enrolled in one or more VCE or VCE VM Unit 3 and 4 sequences or one or more VCE VET scored Units 3 and 4 sequences must sit the General Achievement Test (GAT).

The GAT is used as part of a final check on examination scores. If the final examination score is significantly different from the score predicted by the GAT, school indicative grades, other examination scores for the study, and scores for School-assessed Tasks, the examination response will be assessed again by the Chief Assessor. Study scores may go up or stay the same but will not go down as a result of this final check.
The GAT is an essential part of the VCE assessment procedures.

The VCAA will use GAT scores to:

- Review school assessments of School-Assessed Tasks.
- Statistically moderate School-Assessed Coursework.
- Check the accuracy of scores in examinations.
- In the calculation of Derived Examination Scores.

If students meet the eligibility requirements, they may apply for an exemption from the GAT. Applications are made by the school on the student's behalf and must be supported by evidence from an appropriate health or independent professional. Students should discuss this with the VCE Coordinator or the VCE VM & VPC Coordinator.

STUDENT APPLICATION FOR EXTENSION FOR VCE SCHOOL-ASSESSED COURSEWORK

An extension may be needed to account for unforeseen circumstances that can impact of student attendance for School Assessed Coursework (SAC). Students who miss SACs must provide documentation to support their request to attempt the SAC at an alternative time. Students (with correct documentation e.g., medical certificate) will only be given two opportunities to sit a SAC or task at a Supplementary session. To receive a score for a Unit 3 or Unit 4 SAC, VCE students must complete this Supplementary assessment within 7 days of the day of the assessment task unless otherwise discussed. After this point a student may be given permission to sit the SAC, but it will be only marked to an S or N standard.

No extensions can be granted into the next school year or into the next semester. BHI reminds students that we do not offer subjects by distance mode.

STUDENT APPLICATION FOR EXTENSION FOR VCE VM ASSESMENT TASK

An extension may be needed to account for unforeseen circumstances that can impact of student attendance for an assessment task. Students who miss assessment or assessment due dates must provide documentation to support their request to attempt the task at an alternative time. Students (with correct documentation e.g., medical certificate) will only be given an opportunity to sit the assessment task at a Supplementary session in order to demonstrate their understanding and ability to achieve learning outcomes. The assessment task must be attempted and completed within 7 days to achieve an S for the outcome.

No extensions can be granted into the next school year or into the next semester.

STUDENT'S RIGHT TO SUBMIT FURTHER WORK

If a teacher judges that the work submitted for the assessment of an outcome does not meet the required standard for satisfactory completion, then the previous work submitted by the student may be taken into consideration provided it meets the requirements of the learning outcome. If so, students may be allowed to submit further work. Normally students should complete work for a unit during the semester in which the unit is undertaken.

A teacher may only allow students to submit further work to meet satisfactory completion requirements of a unit. **Students may not submit further tasks for the reconsideration of School-Assessed Coursework and/or School-Assessed Tasks scores.**

Students are advised to seek further clarification from the VCE Coordinator, the VCE VM & VPC Coordinator if unsure.

AUTHENTICATION OF STUDENT WORK

In VCE and VCE VM, all work submitted for assessment by students must be their own. Students may be asked to demonstrate their understanding of the task at the time of submission of the work. If any part or all of the work cannot be authenticated, then this matter will be dealt with as a breach of rules.

To reduce the possibility of authentication problems arising, or being difficult to resolve, the following strategies are useful:

- Ensure that you use class time on the task so that the teacher is familiar with your work, and you can regularly discuss aspects of the task.
- Ensure that specific stages of the development of work, starting with an early part of the task such as topic choice, list of resources and/or preliminary research is documented.
- Acknowledge tutors, by discussing and showing the work done with them with your teacher.
- Authentication Record for VCE School-assessed Tasks form (Appendix 1) should be signed by you and your teacher regularly, listing development of work, from planning and drafting through to completion. This requires regular sightings of the work by your teacher.

Most work for the assessment of unit outcomes and School-Assessed Coursework (SAC) will be completed in class. However, this does not preclude the expectations for students to complete research and learning activities that will contribute to their gaining knowledge and skills outside of class time.

USE OF GENERATIVE ARTIFICAL INTELLIGENCE

While the integration of assistive technologies in teaching and learning can promote student autonomy and engagement, the ubiquitous use of these technologies may pose a challenge for the authentication of some assessment tasks.

Unattributed or disallowed use of genAI in assessment may be a breach of academic integrity. It will be investigated under BHI's policy for responding to an allegation that a student has breached VCAA rules or school policies for the authentication of school-based assessment.

SPECIAL CONSIDERATION

If students are absent from class for a prolonged period of time or have been unable to complete all assessment tasks because of illness or other special circumstances, documentation, such as medical certificates, should be provided to the school in order to grant special consideration for school-based assessments. Students are strongly advised to notify their teacher and the VCE Coordinator or VCE VM & VPC Coordinator in the case of prolonged absences.

Special consideration may allow students to undertake a piece of assessment at a later date or with extra time. There are other forms of special consideration that can be applied depending on the individual case.

In the case of external examinations such as the GAT and End of Year examinations, students need to make an application to VCAA for special consideration. This is not automatically granted. BHI have designated staff

members who can assist with this application. Please speak to either the VCE Coordinator or the VCE VM & VPC Coordinator.

All applications need to be accompanied by supporting documentation from an appropriate health professional, outlining the reason why Special Consideration should be considered.

ADDITIONAL INFORMATION ON ASSESSMENT IN VCE

STUDY SCORE
A study score indicates how a VCE student performed in relation to all other VCE students who undertook the study. It is calculated using the student's final scores for SACs, SATs, externally assessed tasks and examinations for each study.

To receive a study score, students must achieve 2 or more graded assessments in the study and receive an S for both Units 3 and 4 in the same academic year, unless they have Interrupted Studies status and have met these requirements over 2 academic years

STATISTICAL MODERATION
Statistical moderation aligns the distribution of school-based scores for each school group or moderation group with the distribution of external scores for each school-based assessment. The external score is based on examination scores achieved by students across Victoria in common tasks and using common assessors. The process provides a suitable basis for moderating school-based scores to calculate the external score used for statistical moderation. In studies with 2 external assessments, scores from both will be used.

The VCE assessment program also includes the GAT. In a few studies, where it is found to enhance the moderation process, student results from the GAT are also used to calculate the external score. In such cases, the examination scores remain the primary reference for adjusting school-based scores.

Additional information on assessment in the VCE is available from the
- Study Guide for each unit
- online at www.vcaa.vic.edu.au

WHAT IS VASS?

VASS stands for the 'Victorian Assessment Software System'. It is a web-based application that allows enrolment into the VCE / VCE VM / VPC / VCE VET programs. Enrolment into the VASS system is conducted every year where results are entered and stored on the central VCAA database. Key enrolment and results data must be entered into VASS before the cut-off dates (see Appendix 1. In addition, examination results will be made available to providers through the VASS system.

Your records on the VASS system are confidential and only the designated VASS Coordinator and the Manager (Principal) Schools Unit are entitled to view details of learners.

Student Eligibility Reports are accessed from VASS by the Manager (Principal) Schools Unit, the VCE Coordinator and the VCE VM & VPC Coordinator. These reports include the currently enrolled and previously completed units

for each student and also a statement on whether a student will be eligible to receive the VCE or VCE VM Certificate on successful completion of the current year's learning. These reports are used to review each student's enrolment to ensure the desired outcomes can be reached with the current enrolment.

Students need to advise the relevant VASS Coordinator in the case of change of name, address, telephone number, email address.

FURTHER INFORMATION FOR VCE and VCE VM

Further information about VCE requirements can be found from:

- VCAA website www.vcaa.vic.edu.au
- Study Guides for each VCE subject Listing of study designs
- The National Training Information Service (www.ntis.gov.au) provides information on training package qualifications (i.e., VET qualifications) and units of competency.

GENERAL INFORMATION FOR VCE and VCE VM

STUDENT ATTENDANCE

Students need to attend sufficient class time to complete the work required for each unit. It is expected that students will attend 80% of classes to ensure successful completions of units. As a general guide VCE students should allow double their class time (hrs) as an indicator of the amount of time to spend on a subject per week. e.g. 4 hrs class time + 1 hr tutorial + 3 hrs of self-directed study

BHI policy requires that:

- Students are reminded at the commencement of each unit that attendance in class is essential to ensure adequate preparation for assessments.
- When students are absent for two consecutive classes without notifying their teacher, they will be contacted to establish the reasons for their absence, and to determine if any additional support is required to assist the student to return to class.
- If students are absent for an assessment task
  o Where a valid reason is provided (supported by documented evidence) then every effort will be made to provide an alternative assessment opportunity
  o Where a valid reason is not provided, then BHI is not obliged to provide an alternative assessment opportunity.
- If students are under the age of 18, parents/guardians will be contacted on the day of their absence to provide an explanation. All BHI students under 18 are requested to complete the Permission to Communicate form during the enrolment process (Appendix 4).

Teachers will refer students that have missed two consecutive classes (without any communication) to the VCE Coordinator or VCE VM & VPC Coordinator for follow up action.

BHI WITHDRAWAL FROM ENROLMENT POLICY

Students who have not attended, contacted their teacher or other staff or engaged with any learning for a period of 4 weeks or more, will be subject to the process of withdrawal. Students will be contacted via a warning letter twice outlining that they are at risk of withdrawal. If no contact is made by the student with the Schools Unit, the student will be withdrawn from the Institute.

SUPPORT SERVICES- STUDENT LIFE

BHI is committed to supporting student learning experiences.

- The **Student Life** provides a range of support services to assist students in removing any barriers to success. These include career advice and counselling, generalist counselling, disability and youth pathways support.

ACCESS TO DIGITAL TECHNOLOGY

For VCE courses, it is estimated that approximately 90% of course material will be communicated through StudentWeb and therefore it is essential that students have access and knowledge of the basic use of digital technology. If students need help in the use of digital technology, please speak with the VCE Coordinator or VCE VM & VPC Coordinator about organising further support. There is access to computers and the Internet available in the BHI Library located on Level 2, Building C1, City Campus and the BHI library located on level 3, building B3, Elgar Road, Box hill.

EMERGENCY INCIDENTS

Evacuation Plans
It is important that students are familiar with the Emergency Evacuation Plans which are located in each classroom and public space in all BHI buildings. As part of the class orientation, students will be shown the exit areas and meeting spots.

Incident Reporting Guidelines
All incidents related to the health and safety of all Learners, staff or visitors, security, damage to or theft of BHI property or facilities must be reported.

BHI POLICIES AND PROCEDURES
There are many internal quality policies and procedures that may impact on the delivery of services at BHI and with which students need to be familiar. These documents can be accessed via StudentWeb.

LEARNER HEALTH AND WELFARE

See BHI's Learner Welfare Procedure which covers the following key areas:

First Aid
BHI campus provides first aid officers that are available in each building for assistance. In addition, all security staff and VCE/ VCE VM staff are First Aid accredited. Basic guidelines for First Aid**:**

- No staff other than those with current accreditation is to administer first aid.
- Under no circumstances are any BHI staff to provide medication to learners, including non-prescription pain killers (except in circumstances where assistance in the administration of medication has been requested in writing by a parent / guardian of a learner under the age of 18).
- First Aid Kits are maintained in key locations in each building.
- Blood-spill kits are found in each kitchen area. Under no circumstances is a member of staff to allow themselves to come into direct contact with the blood of any other person.

Existing Medical Conditions

If you have an existing medical condition you are encouraged to disclose such conditions at the time of enrolment so that Individual Learner Support Plans can be established and monitored over the period of your enrolment. These plans may include training of key staff to respond appropriately to particular emergencies (e.g. seizure, asthma attack etc). A full **Medical Details Form** will be completed at the time of your enrolment.

Illness and Injury while at Box Hill Institute

If you become seriously ill or sustain a serious injury while attending BHI or participating in a BHI arranged activity, emergency procedures will be followed. This involves the calling of an ambulance to provide immediate medical assistance, followed by notification to your next of kin contact or parent/guardian, which was provided at enrolment. VCE staff will follow the information provided to them in the **Medical Details Form.**

In cases that are not classed as serious or emergencies: -

- For students aged 18 and over, a First Aid officer will be called to attend if necessary, or students may request access to a First Aid officer at any BHI office. Otherwise, if students are unwell, they should let the teaching area know and go home if possible. In some cases, a taxi voucher may be provided.
- If students are under the age of 18 and become ill or injured while at BHI, then;
  o this will be reported immediately to the VCE Coordinator, VCE VM &VPC Coordinator, or Learner Services.
  o A First Aid officer will be called to check the student and determine whether any intervention is required (i.e. escalate to emergency and call ambulance, or recommend that parent/guardian be asked to come and collect you).
  o A parent or guardian will be contacted to appraise them of the situation and, if deemed necessary, they will be asked to come and collect the student. Alternatively, their permission will be sought to send the student home. A taxi voucher may be provided if approved by the Manager (Principal) Schools Unit, VCE VM & VPC Coordinator, Centre Manager or General Manager.
  o Students are to remain under supervision until one of the above actions is taken.
  o Notes on the event and actions will be recorded and placed in the student's file.

Administration of Medication for Students under the age of 18

If parent/guardians request BHI's assistance to help a student, follow a prescribed medication plan then such a request must be made in writing to the Manager (Principal) Schools Unit, the VCE Coordinator or the VCE VM & VPC Coordinator. In such circumstances the medication will be given to the VCE Coordinator or the VCE VM & VPC Coordinator and clearly labelled with the student's name and instructions for the timing and dosage of medication etc. Students should report to the relevant Coordinator at the agreed times for the medication. All medication will be return to the student at the end of the end of each day.

In the event that a student is under the age of 18 is attending an excursion, any medication being taken by the student must be recorded on the *Medical Information Form*. Excursion coordinators will work with you to ensure that medications are taken appropriately etc.

EQUAL OPPORTUNITY

It is BHI's policy to foster positive relationships in an environment of equal opportunity, free of harassment, bullying and unlawful discrimination. BHI affirms commitment to the principles of Equal Opportunity legislation and promotes this philosophy through its *Education Policy*, *Staff Code of Conduct*, *Learner Code of Conduct*, *Anti-harassment and Bullying Procedure*, and *Equal Opportunity for Learners with a Disability Procedure*. Any disputes or conflicts that arise in these areas should be reported to the relevant coordinator. Investigations will include BHI's Equity Officer and be conducted in line with the Principles of Natural Justice.

MANAGEMENT OF STUDENT BEHAVIOUR

At BHI we strive to maintain a positive learning environment. If student behaviour is not appropriate teachers and the VCE Coordinator or the VCE VM & VPC Coordinator will discuss strategies to best establish a management

program for the student. The Student Code of Conduct is provided to students at the Orientation sessions at the beginning of the academic year. It can also be accessed via the Student Web portal.

ACADEMIC MISCONDUCT

Academic misconduct is conduct which "gives unfair advantage or disadvantage to a learner(s) in their training or assessment".

To **plagiarise** is to "take and use the thoughts, writings, and inventions etc. of another person, as one's own".

Examples of **plagiarism** include:
- Downloading information from the internet without appropriate recognition
- Copying directly from a book, article, journal or newspaper without acknowledging the source
- Paraphrasing other people's ideas without properly giving them credit
- Inserting graphs, photographs and other visual images without acknowledging the source of the material

To **cheat** is "to gain unfair advantage by deception or breaking rules, especially in a game or examination".

Other examples of **cheating** include:
- Copying other students work.
- Getting another person to do your assessment task for you.
- Taking unauthorized material into an examination or using unauthorized material in an assessment task.
- Doing another person's assessment task for them.
- Falsifying information to gain an advantage in an assessment e.g., saying that you were ill to gain an extension for submitting work, when you may not have been ill.

The penalties that may be applied to you or other learners who are caught plagiarising and/or cheating will depend on the severity and extent of the offence.

EXCURSIONS

Excursions are often planned to enrich the programs offered by BHI. To attend any such activities will involve completion of documentation and completion of a medical form. Under no circumstances will students be allowed to attend these activities away from the BHI premises without full compliance with this procedure.

COMPLAINTS

To find out more relating to the complaint policy and procedure refer to the information on the Student Web

Complaints – Please see the Manager (Principal) Schools Unit, the VCE Coordinator or the VCE VM & VPC Coordinator.

Where the issue relates to assessment within the VCE, procedures according to those specified in the VCE Administrative Handbook must be followed. This Handbook can be accessed via Pages - VCE Administrative Handbook 2025

Appeals/Grievances (Non – academic complaint)

A Complainant may lodge an appeal on the grounds of procedural unfairness or that a judgement was harsh, unjust or unreasonable. In order to ensure transparency and procedural fairness, all appeals are elevated to the Director Foundation Education college. If the Director is already involved, the matter is escalated to the Complaint Appeals Committee.

APPENDIX 1 - KEY DATES AND CONTACT DETAILS FOR VCE at Box Hill Institute in 2025

The following list provides important dates for student's enrolled in VCE.

Unit	Start Date	End date
Unit 1	Week starting February 3	Week ending June 20
Unit 2	Week starting June 23	Week ending November 7
Unit 3	Week starting February 3	Week ending June 20
Unit 4	Week starting June 23	Week ending October 23

General Achievement TEST (GAT): Tuesday June 17

Contact details:

Drew Gilmour VCE Co-ordinator, <u>drew.gilmour@boxhill.edu.au</u>

CBD Campus – 8892 1839   Monday – Friday

Reception: BHI VCE office – 9652 0719   CBD Campus

BHI VCE office – 9652 0719   Nelson Campus

Student Life: Appointments can be made by calling 9286 9891

APPENDIX 2 – KEY DATES AND CONTACT DETAILS FOR VCE VM / VPC at Box Hill Institute in 2025

The following list provides important dates for student's enrolled in VCE VM / VPC

Unit	Start Date	End date
Unit 1	Week starting February 3	Week ending June 20
Unit 2	Week starting June 30	Week ending November 7
Unit 3	Week starting February 3	Week ending June 20
Unit 4	Week starting June 30	Week ending November 7

General Achievement TEST (GAT): Tuesday June 18

Contact details:

Tracey Burchall VCE VM & VPC Coordinator, t.burchall@boxhill.edu.au

Nelson Campus Monday to Friday

Reception: BHI VCE office – 9652 0719

Student Life: Appointments can be made by calling 9286 9891

APPENDIX 3 - AUTHENTICATION RECORD FOR SCHOOL-BASED ASSESSMENT

VICTORIAN CURRICULUM
AND ASSESSMENT AUTHORITY

Level 7, 2 Lonsdale Street, Melbourne VIC 3000, Australia
TELEPHONE +61 3 9032 1700 FASCSIMILE +61 3 9032 1799
EMAIL vcaa@edumail.vic.gov.au WEB www.vcaa.vic.edu.au

VICTORIA
State Government

Authentication Record for School-based Assessment

This is a form the VCAA provides for schools use. Schools are expected to comply with their statutory obligations under applicable privacy laws when collecting, using and disclosing personal information.

This sheet is to be retained by the school, sighted by the principal or principal's nominee, and filed (see the *VCE and VCAL Administrative Handbook, Scored assessment: School-based Assessment section*).

Note: Studies with School-assessed Tasks and Externally-assessed Tasks have study specific authentication records. They are available as VASS Downloads and the individual study pages on the VCAA website.

Please print clearly and in CAPITAL LETTERS.

This form must be completed by the class teacher and signed by students when School-assessed Coursework is completed outside class.

Study

Coursework task

Teacher   **Class**

STUDENT DECLARATION

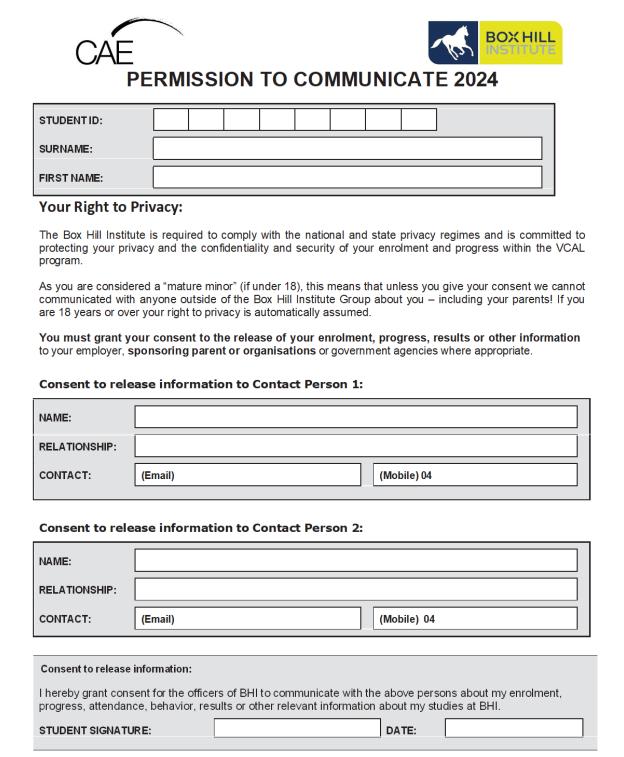I declare that all resource materials and assistance used have been acknowledged and that all unacknowledged work is my own.

Student name	Student signature	Date

AuthRecSAC.indd

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APPENDIX 4 – PERMISSION TO CONTACT

PERMISSION TO COMMUNICATE 2024

STUDENT ID:								
SURNAME:								
FIRST NAME:								

Your Right to Privacy:

The Box Hill Institute is required to comply with the national and state privacy regimes and is committed to protecting your privacy and the confidentiality and security of your enrolment and progress within the VCAL program.

As you are considered a "mature minor" (if under 18), this means that unless you give your consent we cannot communicated with anyone outside of the Box Hill Institute Group about you – including your parents! If you are 18 years or over your right to privacy is automatically assumed.

You must grant your consent to the release of your enrolment, progress, results or other information to your employer, **sponsoring parent or organisations** or government agencies where appropriate.

Consent to release information to Contact Person 1:

NAME:	
RELATIONSHIP:	
CONTACT:	(Email) (Mobile) 04

Consent to release information to Contact Person 2:

NAME:	
RELATIONSHIP:	
CONTACT:	(Email) (Mobile) 04

Consent to release information:

I hereby grant consent for the officers of BHI to communicate with the above persons about my enrolment, progress, attendance, behavior, results or other relevant information about my studies at BHI.

STUDENT SIGNATURE:		DATE:	