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BOX HILL
INSTITUTE

WHAT WILL YOU BECOME?

VCE and VCE VM Handbook

TAFE VICTORIA

Acknowledgement of Country

At Box Hill Institute, we proudly acknowledge that our learning sites in Box Hill, Lilydale and the Melbourne CBD reside on the ancestral lands of the Wurundjeri people of the Kulin Nations, its Traditional Owners and Custodians.

We recognise our First Nations communities as Victoria's first teachers, artists, and scientists, and value their ongoing contributions to our lives.

We welcome the diversity of our First Nations communities, and the different mobs and lands they represent.

We pay deep respect to all Elders, and through our work to educate ourselves and those around us, support our students on their journeys as emerging First Nations leaders.

We embrace the spirit of reconciliation as we work to deliver the Victorian Government's commitment to Treaty, truth, and opportunity for all.



Child Safe Standards

We are committed to the health, safety, well-being and protection of children and young people. We will take all necessary steps to prevent and protect those 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 Box Hill Institute have the right to feel and be safe, respected, valued and protected from harm. As part of our commitment, we will ensure they are 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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Welcome to Box Hill Institute (BHI)!

We're so excited to welcome you into our community, where life changing learning and high-quality training are at the heart of everything we do.

During your time with us, you'll have the chance to grow your skills and make lasting friendships with your classmates. We'll be here to support you every step of the way, helping you reach your goals and achieve your potential.

This booklet contains the information you need to navigate through your studies. And if you have any questions that aren't covered here, remember that your teachers and our Schools Unit team are always here to help.

Student rights, responsibilities and behaviour

Being part of BHI means more than just coming to class – it's about joining a safe, supportive and respectful learning community. We all have a part to play to ensure we maintain a positive learning environment.

For this reason, our Student Code of Conduct outlines standards of behaviour that all our students must follow. By following our Code, you can help ensure everyone feels valued, respected and encouraged to do their best.

We know that our educators also play a part in protecting and enhancing our safe learning environment, which is why we are committed to empowering you with rights as a student.

Rights

To create a positive learning environment where all students can achieve their best and reach their full potential, you are empowered with the following rights:

- › To be treated with courtesy and respect
- › A safe, secure learning environment which fosters a sense of belonging and encourages students to strive for excellence in their studies
- › Access to and assistance with the necessary learning resources for your studies, including current and safe equipment on campus
- › To be educated by professional and caring teachers, with high levels of specialist knowledge
- › Helpful, effective and efficient sessions and processes for enrolment, unit/subject selection and orientation
- › To receive clear guidelines and expectations of each unit/subject and subsequent assessments
- › Appropriate learning opportunities for those with additional needs or from underrepresented groups
- › Accurate and timely information relating to student results
- › The ability to provide feedback to identify needs or help improve access or services
- › To receive timely advice on courses, careers, recognition of prior learning and articulation opportunities.

Responsibilities

In addition to adhering to the Student Code of Conduct, your responsibilities as a student also require that you:

- › Notify the VCE or VCE VM Coordinator if you cannot attend a class
- › Always be respectful to other people: this means keeping your environment clean and safe, understanding the needs of others and caring for their property if you borrow it
- › Recognise equal rights for all others and not discriminate for any reason, such as gender, race, religion, culture, abilities or age
- › 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
- › Ensure you do not detract from the learning opportunities of other students
- › Understand the rules about cheating and plagiarism and ensure that all work submitted is your own.

Equal opportunity

We are committed to providing an inclusive, respectful and supportive learning environment of equal opportunity for all students. This means every student has the right to access education free from discrimination, harassment and victimisation, and to participate fully and equally in every aspect of student life.

We celebrate the diversity of our student community and welcome people of all ages, abilities, genders, sexual orientations, cultural backgrounds, religions and beliefs.

We actively work to eliminate discrimination and bias, and to ensure that every student feels safe, supported and empowered to succeed.

Box Hill Institute is dedicated to upholding the principles of equal opportunity legislation and providing avenues for students to seek support or redress if their rights are not respected.

Any conflicts or disputes that arise in these areas should be reported to the VCE or VCE VM Coordinator, who will work with BHI's Equity Officer to ensure a fair and thorough investigation into the matter.

Together, we are building a learning community where everyone belongs and can thrive.

Student behaviour and Code of Conduct

We strive to maintain a positive learning environment. Our Student Code of Conduct ([Appendix 9](#)) is crucial to our ability to achieve this, therefore it applies to all students across the Box Hill Institute and Centre for Adult Education community.

Please make sure you familiarise yourself with the Code to ensure you are clear on the behaviour we expect from you during your time with us. This will also help you avoid any behaviours or actions that could result in negative consequences for you and your studies.

In the event of student behaviour that is not appropriate (misconduct), teachers and the relevant Coordinator will discuss strategies to best establish a management program for the student.

General information

Attendance

You are expected to attend at least 80% of your classes to ensure you have sufficient class time to complete the work required for each unit. Your teachers will remind you of your attendance requirements at the start of each unit, but it is your responsibility to reach out and let them know if there are any challenges preventing you from attending.

In addition:

- › If you miss two consecutive classes without notifying your teacher, they will reach out to establish the reasons for your absence and determine if you need any additional support to assist you in returning to class. They will also refer you to the appropriate Coordinator for additional follow-up.
- › If you are absent for an assessment task
 - **with** a valid reason that is supported by documented evidence, such as a medical certificate, then every effort will be made to provide an alternative assessment opportunity
 - **without** a valid reason, then you may not be entitled to receive an alternative assessment opportunity.
- › If you are under 18 years of age, your parents/guardians will be contacted on the day of your absence to explain. You must also complete the Permission to Communicate form during the enrolment process ([Appendix 6](#)).
- › Students who have not attended, contacted their teacher or other staff, or engaged with any learning for a period of four weeks or more will be subject to the process of withdrawal. We will send out two warning letters via the contact details you provided during your enrolment to advise that you are at risk of withdrawal. If there continues to be non-attendance or no contact with the Schools Unit, you will be withdrawn from your study with us.

Health, safety and well-being

As students, you're our number one priority and we want you to feel safe and always supported.

If you have an existing diagnosed medical condition that wasn't discussed during your enrolment, please let your Coordinator know as soon as possible. They can help connect you with our Learning Support team, so that **Individual Learner Support Plans** can be established and monitored throughout your study. You'll also need to complete a Medical Details Form to ensure we can support you as best as possible.

Illness or injury while on campus

We have first aid officers and first aid kits in each building to support any students who become ill or injured while on campus. Additionally, all our security and VCE and VCE VM employees hold First Aid accreditation.

While this covers most circumstances, please note that our employees are **not** permitted to administer any medication, except when it has been specifically requested by the parent / guardian of students under the age of 18.

If you become ill or injured while on campus, please notify your teacher or the nearest BHI employee so they can take appropriate action.



Reporting an incident

To help us keep BHI safe for all our students, if you observe any safety hazards or become injured while on campus, please lodge a report via the QR code.

Administration of medication for students under the age of 18

For any students under the age of 18 who are on a prescribed medication plan, parents / guardians can request our assistance to help administer the medication.

These requests must be made in writing to the Manager (Principal) Schools Unit or your Coordinator.

If a request is accepted, you will need to provide your medication to your Coordinator at the start of each day, ensuring it is clearly labelled with your name, instructions for timing, dosage and any other necessary information.

Your Coordinator will discuss an agreed time with you for the medication, and it is your responsibility to show up as agreed.

All unused medication will be returned to you at the end of each day.

In the event that you are attending an excursion, any medication you are taking must be recorded on the Medical Information Form. Excursion coordinators will work with you to ensure that medications are taken appropriately.

Excursions

During your studies, there may be some opportunities to take part in some excursions. In order to attend, you'll need to complete a medical consent form and if under 18, a signed consent form from your parent or guardian.

Unfortunately, failure to complete and hand in both forms will mean you are unable to attend any activities off-campus.

Emergency incidents

Each classroom and public space in all our buildings contains maps of our Emergency Evacuation Plans. While we will show you the emergency exits and meetings spots during class orientation, please make sure you take time to familiarise yourself with the plans in case of any emergencies.

Student support services

We offer several free support services that are available to all students. These include:

- › Accessibility Liaison Service: This team provide support to students living with a disability or health condition
- › Counselling: Available either online or in-person at our CBD, Elgar, Nelson or Lilydale campuses
- › Indigenous Liaison Support: Providing additional support to any students who identify as Indigenous.

Our Student Life team is able to connect you with the appropriate service for your needs. You can find their contact details in the appendix ([Appendix 1](#)), so please reach out to them if you need any support.

Student feedback

We recognise that student feedback is integral to our continuous development. If you want to submit a complaint or feedback about your experience at BHI, you can do so by emailing customerrelations@boxhill.edu.au

Alternatively, you can visit www.boxhill.edu.au/complaints to find out more about our student complaints policy and procedures.

If your issue is related to VCE assessment, please follow the guidance in the Assessment (VCE and VPC) Policy. If unresolved, you must follow the procedures specified in the Victorian Curriculum and Assessment Authority (VCAA) [VCE Administrative Handbook 2025](#).



Rules and requirements of academic performance

The VCAA sets down clear rules that all students must follow when preparing work for VCE / VCE VM ([Appendix 4](#)), so we recommend that you familiarise yourself with these.

Your teachers will detail the tasks you must complete and the conditions under which the work is to be done for each VCE or VCE VM Unit of Study, to complete the unit satisfactorily.

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

VCE and VCE VM unit results are recorded as **satisfactory (S)** or **not satisfactory (N)** and contribute to satisfactory completion of the VCE or VCE VM certificate, not to study score calculation for the VCE.

All students enrolled in VCE Units 3 & 4 or VCE VM are required to sit the General Achievement Test (GAT) in the same year as their studies, which is held in June.

Authentication of student work

In VCE and VCE VM, all work you submit for assessment must be your own. You may be asked to demonstrate your understanding of the task at the time of submission of the work. If any part or all of the work cannot be authenticated, this may be determined as a breach of the 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.
- › The Authentication Record for VCE school-assessed tasks form ([Appendix 5](#)) should be signed by you and your teacher regularly, listing the development of work, from planning and drafting through to completion. This requires regular sightings of your work by your teacher.

Most work for assessing unit outcomes and school-assessed coursework will be completed in class. However, you are still expected to complete research and learning activities that will contribute to your gaining knowledge and skills outside of class time.

VCE assessment

Internal assessment in the VCE

There are two forms of school assessment for Units 3 & 4 studies – school-assessed coursework (SACs) and school-assessed tasks (SATs). The score for each is reported to the VCAA.

- › SACs are based on your overall level of achievement in the assessment tasks specified 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.
- › SATs are set by the VCAA to assess specific sets of practical skills and knowledge. Work is assessed based on a criteria sheet specified by the VCAA and teachers assign a single score (indicative grade), which is then either confirmed or reviewed by the VCAA based on your GAT results. However, none of the VCE subjects offered at BHI include SATs as part of the coursework.

External assessment in the VCE

- › In the case where a Derived Examination Score is required, your GAT performance results may also be used. Students can apply for exemption from the GAT.
- › In addition to the GAT, there is only one examination period each year for Units 3 & 4, which commences in October.

Satisfactory completion of VCE units

The VCE is awarded based on satisfactory completion of units according to VCE program requirements, distinct from the assessment of levels of achievement. To achieve an S, teachers will determine if you have:

1. Produced work that demonstrates achievement of the outcomes, and
2. Submitted work that is clearly your own.

Units 1 & 2 achievement levels (SAC results) are determined by BHI, however, the VCAA will only record them as S or N. This is because they contribute to the completion of the VCE award, but not to your ATAR result.

For Units 3 & 4, evidence of achievement of outcomes is collected by the teacher through a range of tasks that are designated for the study, including school-based assessments. The VCAA only requires S or N results to determine satisfactory completion of the VCE award, while 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 BHI, in accordance with VCAA requirements.

The learning outcomes and associated assessment tasks are specified in the accredited VCE study designs found on [the VCAA website](#).

If you are at risk of not achieving a satisfactory completion of a VCE unit, the VCE Coordinator will provide you with a letter of warning. You will be supported and provided an opportunity to earn an S, however, you may not resubmit work to improve the score for a school-based assessment.

Receiving an N for Unit 1 will still permit you to progress into Unit 2, however, as Units 3 & 4 are sequential, receiving an N for Unit 3 will make you ineligible to progress into Unit 4. In this instance, you will receive a notification and be withdrawn from Unit 4.

VCE VET

You may choose to include VCE VET as part of your studies and contribute to the satisfactory completion and awarding of the VCE.

VET Units of Competency (UoC) are reported as 'competent' (S) or 'not yet competent' (N).

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.

Not satisfactory completion of VCE units

If one or more of the following occur, then you may receive an N for the relevant VCE unit:

- › The work does not demonstrate achievement of the learning outcomes
- › You have 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 a lack of attendance
- › There has been a substantial breach of the VCAA or BHI rules and procedures.

VCE VM assessment

Satisfactory completion of VCE VM units

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

1. Produce work that demonstrates understanding and achievement of learning outcomes, and
2. Submit work that is clearly your own.

If you are at risk of not achieving a satisfactory completion of a VCE VM unit, the VCE VM Coordinator will provide you with a letter of warning. You will also be supported and provided an opportunity to redeem an S for the unit.

Receiving an N for Unit 1 will still permit you to progress into Unit 2, however, as Units 3 & 4 are sequential, receiving an N for Unit 3 will make you ineligible to progress into Unit 4. In this instance, you will receive a notification and be withdrawn from Unit 4.

If a VCE VM student meets the requirements for satisfactory VCE completion, but not the required 180 hours of VET study required for the VM appellation, the student will be awarded the VCE without an appellation.

Not satisfactory completion of VCE VM units

If one or more of the following occur, then you may receive an N for the relevant VCE VM unit:

- › The work does not demonstrate achievement of the learning outcomes
- › You have 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 a lack of attendance
- › There has been a substantial breach of the VCAA or BHI rules and procedures.

Examinations

In VCE VM or VCE Unit 1 & 2 subjects, we do not conduct examinations. However, there may be internal class tests as part of the outcomes for the unit/s in some subjects. Your teacher will give you this information at the start of the year, along with the specific criteria for the unit outcomes.

For VCE Unit 3 & 4 subjects, you 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. You will also receive individual examination timetables and The Navigator, a VCAA publication that contains the VCE examination timetable.

Your teachers will advise you on specific requirements, in particular the approved materials and equipment for use during the examinations as well as the specific conditions and description of your examinations.

General Achievement Test

All students enrolled in one or more VCE or VCE VM Unit 3 & 4 sequences or one or more VCE VET scored Units 3 & 4 sequences must sit the GAT.

The GAT is an essential part of the VCE assessment procedures and 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 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 as a result of the reassessment, but will not go down.

The VCAA will use GAT scores to:

- › Review school assessments of school-assessed tasks
- › Statistically moderate SACs
- › Check the accuracy of scores in examinations
- › In the calculation of Derived Examination Scores.

You may be able to apply for an exemption from the GAT if you meet the eligibility requirements. Once you have discussed your eligibility with the VCE or VCE VM Coordinator and confirmed that you have supporting evidence from an appropriate health or independent professional, BHI can make an application on your behalf.

Frequently Asked Questions

What is academic misconduct?

Academic misconduct is conduct which “gives unfair advantage or disadvantage to a learner(s) in their training or assessment”. This includes behaviour such as plagiarism, cheating or unattributed / disallowed use of generative artificial intelligence (genAI).

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.

Can I use generative artificial intelligence (genAI) in my studies?

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 in line with BHI’s Assessment (VCE and VPC) Policy.

What are indicative grades?

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

What is a 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 subject.

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

What is 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 two external assessments, both scores will be used.

The VCE assessment program also includes the GAT. In a few subjects, 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 Design for each unit
- › Online at www.vcaa.vic.edu.au

What is Victorian Assessment Software System (VASS)?

VASS is a web-based application that is used to enrol VCE / VCE VM / VPC / VCE VET students and enter their results, to be stored in the VCAA database. Key enrolment and results data must be entered into VASS before the cut-off dates (see Appendix 2). 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, as well as a statement on whether each 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 records to ensure the desired outcomes can be reached with the current enrolment.

To ensure you receive your results and any other communications, you will need to advise the relevant VASS Coordinator in the case of a change of name, address, telephone number or email address.

I need help with / access to digital technology

For VPC, it is estimated that approximately 90% of course material will be communicated through StudentWeb and therefore it is essential that you have access and knowledge of the basic use of digital technology.

To assist with this, all BHI campuses have free student WiFi, and you can access computers in our libraries, located on Level 2, Building C1, City Campus or Level 3, Building B3, Elgar Road, Box Hill.

If you need help with the use of digital technology, please speak with the VCE Coordinator or VCE VM & VPC Coordinator about organising further support..

Can I apply for an extension?

If you experience any unforeseen circumstances that may impact your attendance for SACs or assessment tasks, you may be able to request an extension.

In order for your request to be granted, you will need to provide official documentation, such as a medical certificate, to support your request to attempt the SAC or task at an alternative time. If granted, you will receive two opportunities to sit a SAC or task at a supplementary session.

For VCE VM students, the assessment must be attempted and completed within seven days of the original assessment date to achieve an S.

For VCE students in Units 3 & 4, the Supplementary assessment must be completed within seven days of the original assessment date, unless otherwise discussed. If the supplementary assessment is completed outside this window, it will only be marked to an S or N standard.

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

Can I apply for special consideration?

If you 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, you may be able to apply for special consideration of school-based assessments.

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

In order for your application to be successful, you will need to provide official documentation, such as medical certificates. You are strongly advised to notify your teacher and Coordinator in the case of prolonged absences.

In the case of external examinations such as the GAT and end-of-year examinations, an application can be made to the VCAA for special consideration on your behalf. You will need to speak with your Coordinator who will assist you with your application; however, you should bear in mind that this is not automatically granted.

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

I scored an N on my school-based assessment, can I submit further work?

If you receive an N on your school-based assessment, your teacher may take previous work you have submitted into consideration, provided it meets the requirements of the learning outcome. If so, you may be allowed to submit further work during the same semester as the unit, unless otherwise discussed.

If you are granted this opportunity, please note that further work can only be used to meet the satisfactory completion requirements of a unit. **You may not submit further tasks for the reconsideration of scores for your SACs and/or school-assessed tasks.**

If you are unsure or have any questions, please seek further clarification from your VCE Coordinator.

Where can I find further information about the VCE and VCE VM?

Sources for further information about VCE and VCE VM requirements include:

- › The VCE Curriculum Handbook
- › The VCE VM Curriculum Handbook
- › The VCAA website www.vcaa.vic.edu.au
- › Study guides Designs for each VCE subject
- › The National Training Register (training.gov.au) provides information on training package qualifications (i.e., VET qualifications) and units of competency.

Appendix 1: Key contact details

VCE Coordinator

Drew Gilmour

Email: drew.gilmour@boxhill.edu.au

Phone:

CBD campus – 03 8892 1711

Nelson campus – 03 9652 0719

VCE VM & VPC Coordinator

Tracey Burchall

Email: t.burchall@boxhill.edu.au

Phone: 03 9652 0719

Manager (Principal) Schools Unit

Sharron Frame

Email: sharron.frame@boxhill.edu.au

Career Practitioner

Jo Apostolopoulos

Email: joa@boxhill.edu.au

Senior Learning Support Officer

Negin Hojati

Email: n.hojati@boxhill.edu.au

Student Life

Phone: 03 9286 9891

SMS: 0429 680 448

Email: studentlife@boxhill.edu.au

Campus Security

Elgar, Nelson and Whitehorse:

03 9286 9286

CBD: 03 8892 1700

Lilydale: 03 8892 2555

Appendix 2: 2026 BHI key academic dates for VCE

The following list provides important dates for students enrolled in VCE.

Unit	Start date	End date
Unit 1	Week commencing Monday 2 February 2026	Week ending Friday 19 June 2026
Unit 2	Week commencing Monday 22 June 2026	Week ending Friday 6 November 2026
Unit 3	Week commencing Monday 2 February 2026	Week ending Friday 19 June 2026
Unit 4	Week commencing Monday 22 June 2026	Week ending Friday 23 October 2026

General Achievement TEST (GAT): Tuesday June 16 2026

Appendix 3: 2026 BHI key academic dates for VCE VM / VPC

The following list provides important dates for students enrolled in VCE VM / VPC.

Unit	Start date	End date
Unit 1	Week commencing Monday 2 February 2026	Week ending Friday 26 June 2026
Unit 2	Week commencing Monday 29 June 2026	Week ending Friday 6 November 2026
Unit 3	Week commencing Monday 2 February 2026	Week ending Friday 26 June 2026
Unit 4	Week commencing Monday 29 June 2026	Week ending Friday 6 November 2026

General Achievement TEST (GAT): Tuesday June 16 2026

Appendix 4: VCAA rules for authentication of school-based assessments

The Victorian Curriculum and Assessment Authority (VCAA) sets down clear rules that all students must follow when preparing work for VCE / VCE VM:

- › Make sure that all work submitted for assessment is their own
- › Not plagiarise
- › Not cheat
- › Acknowledge all resources used, including:
 - Texts, websites and other source material
 - The name and status of any person or source who provided assistance and the type of assistance provided
- › Not submit the same piece of work for assessment in more than one study, or more than once within a study
- › Not circulate or publish a piece of work that is being submitted for assessment in a study in the academic year of enrolment
- › Not knowingly assist another student in a breach of rules.
- › Not receive undue assistance from another person, including their teacher, or source in the preparation and submission of work

Acceptable levels of assistance include:

- Incorporating ideas or material derived from other sources (for example, by reading, viewing or note-taking) but which have been transformed by the student and used in a new context
- Prompting and general advice from another person or source, which leads to refinements or self-correction or both.

Unacceptable forms of assistance include:

- Use of or copying another person's work, including their teacher's work, another source's work or other resources without acknowledgement
- Use of or copying sample answers provided by their teacher, another person or another source
- Corrections or improvements made or dictated by another person, including their teacher.

In considering if a student's work is their own, teachers should consider if the work:

- › Is atypical of other work produced by the student
- › Is inconsistent with the teacher's knowledge of the student's ability
- › Contains unacknowledged material
- › Has not been sighted and monitored by the teacher during its development.

Students who complete school-based assessment work outside class must sign and submit the VCAA Authentication record for school-based assessment form ([Appendix 5](#)).

Appendix 5: Authentication record for school-based assessment



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 Administrative Handbook, Units 3 and 4 scored assessment: Authentication of student work* section).

Note: Studies with School-assessed Tasks and Externally-assessed Tasks have study specific authentication records. They are available on 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.

Appendix 6: Permission to communicate



PERMISSION TO COMMUNICATE 2026

STUDENT ID:	<input type="text"/>					
SURNAME:	<input type="text"/>					
FIRST NAME:	<input type="text"/>					

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 VCE and VCE VM program.

As you are considered a "mature minor" (if under 18), this means that unless you give your consent we cannot communicate with anyone outside Box Hill Institute 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:	<input type="text"/>
RELATIONSHIP:	<input type="text"/>
CONTACT:	<input type="text"/> (Email) <input type="text"/> (Mobile) 04

Consent to release information to Contact Person 2:

NAME:	<input type="text"/>
RELATIONSHIP:	<input type="text"/>
CONTACT:	<input type="text"/> (Email) <input type="text"/> (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:

Box Hill Institute is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us as permitted under the Information Privacy Act (2000). For further information visit www.boxhill.edu.au or email: privacy@boxhill.edu.au

Appendix 7: Statement of Democratic Principles

We are committed to the principles and practices of Australian democracy in all its operations through a commitment to:

- › Elected government
- › The rule of law
- › Strong governance
- › Equal rights of all before the law
- › Freedom of religion
- › Freedom of speech and association
- › The values of openness and tolerance
- › The principles of natural justice.

These principles set guidelines for dealing with students, customers and the community. As such, these principles are reflected in our 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 regardless of their race, gender, disability, language, religion, political views or other opinions, 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.

Appendix 8: BHI policies and procedures

Students at Box Hill Institute are governed by a number of policies and procedures, including:

- › **Non-school Senior Secondary Provider Policy**
- › **Assessment (VCE and VPC) Policy**
- › **Staff Code of Conduct**
- › **Student Code of Conduct**
- › **Student Misconduct Policy**
- › **Student Diversity and Inclusion Policy, and**
- › **Student Accessibility Procedure.**

All policies and procedures related to students and the delivery of services at BHI can be found on www.boxhill.edu.au

Appendix 9: Student Code of Conduct

As a student of Box Hill Institute, you must adhere to the Student Code of Conduct.

A student commits misconduct if they engage in actions which adversely affect the Institute or any member of the Institute or which may be prejudicial to the good order and conduct of the Institute.

Ensure your actions and words support teaching and learning:

- › Be punctual and meet all attendance requirements, submit your own words truthfully and on time.
- › Follow your teacher's instructions and directions in a prompt and respectful manner.
- › Produce identification or your student ID card if requested by an Institute staff member or a member of the **security** team.

Respect yourself and others:

- › Harassment, assault or abuse of any kind including verbal, physical, psychological and sexual as well as **bullying**, including cyberbullying, is not acceptable and will not be tolerated. Box Hill Institute will not tolerate any behaviour that victimises students due to their race, sexual orientation, gender diversity or disability.
- › Child abuse and all forms of harm to children under the age of 18 years is not acceptable and will not be tolerated.
- › You must not use information communication technologies (ICTs), such as social media, mobile phones, text or instant messaging and websites to engage in behaviour that could be reasonably considered to have a negative impact on yourself or another person, cause them harm, or make them feel unsafe.
- › Respect the right to privacy and the property of others including their intellectual property.
- › Be free from the influence of alcohol and/or drugs on campus. Students suspected to be under the influence will be requested to leave the Institute.
- › Illegal activities may be referred to the police.
- › Refrain from smoking in all campus buildings and grounds, or littering or damaging, stealing or misusing any Institute property.
- › Comply with Box Hill Institute policies and procedures (**Appendix 6**).

The Institute acknowledges that staff, students and official visitors to the Institute have a right to freedom of speech and academic freedom so long as this is respectful, relevant to their area of expertise / studies /experience and does not breach the Staff or Student Code of Conduct.

Breaches of the Student Code of Conduct may result in action according to BHI's **polices and procedures**, including the Student Misconduct Policy.

Appendix 10: Explanation of VCE and VCE VM

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 3 & 4 sequence.
 - › At least three other sequences of Unit 3 & 4 studies, which can include further sequences from the English group.
 - › At least four sequences of Unit 1 & 2 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 3 & 4 level which must include:
 - › A Unit 3 & 4 sequence from one of the English groups.
 - › At least three other sequences of Unit 3 & 4 studies, which can include further sequences from the English group.

What is VCE Vocational Major (VCE VM)

The VCE VM is a two-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 & 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 & 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.



BOXHILL.EDU.AU

1300 BOX HILL



BOX HILL INSTITUTE

BOX HILL CAMPUSES

Elgar | 465 Elgar Road, Box Hill

Nelson | 853 Whitehorse Road, Box Hill

Whitehorse | 1000 Whitehorse Road, Box Hill

CITY CAMPUS

253 Flinders Lane, Melbourne

LILYDALE CAMPUS

Jarlo Drive, Lilydale

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