

COURSE SELECTION TIMELINE

August: Getting Started

During this month the Work Education Co-ordinator will organise a workshop session with each Year 10 class. The purpose of this session will be to focus student attention on the various aspects that need to be considered in selecting a VCE course of study.

Tuesday 11th August: VCE Orientation Day

A program has been planned for Year 10 students during Sessions 3 - 4. The purpose of the day is to create awareness of course options within the VCE programme and after VCE. The day will include a meeting with staff from the Bryce Sub-School. Each student will receive a copy of the **VCE and VE&T Studies Course Planning Guide 2010 - 2011** and be briefed on its contents. A group of ex-students will talk about their VCE experiences. A guest speaker has been organised for the afternoon.

Thursday 20th August: Information Evening

The evening will commence with an initial information session in the Performance Centre at 7.30 p.m. After the initial session faculty representatives will be available to answer specific questions about studies offered by the faculty.

Friday 28th August: Final day for initial course selection

Year 10 students will, by this date, have given to the Head of their Sub-School a completed "Course Selection Sheet". This sheet will have been signed by a parent/guardian and each of their Year 10 class teachers.

Wednesday 2nd September: VCE Office Receives Selection Sheets

Heads of the 7/10 Sub-Schools will send their completed course selection sheets to the VCE office.

The VCE office will process the course selection sheets. After consultation and advice from the principal the timetable blocks will be constructed. As a result of the process some students may be required to modify their course of study. Each student will be fully consulted about any changes that may be necessary. The VCE office will publish a list of all students showing their final course of study.

Friday 27th November: Students Enrol for their VCE Studies in 2010

Each student will be required to attend an interview on Friday, 27th November to confirm their continued enrolment at the school and to receive "An Authority to Commence VCE in Classes 2010". Further details of Enrolment Day procedures will be forwarded early in Term 4. VCE students are asked to pay the School Levy when confirming their enrolment.

THE VCE PROGRAMME

The University High School offers a comprehensive range of VCE studies. Each study is made up of 4 semester units. Units 1 & 2 are usually taken in Year 11 (first year) while Units 3 & 4 are usually taken in Year 12 (second year). It is possible for Year 11 students who have demonstrated ability to select a Unit 3 & 4 study in their first year.

The School recommends that its students undertake a total of 24 units over two years. Typically a student will take seven units in each semester in their first year and five units in each semester in their second year.

The Certificate

To be awarded the VCE Certificate students must satisfactorily complete a total of no fewer than 16 units. These units must include:

3 units of English Studies (see page 12)

3 sequences of Unit 3 & 4 Studies other than English

Satisfactory completion of a VCE Unit

The student must demonstrate achievement of EACH of the outcomes for the Unit as specified in the Study Design.

The achievement of AN OUTCOME is based upon the following:

1. That the student demonstrates the minimum specified understanding in the Assessment Tasks designated for the Outcome.
2. The student meets the deadlines set for the submission of Assessment Tasks.
3. The work can clearly be authenticated.
4. There is no substantive breach of class attendance policy.

If all Outcomes are achieved the student will receive S for the Unit.

Assessment

Units 1 & 2

Students must demonstrate a minimum understanding for each outcome in a study. A score is given for each outcome and students must achieve 40% of the score to demonstrate minimum understanding. Scores are based on assessment tasks set and completed in classtime and semester examinations. Where a student has not demonstrated minimum understanding of an outcome in a study, N will be awarded for the unit.

Units 3 & 4

Assessment is made up of external examinations and school assessed coursework (SAC). Coursework is set and completed in class. Scores for coursework are forwarded to the Victorian Curriculum and Assessment Authority. Students receive feedback and are ranked as outstanding, excellent, very good, good, satisfactory, meets minimum or unsatisfactory as to their demonstrated achievement. All school assessed coursework scores are moderated by exam performance.

In unit 3 and 4 subjects the decision about satisfactory completion of a unit is based on the teachers assessment of the overall performance of the student.

V.C.E. STUDENTS: CODE OF EXPECTED CONDUCT

Your enrolment in the V.C.E. Programme of The University High School carries with it some clear responsibilities on your part.

The School expects that all students will follow the regulations of the School. In addition, VCE students at this school are required to pay particular attention to the following:

- * reporting to their V.C.E. Co-ordinator, immediately upon their return to school, to explain any absence and obtaining evidence to show to your class teachers that your absence has been explained.
- * attending all meetings organized by the V.C.E. Administration and accepting the directions given by your VCE Co-ordinator.
- * attending all classes as timetabled.
- * a substantive breach of attendance in a study will result in “N” being recorded for that study.
- * following the rules set down for working in the library.
- * being on time to all timetabled classes and meetings.
- * following the dates set by class teachers for the submission of course work and assessment tasks.
- * using spare sessions constructively to reduce workload.
- * acting in a way on campus that does not impede the work of others.
- * accepting that the School will act to protect the amenity of local residents by regulating the movement of students off and on campus during the scheduled school day. Year 11 students are not permitted to leave campus during the School day without prior written permission from the V.C.E. Administration. Year 12 students may leave campus with the express purpose of going to neighbouring institutions and/or to purchase lunch.
- * no VCE student is permitted to smoke outside the school or to sit in the streets and lanes surrounding the school during the school day. Students are not to use the central grass strip in Story Street or the park at the end of Story Street during the school day.
- * carrying your Student card at all times. You need the card to gain access to school resources e.g. library. Any member of staff may, at any time, ask to see your student card.
- * not using, carrying or encouraging others to use any drugs of addiction on campus, or in the vicinity of the school during the scheduled School day.
- * following school guidelines for end of year activities. The School will not accept students engaging in “muck up day” activities.
- * not using any Mobile Phone in class. All mobiles must be turned off in class. The camera function of a mobile phone must not be used within the environs of UHS.
- * not engage in bullying of any form including Cyber bullying.

CLASS ATTENDANCE POLICY FOR VCE STUDENTS

It is expected that students will attend all timetabled classes. The VCE focus is on coursework that is done in class time. Absences from class will have serious consequences for the satisfactory completion of a VCE unit of study. Outcomes cannot be achieved if there is a substantive breach of class attendance policy.

Explaining an Absence

It is the responsibility of the student to explain an absence to the satisfaction of their VCE Co-ordinator. Absences may be explained in the following ways:

1. a phone call from a parent/guardian if the student is to be absent that day.
2. presentation of a medical certificate, a letter or some form of professional documentation to their VCE Co-ordinator on the day the student returns to school.
3. with the prior knowledge and understanding of the student's VCE Co-ordinator.

When an absence has been explained to the satisfaction of the VCE Co-ordinator, the Co-ordinator will convey this to the class teacher.

Absences are reviewed regularly. If students have more than 5 unexplained absences in any subject per semester they will be given an N for that subject unless there are special reasons.

Where students have legitimate reason for their absence and this absence affects the completion of work, or sitting of an assessment task, the student may apply for Special Provision. An application for Special Provision will not automatically be approved. The student's attendance record will be examined.

Absences and lack of punctuality to class create authentication problems for the student. Teachers are required to be clearly satisfied that the coursework is that of the student for the student to satisfactorily complete a Unit study.

Punctuality - late passes are not issued to VCE students in normal circumstances and then only by the VCE Office. Students may be excluded from the lesson if more than 5 minutes late. Students who are reported as persistently late to sessions will receive an early morning detention notice.

Special Provision - from time to time circumstances may exist whereby a student has legitimate grounds through illness or other special circumstances that prevent the submitting of work for assessment and unit completion by the set date.

In most cases Special Provision will mean that the student will seek an Extension of Time to complete the task.

Students will need to apply for Special Provision using the application available from the VCE Office. This application will be approved by the Head of the Bryce Sub School, and once approved will be dealt with by the student's VCE Co-ordinator who will consult with the class teacher(s).

Special Provision (Time Extension) will only be approved where there is:

- (a) documented medical evidence of illness
- (b) documented evidence of environmental factors that act to impede the completion of tasks and are beyond the student's control

Other special circumstances of Special Provision may exist, for example: consideration of disadvantage. If students believe that the special provision they have received has not fully compensated them for their disadvantage, they may apply for consideration of disadvantage. Students must see their co-ordinator for the appropriate application form.

AUTHENTICATION POLICY AND PROCEDURES FROM THE VICTORIAN CURRICULUM ASSESSMENT AUTHORITY

The Authority recognises that teaching and learning are complex processes during which students receive various forms of assistance in understanding the material of the course they are undertaking. In producing work for assessment purposes, they will frequently draw on various elements of this assistance.

There is one straightforward principle, nevertheless, which underlies the Assessment procedures on authentication. It is that students must submit for assessment only work that is their own. A corollary of this is that all assistance received by the student in producing the work must be acknowledged and transparent to the assessors.

The following authentication policy and procedures aim to ensure that this principle is effectively implemented and that all VCE students are assessed in a fair and equitable manner.

Rules and Procedures for Students

1. Students must ensure that all unacknowledged work submitted for work requirements and school assessed work is genuinely their own work.
2. Students must acknowledge all resources used. This included:
 - text 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 (e.g. by reading, viewing or note-taking) but which has been transformed by the student 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
 - actual corrections or improvements made by another person (see Section 2 for information about appropriate forms of teacher assistance)
4. Students must produce appropriate evidence of the development of work from planning and drafting, through to the final piece. This will enable the teacher to monitor and record the development of the work and to attest that the work is the student's own.
5. Students who knowingly assist another student in a Breach of Rules may be penalised.
6. Students must not submit the same piece of work for assessment for more than one task.
7. Students must sign the Declaration of Authenticity (if applicable) at the time of submitting the completed task. This declaration states that all unacknowledged work is the student's own.

THE LIBRARY

HOURS

The library is open from 8.15 till 4.00, Monday to Friday.

USING THE LIBRARY DURING CLASS TIMES.

VCE students use the library as a class with their teacher and also when they have study periods. Students are expected to work and study quietly. Up to four students may work together at a table, but quiet individual work is still expected, rather than discussion.

BORROWING.

Students need their ID card to borrow material and can borrow up to four items at a time. However, if necessary, additional items may be borrowed by arrangement with one of the Library staff. If you have overdue library books, you cannot borrow further material and computer access may be restricted until the issue is resolved.

REQUESTS FOR PURCHASE

We are always interested in your suggestions for material, both general topics and specific titles. Nearly every request is purchased, and the person requesting is notified.

OTHER INFORMATION SOURCES.

Internet access. Internet access is available but the computers are heavily used and so booking is essential. A booking sheet is at the loans desk.

Newspapers. The library keeps a rotating 365 days of *The Age*, *The Australian*, the *Herald-Sun* and the *Financial Review* on file. These are heavily used by VCE students, particularly for issues. Students also have access to two online newspaper indexes, *Echo* and Newsbank, which are located on the Library web page.

Magazines. We subscribe to a number of subject based journals. Staff and students have open access to these, for reference and photocopying.

Indexes to newspapers and magazines. These include *Echo* and Newsbank (both on newspaper indexes). Newsbank actually provides access to full text newspaper articles from the major Australian newspapers. These can be read online, downloaded or printed. The library also subscribes to Guidelines, an index to magazines that makes searching for relevant articles much easier.

Other online resources. The library web page contains a wide range of useful resource material with links to other library catalogues, newspapers, encyclopaedias and other relevant subject links. The web page can be accessed from the school intranet.

OTHER SERVICES AND EQUIPMENT.

The library dubs video and audio tapes, including from video camera tape to standard videotape (you provide the blank video and audio tapes). Video cameras and cassette recorders are also available for loan. There are two photocopiers, including a colour copier and you can copy both A4 and A3 sizes.

THE VCE AND THE WORK EDUCATION CO-ORDINATOR

Each VCE student must consult with the Work Education Co-ordinator when choosing a VCE course. The Work Education Co-ordinator provides students with up-to-date information and ensures that choices are related to career ambitions.

Each VCE student will participate in the following specific aspects of the Work Education programme:

- Year 10**
- . participation in the general programme to broaden knowledge of careers and qualifications required e.g. Vocational Guidance Assessment and individual interviews, Work Experience
 - . class workshops conducted by the Co-ordinator outlining factors to consider when constructing a VCE course of study.
 - . VCE Orientation Day – ex-students and guest speakers will address students. Distribution and explanation of the handbook and CD.
 - . the VCE information evening for parents and students.
 - . individual counselling, particularly those students affected by clashes and studies not offered.

- Year 11**
- . interviews reviewing semester one choices and selection of semester two, three and four choices.
 - . careers events organised by the School, such as guest speakers, seminars and excursions.

- Year 12**
- . workshops outlining timelines and processes for University and TAFE applications, and job applications.
 - . interviews to assist with tertiary applications.
 - . attendance at Tertiary Information Session
 - . counselling during the period for change of preferences.

PATHWAYS FOR VCE STUDENTS AT UNIVERSITY HIGH SCHOOL

Course Selection

Students are encouraged to choose a VCE course based on career intentions, interests and abilities. The selection process requires students to identify courses or careers that they are considering (or at least broad areas). This is to ensure that necessary prerequisites for further study are covered, as well as providing diversity and flexibility so that interests and abilities are catered for.

Young Achievement Australia (Business Skills Program - Year 11)

This program provides participants with a real life learning experience in the world of business. Sponsors provide financial and human resources to help teams of students set up and operate their own small manufacturing business. Students sell shares to raise capital, research, and design a product, then produce and actively market it. As well, they learn about the key management areas of finance, human resources, manufacturing and marketing.

University of Melbourne Extension (UMEP)

It is possible for extremely able students to complete first year university studies while they are in Year 12. Over the years we have had students enrolled in first year French, History & Philosophy of Science, Mathematics, Latin & History. There is scope for interested students to choose from a range of university subjects.

School of Languages

Many students choose to study a range of languages offered by the Saturday School of Languages. In some cases, native speakers are maintaining the language spoken at home, while others choose a foreign language that is not offered by this school.

VE&T (Vocational Education and Training) in Schools

The University High School is a member of the Inner Melbourne VET cluster. Through this cluster, students are able to choose to complete one VET program as part of their VCE. Most VET programs are delivered on Wednesday afternoons at venues outside the school (more information next page).

VCAL

Although this is not offered at University High School, interested students will be assisted to source VCAL providers.

VOCATIONAL EDUCATION AND TRAINING (VE&T) WITHIN THE VCE PROGRAM

What is VE&T?

Vocational Education and Training refers to enhanced senior school studies, which enable a secondary student to combine their VCE studies with vocational training.

Features of VE&T

- It is a two year program combining general VCE studies and accredited vocational education and training
- Enables students to complete a nationally-recognised vocational qualification
- (e.g. Certificate II in Hospitality Operations) and the Victorian Certificate of Education (VCE) at the same time
- Allows students to go directly into employment or receive credit towards further study
- Focuses on students developing industry specific and workplace skills
- It is a vocationally oriented school program designed to meet the needs of industry

How does VE&T Work

A VE&T in Schools program is usually made up of:

VCE VE&T units:

Delivered by a registered training organisation (eg. TAFE), student's schools or another school close by

Work Placement:

This involves an employer accepting a student on a one day a week basis or one week block

A work placement enables the student to demonstrate acquired skills and knowledge in an industry setting. During the work placement, a student will have specific tasks to undertake in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.

Contribution to the VCE

VE&T is fully incorporated into the VCE. Key features include:

- VE&T programs have a Unit 1-4 structure
- Up to two of the three sequences other than English, can be approved VCE VE&T unit 3 and 4 sequences
- VE&T programs contribute directly to the ENTER score OR as a 5th or 6th subject

In 2010, University High School students will be able to choose from the VE&T programs, listed at the back of this booklet, under subject offerings.

Interested students can obtain a VE&T Handbook from the Work Education Co-ordinator.

IMPORTANT NOTICE ON VCE ENGLISH STUDIES REQUIREMENTS

2010 - 2011

To be awarded the Certificate students **MUST** satisfactorily complete 3 units of English Studies.

Year 11

To complete the English requirement students must satisfactorily complete at least one of:

English Units 1 & 2
Literature Units 1 & 2
English Language Units 1 & 2

It is recommended however that:

- students wishing to choose Literature Units 1 & 2 also take English Units 1 & 2
- students wishing to choose English Language Units 1 & 2 also take English Units 1 & 2
- Students not wishing to take English Units 1 & 2 will need a special recommendation from their English teacher

Year 12

To complete the English requirement students must satisfactorily complete at least one of:

English Units 3 & 4
Literature Units 3 & 4
English Language 3 & 4

- * It should be noted that the English Faculty recommends that only those students who have completed Units 1 & 2 English Language should undertake the subject in Year 12.

For purpose of the ENTER Score

Students **CAN ONLY** count 2 Unit 3 & 4 English Studies in their primary four studies.

**VCE AND VE&T
OFFERED AT
THE UNIVERSITY HIGH SCHOOL
2010 - 2011**

The details of each subject are to be found on the School Intranet and
the School Website. www.unihigh.vic.edu.au

Course outlines are to be found in detail on the VCAA Website
www.vcaa.vic.edu.au

**Guidelines for Year 11 students wishing to do
Unit 3 and 4 subjects**

1. All applications will only be considered if the relevant teacher's comments are obtained.
2. Only students who have achieved high results and shown considerable application and interest in their work should contemplate a Unit 3 and 4 subject.
3. Students should note that they can disadvantage their Year 11 studies if they are not prepared for the work of undertaking a Unit 3 and 4 subject.
4. Students who wish to apply for a Unit 3 and 4 subject must also complete the separate application sheet on the second last page as well as filling the subject in on their selection form.
5. The criteria for selection include:
 - i. Regular attendance at school
 - ii. Completion to a high level of all Year 10 subjects
 - iii. Completion to a high level of any prerequisite Unit
 - iv. A positive attitude to learning and positive support of all school expectations, including punctuality, as outlined in The Code of Conduct. All students have received a copy of this code.

Please Note:

There are limited spaces in some subjects. Preference is always given to Year 12 students for Unit 3 & 4 subjects. The final recommendation on any placement will be made by the appropriate Sub School Heads.

NOTES