

Enrolment Handbook 2023

Students in Schools

V VIRTUAL
SCHOOL VICTORIA





2023 Students in Schools Enrolment Handbook

Welcome to Virtual School Victoria

Virtual School Victoria (VSV) is Victoria's leading virtual school. Located in Thornbury, we provide virtual learning programs to 5500 students from Foundation to Year 12. More students study at VSV than any other government school in Victoria.

Our students come from diverse and unique backgrounds and are based in a wide variety of locations. We provide education to students who are unable to attend full-time mainstream schooling and to students who are unable to access the VCE Study of their choice in their home school. Central to our mission of providing virtual learning is a commitment to engagement and inclusion, regardless of each student's background or circumstances. We aim to provide our students with a personalised experience.

As our name suggests, we teach the Victorian curriculum using virtual and blended learning. We describe virtual learning as gaining knowledge or skills through study, experience, collaboration and teaching through information and communication technologies. Our online learning environment, VSV Online, allows for flexible, engaging and self-paced learning. This is complemented with a mix of live online classes and face-to-face learning opportunities.

The teachers at Virtual School Victoria are experts in their field as well as in virtual learning. They are dedicated to building the knowledge, confidence and resilience of every student. We take pride in helping our students prepare for university, higher learning or employment beyond their schooling.

Virtual School Victoria's learning programs are rigorously developed using best practice virtual learning techniques and user experience testing.

Whatever your reason for considering an enrolment with us, I encourage you to read the information in this handbook, as well as the subject information available on our website.

If you or your family would like to learn more about VSV and virtual learning, or have any other questions, our enrolment staff are here to help and provide confidential advice online.



Fiona Webster

Fiona Webster
Principal



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About Us

For students currently enrolled at a mainstream school

What is VSV?

Virtual School Victoria (VSV) is the state's leading virtual school. We provide blended learning opportunities to Victorian F-12 students who are unable to complete a full range of subjects at a mainstream school. We foster a safe, engaging and inclusive learning environment by combining learning technologies with innovative and adaptive teaching practices. Our teachers are trained and experienced in best-practice online learning techniques, providing students with opportunities for regular interaction and individualised support. We are focused on challenging students to pursue excellence and achieve their individual learning goals.

VSV offers one of the largest ranges of subjects of any school in Victoria. We provide students with an opportunity to complete subjects that are either not offered at their school, or not available due to timetabling clashes or other issues. All of our subjects have been developed and are taught in accordance with the Victorian Curriculum and Assessment Authority (VCAA) requirements, with ample opportunities for extension and modification where necessary. In 2016, we launched Australia's first F-12 pedagogical model for online learning

At the end of 2018, the Minister for Education, the Hon James Merlino M.P., announced the key role Virtual School Victoria would play in the department's statewide initiative to provide every student access to every VCE subject – regardless of where they live or go to school. We are a system leader in online, virtual and blended learning, constantly evolving our practice based on the latest research. We are dedicated to do all that we can in order to build the confidence and resilience of every student.

What is virtual learning?

VSV defines virtual learning as gaining knowledge or skills through study, experience, collaboration and teaching through the medium of information and communication technologies. Studying a subject at VSV provides students with the flexibility and support to learn in a way that best meets their individual needs and circumstances. Students can work at their own pace to complete set learning activities without distraction. They also collaborate with peers in our secure online environment.

VSV students have access to a range of structured learning materials available online. Online classes and face-to-face seminars are held regularly in many subjects, providing further opportunities to connect and collaborate with peers. Teachers are available to speak to students in person, over the phone or online.

Students studying at VSV need to set up their own timetable and commit time each week to studying and completing set weekly work submissions. Students can expect to be devoting the same amount of time to study in each VSV subject as they would in each of their mainstream school classes. It is extremely important that students use assigned study periods while at school to complete their VSV work.

What will students learn?

In Years F-10, VSV's learning programs are in line with the Victorian Curriculum. In Years 11-12, VSV follows the curriculum set by the VCAA in our wide range of VCE subjects. Learning programs are organised into manageable segments. Students are guided through the subjects they are studying, and are provided with tasks to complete, which are then assessed by VSV teachers and returned with feedback. Personalised learning plans are developed where appropriate so all students, regardless of their age or ability, can be engaged and challenged.

Course counselling is the responsibility of the home school in cases where the student is enrolled in a subject outside of their chronological year level. Appropriate assessment of their suitability to undertake that subject should take place prior to enrolment at VSV.



Eligibility Requirements

1. Enrolment at a Victorian school

Enrolment at VSV is subject to Department of Education and Training (DET) guidelines and is only available to students enrolled at a Victorian Government or Non-Government School. Students must be between the minimum age of 4 years and 9 months and under the age of 21 years as of 1 January 2023 to enrol at VSV.

2. Principal's approval

The Principal of the student's home school must approve an application to study at VSV. **For Non-Government Schools any unpaid/overdue fees will be the final responsibility of the home school to cover.**

3. Nominated School Supervisor

It is a requirement for a member of staff at the student's home school to be nominated as their School Supervisor. The School Supervisor has a range of important responsibilities, outlined in detail on [page 9](#).

4. Maximum subject enrolments

Year 7-10 school-based students can study a maximum of one subject with VSV each semester.

Year 11-12 school-based students can study a maximum of two VCE Units with VSV each semester.

Direct enrolment with VSV

If students wish to enrol in more than the maximum number of subjects outlined above, they will need to submit an application to enrol directly with VSV. Direct enrolment with VSV is only available to students who meet the eligibility guidelines for specific enrolment categories, all of which require documented evidence to be submitted alongside the enrolment application. For more information, see the Direct Enrolment section of VSV's website.

2023

Enrolment Dates

VSV operates on the same term dates as all other Victorian Government Schools.

The dates for 2023 are:

Term 1: 30 January to 6 April

Term 2: 24 April to 23 June*

Term 3: 10 July to 15 September

Term 4: 2 October to 20 December

The school year has two semesters. For F-10 students, Semester 1 includes Term 1 and Term 2 and Semester 2 includes Term 3 and Term 4.

*For 11-12 students, Semester 1 commences on **Monday 30 January**. Semester 2 commences on **Monday 12 June**, two weeks before the end of Term 2.

Notice to the School Community – New Enrolment Period Changes – 2023

The Minister of Education, the Hon Natalie Hutchins MP approved a change to the enrolment periods at Virtual School Victoria (VSV) in early October 2022. The new enrolment arrangements create two distinct enrolment periods for students in Foundation to Year 12 and the closing dates for enrolments will be brought forward by approx. three weeks. This change to the enrolment periods will come in effect on **Monday 24 April 2023** for full implementation on **Monday 22 April 2024**. VSV will allow a student to enrol outside of the two enrolment periods based on 'exceptional circumstances' where a student is able to provide a strong justification or rationale as to why they did not enrol in the previous enrolment period and/or why they cannot wait until the upcoming enrolment period.

7-10 Enrolments

For students enrolling in Years 7-10, enrolments are open from **Monday 10 October 2022** until **Friday 2 June 2023**. Students intending to start the school year at VSV should submit their enrolment application by **1 December** to enable them to commence at the start of Term 1.

11-12 Enrolments

For Year 11 and 12 students, enrolment applications are open for the following periods:

Semester 1:

Enrolments open: **Monday 10 October 2022**

Semester starts: **Monday 30 January 2023**

Enrolments deadline: **Thursday 1 December 2022**

Late enrolments will not be accepted after: **Friday 3 February 2023**

Semester 2:

Year 11 subject enrolments only:

Enrolments open: **Monday 24 April 2023**

Semester starts: **Monday 12 June 2023**

Enrolments deadline: **Friday 19 May 2023**

11-12 Mid-Semester Transfers

Transfers from other schools may be accepted outside these dates in some circumstances. Please email enrol@vsv.vic.edu.au to contact the VSV Enrolment Team for more information.

Nominated School Supervisor Requirements

It is expected that home schools will support their students undertaking study at VSV by assigning a member of staff to act as a School Supervisor. The Department of Education and Training provide 0.1 FTE to the student's time fraction at their mainstream school, in recognition of the support provided to the student's VSV studies. For further information, please see 'Students also studying at Virtual School Victoria'

www.education.vic.gov.au/Documents/school/principals/management/CountingStudentsguidelines.pdf

School Supervisors have five main responsibilities as outlined below:

Enabling access

School Supervisors must ensure students have access to adequate means of communication with their VSV teachers during designated times at school. This will include access to a phone and email, and may include access to other technology such as webcams, microphones and video-conferencing equipment. Supervisors should ensure that students can access VSV Online (learning management system), and that they and their parents/carers know how to access and download student reports, which will be available online only.

Distributing resources

School Supervisors must ensure students are able to access their online learning materials. Any supplementary printed materials posted to the school must be promptly passed on to each student. Any completed assessments must be promptly sent back to VSV.

Administering assessments

School Supervisors must administer assessment tasks in a fair and consistent manner in accordance with the assessment rules set out by the VSV teacher. The supervisor is required to keep an electronic copy of all completed assessments. Supervisors must also liaise with their school's Exam Coordinator to confirm the time, location and any special conditions under which exams are to be held. Supervisors need to ensure students are aware of the details and requirements of their exams.

Liaising with VSV teachers

School Supervisors must liaise with VSV teachers and keep them up to date regarding any situations that might impact upon a student's ability to engage with their studies. If a student has been absent from their home school for an extended period of time, if their contact details (or that of the school) have changed, or if special provision arrangements are required for assessment tasks, the supervisor has to inform the Schools Liaison Coordinator at VSV. School Supervisors should regularly check VSV Connect to keep up to date on their students' progress.

Encouragement and support

School Supervisors should encourage and support students to complete and submit their completed work to VSV regularly, according to their prescribed submission timetable. VSV study time needs to be integrated within their weekly school timetable. Supervisors should support students to make regular personal contact with their VSV teacher, and connect them with available local sources of assistance where possible.

Technology Requirements

All students enrolling at VSV require regular and reliable access to a computer/laptop and the internet. Students will need to log in to VSV Online (the school's learning management system) to communicate and submit work online regularly. They are expected to participate in multiple areas of the online courses, including online classes, forums and interactive activities. All student reports are only available online.

To have the best experience at Virtual School Victoria, students should have a device that is able to join live classes with a camera and a microphone. It is also recommended that students have a device with a physical keyboard to easily take notes and respond to communication.

Most desktops or laptops are compatible with VSV Online and our online classrooms. **Please note that a smartphone, tablet or Chromebook is not sufficient to meet the needs of the study.** For a full list of minimum technical specifications, please see www.vsv.vic.edu.au/enrolment/technical-requirements-specifications/

Students will need access to YouTube. YouTube videos form an essential part of the learning materials for many subjects. Access will need to be arranged at the home school and may require adjustment of internet permissions. For further information about the technological requirements for individual subjects, please see www.vsv.vic.edu.au/subjects

VSV Connect

VSV Connect is a special area on our website where parents, carers and School Supervisors can view information about a student's progress at VSV. Once you have registered and logged in, you will be able to find details about:

- subjects the student is completing
- information about the work the student has submitted and the feedback they received
- teachers' contact details
- individual student reports
- helpful resources for parents and carers.

To access VSV Connect, parents, carers and School Supervisors need to provide a valid email address in the 'Primary Carer Information' and 'Home School Supervisor Information' sections of the enrolment application form.

Will textbooks need to be purchased?

Some of our subjects recommend either digital or physical textbooks and/or other resources to be purchased. Our Resource List for 2023 is available at www.vsv.vic.edu.au/enrolment/book-resource-lists/

Our recommended textbook supplier is: **Campion Education**
48 Latitude Boulevard, Thomastown Vic 3074
Phone: 1300 433 982 **Website:** www.campion.com.au

Campion delivers throughout Victoria and has provision for interstate and overseas delivery. It is important that textbooks are ordered as soon as possible upon enrolment. Textbooks can be ordered online at: <https://order.campion.com.au/index.html#signInView>
Please sign in or register a new account, and enter the Resource List code **G9WR**



Exam Information

For Units 3 and 4 Studies Only

The student's home school is responsible for all VCAA examination arrangements, including subjects taught by VSV.

The VCAA end of year examinations are subject-specific exams for students studying Unit 3 and 4 subjects.

All students studying a Unit 3 and 4 subject must sit the VCAA General Achievement Test (GAT).

Students studying the Extended Investigation VCE subject will be required to sit the VCAA Extended Investigation Critical Thinking Test. Please note the requirements stated on the pre-enrolment form.

Students studying any VCE subject that has an oral or performance component will be required to sit the VCAA Oral Presentation or Performance Examination, which must be completed in Victoria.

Home schools are responsible for applying directly to the VCAA for any Special Provision requirements. School Supervisors should inform VSV of any approved arrangements that are in place.

Refer to the VCAA website for 2023 exam dates www.vcaa.vic.edu.au

VCE Assessment Information

It is the home school's responsibility to register students for VCE assessment. Schools are responsible for ensuring that their VASS administrators accurately record those Units studied at VSV.

The VSV assessing school number is **01114**. Schools that are not registered as VCE providers with the Victorian Curriculum and Assessment Authority (VCAA) will need to negotiate with a VCE provider school willing to accept the students as their 'home school students'. **VSV will not accept school-based students as VSV 'home school students' for VASS purposes.**

How to send an application:

The application needs to be sent to the VSV Enrolment Team. There are a number of ways this can be done:

Post:

Post the completed application to:

Enrolment Office

Virtual School Victoria
315 Clarendon Street,
Thornbury, VIC 3071

In person:

Drop off the completed application in person between 9am-4pm during term times at our Thornbury address:

315 Clarendon Street,
Thornbury, VIC 3071

Online:

Online applications for Year 11 and 12 subjects can be completed by students or parents/carers/teachers acting on behalf of students by visiting: www.vsv.vic.edu.au/enrolment/students-in-other-schools/

Email:

Scan and email the completed application to: enrol@vsv.vic.edu.au

Please note: email attachments must be less than 10MB per email.

You will know your email application has successfully reached the Enrolment Team if you receive an automated reply.

Fax:

Fax the completed application to: **(03) 9416 8487**

Non-scored VCE

Students can complete their VCE without receiving an ATAR. They are required to demonstrate an understanding of each outcome and unit for satisfactory completion, however no achievement score is reported. Students will receive a satisfactory (S) or a non-satisfactory (N) for a unit. The minimum requirements of the VCE still apply. Students who are enrolled in a non-scored VCE will need to have their School Supervisor confirm this in writing to the VSV Schools Liaison Coordinator. Students can choose this program for a range of reasons, but it is important to consider the implications this may have on your pathway options.

Payments – Finance

Information for Government Schools

Funding arrangements for Government Schools

7-10 Students

Students from Year 7 to Year 10 are considered full-time at their home school if they are undertaking a full school workload (6 or more subjects), and studying no more than one subject at VSV.

11-12 Students

Students undertaking Year 11-12 subjects at VSV should be counted by their home school as part-time students. Schools should use the table below to determine and claim the appropriate Full-Time Equivalent (FTE) time fraction for students undertaking combinations of Units studied at the home school and VSV.

VCE Units undertaken at VSV	1						2				
VCE Units undertaken at home school	6	5	4	3	2	1	5	4	3	2	1
Time fraction FTE for home school	1	0.9	0.9	0.8	0.6	0.3	0.8	0.8	0.7	0.6	0.3

Source: Department of Education and Training: 'Guidelines for Counting Students for School Census'

The Department of Education and Training provide 0.1 FTE to the student's time fraction at their mainstream school, in recognition of the support provided to the student's VSV studies. For further information please see: www.education.vic.gov.au/Documents/school/principals/management/CountingStudentsguidelines.pdf

Upfront costs for Government Schools

There are no enrolment costs at Virtual School Victoria for Government School students.

Information for Non-Government Schools

Funding arrangements for Non-Government Schools

Any state or federal government funding received by Non-Government Schools is not affected if a student enrolls in subjects at VSV.

Upfront costs for Non-Government Schools

The total upfront costs for Non-Government Schools for students to enrol at VSV is **\$810 per subject** (\$405 per Unit).

International Students

Fees apply to international students. Please contact VSV for further details.

Who should pay?

It is the responsibility of the home school to inform parents/carers as to whether they expect them to contribute in full or in part to the costs of enrolment with VSV. In the case that no payment is attached to an application, an invoice will be sent to the home school. It is the ultimate responsibility of the home school Principal requesting the enrolment to remit the correct fees to VSV.

Following is a link to the Department of Education and Training's Parent Payments Policy:

<https://www2.education.vic.gov.au/pal/parent-payment/guidance>



Learning in a Virtual World

Digital Learning at Virtual School Victoria

VSV uses online services to support a high quality and innovative online learning environment. Learning in a Virtual World: Digital Learning at Virtual School Victoria is our plain language policy statement about student participation, privacy compliance and copyright components of digital and online learning at our school. The policy statement can be accessed at: www.vsv.vic.edu.au/our-school/virtual-school-victoria-policies/

Online Acceptable Use Agreement

This agreement applies to all students undertaking study at VSV. It is a condition of enrolment that the Student Enrolment Agreement on **page 27** is signed. Please note that Virtual School Victoria may monitor and keep records of your activity on our platforms.

When engaging in school work, either at Virtual School Victoria or at home, I agree to be a safe, responsible and ethical user at all times by:

- respecting others and communicating with them in a supportive manner; never participating in online bullying (e.g. harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding personal details or images without consent
- contacting a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- contacting a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- contacting a teacher or a trusted adult if someone writes something I don't like, makes me and/or my friends feel uncomfortable or requests information from me I know is private
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people may think of me
- investigating the terms and conditions of use of the websites I sign up to as part of the learning program (e.g. age restrictions, parental consent requirements) and if my understanding is unclear, seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- respecting copyright and intellectual property laws and requesting permission to use images, text, audio and video and citing references where necessary
- using social networking sites for education purposes as directed by the school
- not downloading unauthorised programs, including games, while using the school's ICT equipment
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student, parent/carer or school staff member
- not revealing my password to anyone including teachers or administrators at the school
- not deliberately entering or remaining in any site that has obscene language or offensive content.

In addition, when I use my personal mobile devices (including my phone), while engaging with my school work, I agree to be a safe, responsible and ethical user at all times by:

- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved learning program
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages

Privacy Information for Parents and Carers

During the ordinary course of your child's attendance at Virtual School Victoria, school staff will collect your child's personal and health information when necessary, to educate your child and/or to support your child's social and emotional wellbeing or health. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child or fulfil those legal obligations.

For example, health information may be collected through the school's social worker, psychologist or Student Wellbeing & Inclusion Coordinators. If your child is referred to a specific health service at school, such as a Student Wellbeing & Inclusion Coordinator, or DET Health Wellbeing or Inclusion workforce member, the required consent will be obtained.

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we take steps to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

School staff will only share your child's personal or health information with other staff who need to know, enabling the school to educate or support your child, or fulfil a legal obligation.

When our students transfer to another Victorian Government School, personal and health information about that student will be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the school about you or your child, see DET's information privacy policy at:

www.education.vic.gov.au/Pages/privacypolicy.aspx

The term, 'staff' refers to principals, teachers, Learning Advisors, Student Wellbeing & Inclusion Coordinators, social workers and any other allied health practitioners, as well as all other staff at our school. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.

Who to contact

If there are questions or concerns about the enrolment process, please contact the VSV Enrolment Office. For subject selection advice, contact the relevant Student Coordinator.

Phone: (03) 8480 0000 **Free call:** 1800 133 511 **Fax Number:** (03) 9416 8487 **Email:** enrol@vsv.vic.edu.au

Subjects Offered Years 7-10

The subjects listed below run for one semester only. You cannot complete the same subject in both Semester 1 and Semester 2.

Year 7 Subjects

Subject	Code	Semester	
English	171	1	2
Mathematics	173	1	2
Science	180	1	2
Health and Physical Education	170	1	2
History	106	1	
Civics and Citizenship	107		2
Drama	127	1	
Art	131		2
Digital Technology	125	1	
Design Technology (Food)	122		2

Year 8 Subjects

Subject	Code	Semester	
English	281	1	2
Mathematics	283	1	2
Science	280	1	2
Health and Physical Education	270	1	2
Geography	209	1	
Economics And Business	216		2
Art	221	1	
Drama	227		2
Design Technology (Materials)	222	1	
Digital Technology	225		2

Year 9 Subjects

Subject	Code	Semester	
English	379	1	2
Mathematics	388	1	2
Science	392	1	2
Health and Physical Education	378	1	2
Civics and Citizenship	404	1	
Geography	311		2
Media*	341	1	2
Dance*	361		2
Music*	329	1	
Digital Technology*	360		2
Design Technology (Food)*	332	1	2

Year 10 Subjects

Subject	Code	Semester	
English	479	1	2
Mathematics	488	1	2
Maths For Living ¹	487	1	2
Science	492	1	2
Health and Physical Education	478	1	2
Economics and Business	422	1	
History	308		2
Psychology	342	1	2
Philosophy	409	1	
Research	406		2
Media*	327	1	2
Dance*	428		2
Music*	405		2
Digital Technology*	425	1	
Design Technology (Food)*	432	1	2

* These subjects can only be completed once over Years 9 and 10.

¹ Maths for Living is an alternative year 10 course that is designed for students who do not intend to do more advanced mathematics in VCE.

2023 VCE Subjects Offered

Before selecting your subjects, make sure you read through the Subject Information pages at www.vsv.vic.edu.au/subjects Once you are ready, tick the unit(s) you wish to undertake each semester on the table below. At the bottom of **page 19** write the total number of units you have selected for each semester.

Time commitment: Most VCE studies require students to undertake at least four and five hours of classes per week per study. This may be scheduled as one session or spread over two or more sessions per week. To support your learning in class, you will be expected to spend an equivalent amount of time on study outside of class. Students should speak to the relevant Student Coordinator at their home school if they have further questions.

Subject (tick your selection)	Unit 1		Unit 2		Unit 3		Unit 4	
	Code	Sem 1	Code	Sem 2	Code	Sem 1	Code	Sem 2
Accounting [#]	520AC011	<input type="checkbox"/>	720AC022	<input type="checkbox"/>	620AC033	<input type="checkbox"/>	820AC034	<input type="checkbox"/>
Agricultural & Horticultural Studies	567AH011	<input type="checkbox"/>	767AH022	<input type="checkbox"/>	667AH033	<input type="checkbox"/>	867AH034	<input type="checkbox"/>
Algorithmics ¹					665AL033	<input type="checkbox"/>	865AL034	<input type="checkbox"/>
Applied Computing	560IT011	<input type="checkbox"/>	760IT012	<input type="checkbox"/>				
Applied Computing: Data Analytics					660IT023	<input type="checkbox"/>	860IT024	<input type="checkbox"/>
Applied Computing: Software Development					661IT033	<input type="checkbox"/>	861IT034	<input type="checkbox"/>
Art: Creative Practice ²	529AR011	<input type="checkbox"/>	729AR022	<input type="checkbox"/>	629AR033	<input type="checkbox"/>	829AR034	<input type="checkbox"/>
Art: Making and Exhibiting ²	534SA011	<input type="checkbox"/>	734SA022	<input type="checkbox"/>	634SA033	<input type="checkbox"/>	834SA034	<input type="checkbox"/>
Australian and Global Politics	513PS041	<input type="checkbox"/>	713PS042	<input type="checkbox"/>				
Australian Politics					613PS033	<input type="checkbox"/>	813PS034	<input type="checkbox"/>
Biology	548BI011	<input type="checkbox"/>	748BI022	<input type="checkbox"/>	648BI033	<input type="checkbox"/>	848BI034	<input type="checkbox"/>
Bridging English as an Additional Language	511EN111	<input type="checkbox"/>	711EN112	<input type="checkbox"/>				
Business Management	521BM011	<input type="checkbox"/>	721BM022	<input type="checkbox"/>	621BM033	<input type="checkbox"/>	821BM034	<input type="checkbox"/>
Chemistry ^{# ^}	551CH011	<input type="checkbox"/>	751CH022	<input type="checkbox"/>	651CH033	<input type="checkbox"/>	851CH034	<input type="checkbox"/>
Classical Studies	509CS011	<input type="checkbox"/>	709CS022	<input type="checkbox"/>	609CS033	<input type="checkbox"/>	809CS034	<input type="checkbox"/>
Dance ^{^ 2}	528DA011	<input type="checkbox"/>	728DA022	<input type="checkbox"/>	628DA033	<input type="checkbox"/>	828DA034	<input type="checkbox"/>
Drama ^{2,7}	568DR011	<input type="checkbox"/>	768DR022	<input type="checkbox"/>	668DR033	<input type="checkbox"/>	868DR034	<input type="checkbox"/>
Economics	522EC011	<input type="checkbox"/>	722EC022	<input type="checkbox"/>	622EC033	<input type="checkbox"/>	822EC034	<input type="checkbox"/>
English	501EN011	<input type="checkbox"/>	701EN012	<input type="checkbox"/>	601EN013	<input type="checkbox"/>	801EN014	<input type="checkbox"/>
English as an Additional Language ²	538ENO91	<input type="checkbox"/>	738ENO92	<input type="checkbox"/>	602EN093	<input type="checkbox"/>	802EN094	<input type="checkbox"/>
English Language	505EL011	<input type="checkbox"/>	705EL012	<input type="checkbox"/>				
Environmental Science	569EV011	<input type="checkbox"/>	769EV022	<input type="checkbox"/>	669EV033	<input type="checkbox"/>	869EV034	<input type="checkbox"/>
Extended Investigation ³					611XI033	<input type="checkbox"/>	811XI034	<input type="checkbox"/>
Food Studies	564FY011	<input type="checkbox"/>	764FY022	<input type="checkbox"/>	664FY033	<input type="checkbox"/>	864FY034	<input type="checkbox"/>
Foundation English ⁴	502EN101	<input type="checkbox"/>	702EN102	<input type="checkbox"/>				
Foundation Mathematics ⁴	540MA101	<input type="checkbox"/>	740MA102	<input type="checkbox"/>				
General Mathematics ^{#5}	541MA071	<input type="checkbox"/>	741MA072	<input type="checkbox"/>	641MA073	<input type="checkbox"/>	841MA074	<input type="checkbox"/>
Geography ⁷	519GE011	<input type="checkbox"/>	719GE022	<input type="checkbox"/>	619GE033	<input type="checkbox"/>	819GE034	<input type="checkbox"/>

Subject (tick your selection)	Unit 1		Unit 2		Unit 3		Unit 4	
	Code	Sem 1	Code	Sem 2	Code	Sem 1	Code	Sem 2
Global Politics					614PS053	<input type="checkbox"/>	814PS054	<input type="checkbox"/>
Health and Human Development	536HH011	<input type="checkbox"/>	736HH022	<input type="checkbox"/>	636HH033	<input type="checkbox"/>	836HH034	<input type="checkbox"/>
History: Ancient	516HI191	<input type="checkbox"/>	716HI212	<input type="checkbox"/>	616HI173	<input type="checkbox"/>	816HI174	<input type="checkbox"/>
History: Australian History					612HI083	<input type="checkbox"/>	812HI084	<input type="checkbox"/>
History: Empires	514HI181	<input type="checkbox"/>	714HI182	<input type="checkbox"/>				
History: Modern	515HI031	<input type="checkbox"/>	715HI042	<input type="checkbox"/>				
History: Revolutions					615HI133	<input type="checkbox"/>	815HI134	<input type="checkbox"/>
Industry and Enterprise	523IE011	<input type="checkbox"/>	723IE022	<input type="checkbox"/>	623IE033	<input type="checkbox"/>	823IE034	<input type="checkbox"/>
Legal Studies	524LS011	<input type="checkbox"/>	724LS022	<input type="checkbox"/>	624LS033	<input type="checkbox"/>	824LS034	<input type="checkbox"/>
Literature	504LI011	<input type="checkbox"/>	704LI012	<input type="checkbox"/>	604LI013	<input type="checkbox"/>	804LI014	<input type="checkbox"/>
Mathematical Methods ^{# ^}	544MA111	<input type="checkbox"/>	744MA112	<input type="checkbox"/>	644MA113	<input type="checkbox"/>	844MA114	<input type="checkbox"/>
Media* ²	530ME011	<input type="checkbox"/>	730ME022	<input type="checkbox"/>	630ME033	<input type="checkbox"/>	830ME034	<input type="checkbox"/>
Music ²	581MC011	<input type="checkbox"/>	781MC012	<input type="checkbox"/>				
Music Inquiry ²					640MC053	<input type="checkbox"/>	840MC054	<input type="checkbox"/>
Music Contemporary Performance ²					683MC063	<input type="checkbox"/>	883MC064	<input type="checkbox"/>
Music Repertoire Performance ²					682MC043	<input type="checkbox"/>	882MC044	<input type="checkbox"/>
Music Composition ²					638MS033	<input type="checkbox"/>	838MS034	<input type="checkbox"/>
Outdoor & Environmental Studies ⁶	563OS11	<input type="checkbox"/>	763OS22	<input type="checkbox"/>	663OS33	<input type="checkbox"/>	863OS34	<input type="checkbox"/>
Philosophy	508PL011	<input type="checkbox"/>	708PL022	<input type="checkbox"/>	608PL033	<input type="checkbox"/>	808PL034	<input type="checkbox"/>
Physical Education	537PE011	<input type="checkbox"/>	737PE022	<input type="checkbox"/>	637PE033	<input type="checkbox"/>	837PE034	<input type="checkbox"/>
Physics	554PH011	<input type="checkbox"/>	754PH022	<input type="checkbox"/>	654PH033	<input type="checkbox"/>	854PH034	<input type="checkbox"/>
Product Design and Technology	562DT011	<input type="checkbox"/>	762DT022	<input type="checkbox"/>	662DT033	<input type="checkbox"/>	862DT034	<input type="checkbox"/>
Psychology	557PY011	<input type="checkbox"/>	757PY022	<input type="checkbox"/>	657PY033	<input type="checkbox"/>	857PY034	<input type="checkbox"/>
Religion and Society	506RE011	<input type="checkbox"/>	706RE022	<input type="checkbox"/>	606RE033	<input type="checkbox"/>	806RE034	<input type="checkbox"/>
Sociology	507SO011	<input type="checkbox"/>	707SO022	<input type="checkbox"/>	607SO033	<input type="checkbox"/>	807SO034	<input type="checkbox"/>
Specialist Mathematics ^{# ^}	547MA091	<input type="checkbox"/>	747MA092	<input type="checkbox"/>	647MA093	<input type="checkbox"/>	847MA094	<input type="checkbox"/>
Systems Engineering ²	558SE011	<input type="checkbox"/>	758SE022	<input type="checkbox"/>				
Theatre Studies ^{2,7}	539TS011	<input type="checkbox"/>	739TS022	<input type="checkbox"/>	639TS033	<input type="checkbox"/>	839TS034	<input type="checkbox"/>
Visual Communication Design	533VC011	<input type="checkbox"/>	733VC022	<input type="checkbox"/>	633VC033	<input type="checkbox"/>	833VC034	<input type="checkbox"/>

[#]VSV recommends you satisfactorily complete Unit 1 before attempting Unit 2 of this subject.

[^]VSV recommends you satisfactorily complete Units 1 & 2 before attempting Units 3 & 4 of this subject.

¹Satisfactory completion of Mathematical Methods Units 1 & 2 is recommended before attempting this subject.

²Pre-enrolment Form required. See the relevant Subject Information page at www.vsv.vic.edu.au/subjects to access the form.

³Complete a letter of recommendation. See Subject Information page at www.vsv.vic.edu.au/subjects to access the pro forma.

⁴It is recommend that a pathways discussion is held with the Student Coordinator prior to choosing these subjects.

⁵Satisfactory completion of General Mathematics Units 1 & 2 is recommended before attempting this subject.

⁶This subject has capped student numbers.

⁷This subject requires the student to attend an excursion/incursion. See Subject Information page at www.vsv.vic.edu.au/subjects prior to enrolling.

*Complete a declaration for Units 3 & 4. See Subject Information page at www.vsv.vic.edu.au/subjects to access the form.

Total number of Units in Semester 1

Total number of Units in Semester 2

Students in Schools Enrolment Application 2023



For students currently enrolled at a mainstream school

Students in Years 7-10 can apply to enrol in a maximum of **ONE** subject and Year 11-12 students can apply to enrol in a maximum of **TWO** subjects using this application form. For more information, contact VSV.

Home School Information

Name of School:

No. & Street/PO Box Details:

Suburb/Town: State: Postcode:

Phone Number: DET Registered School Number:

Student Information

Year Level in 2023: Have you enrolled with VSV before? N Y Previous VSV No:

Your VSN: (if known) Your VCAA No: (if known)

Family Name:

First Name: Second Name:

Preferred Name:

Date of birth: / / Birth Sex: Female Male Self-described gender:

Student Contact Email:

Students MUST supply a unique email address. This needs to be different from their Parent/Carer/Sibling in order to have access to VSV Online and VSV Connect.

Student Mobile No: Home Phone No:

Student Postal Address: (No. & St/PO Box Details)

Suburb/Town: State: Postcode:

Enrolment Office Only

Enrol Officer	Date	Computer Generated Student ID	Materials Charge
			<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid

Students in Schools Enrolment Application 2023



Parent/Carer Information

Access Restrictions

Is the student at risk? No Yes

Is there an Access Alert for the student? (tick) No Yes (If Yes, then complete the following questions and present a current copy of the document to the school.)

Access Type: Parenting Order Parenting Plan Intervention Order Protection Order
(tick one) Informal Carer Stat Dec DHHS Authorisation Witness Protection Program Order Other

Describe any Access Restrictions:

Is there an Activity Alert for the student? No Yes

If Yes, then describe the Activity Restriction: This field relates to things such as excursions, camps or when the student visits VSV.

*Failure to supply a copy of any court order with this application will result in a delay in the processing of this enrolment.

Students in Schools Enrolment Application 2023



Student Enrolment Information

It is important that we are aware of any special circumstances that may affect the student's progress while at VSV. Please outline any issues relevant to their education and why they are enrolling at VSV.

Enrolment Circumstances

Why is the student enrolling at VSV? Subject not offered at home school Timetable clash

Other: (please specify) _____

Compulsory Student Details

In which country was the student born? Australia Other: (please specify) _____

Residential status of the student: Permanent Temporary

VSV does not generally accept students on Temporary Visas. Please contact our Enrolment Office if you believe you may be eligible.

Are you an international student? No Yes Fees apply to international students. Please contact VSV for further details.

Student's Visa Sub Class: Sector of Visa _____

Visa Expiry Date: (dd/mm/yyyy) / / Please provide a copy of your visa and passport with your application.

Does the student mainly speak a language other than English at home? No, English only Yes (please specify) _____

Does the student speak English? No Yes

Is the student of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander
 Yes, Aboriginal & Torres Strait Islander

Is the student currently involved with Youth Justice (in custody, remand or sentence, or in community)? No Yes (please specify) _____

What is the student's living arrangement? (Tick one) At home with TWO Parents/Carers At home with One Parent/Carer
 Homeless Youth Independent Out of Home Care – informal
 Out of Home Care* – statutory/court-ordered Out of Home Care – permanent care

*Children and young people in Out of Home Care have been subject to protective intervention by Child Protection. They live in a variety of alternative care arrangements away from their parents, including living with relatives or friends (**kinship care**), living with non-relative families (**home-based care, sometimes known as foster care**) and living in residential care units with rostered care staff (**residential care**). Some children or young people may live in out-of-home care for only a few days or weeks while others may be in care for many years.

Students in Schools Enrolment Application 2023

Additional Family Details

Parent/Carer 1	Parent/Carer 2
Family Name: <input type="text"/>	Family Name: <input type="text"/>
First Name: <input type="text"/>	First Name: <input type="text"/>
Occupation: <input type="text"/>	Occupation: <input type="text"/>
Current Employer: (if applicable) <input type="text"/>	Current Employer: (if applicable) <input type="text"/>
In which country were they born? <input type="text"/>	In which country were they born? <input type="text"/>
Does the Parent 1/Carer 1 speak a language other than English at home? <input type="checkbox"/> No <input type="checkbox"/> Yes: (specify below) <hr/>	Does the Parent 2/Carer 2 speak a language other than English at home? <input type="checkbox"/> No <input type="checkbox"/> Yes: (specify below) <hr/>
What is the highest year of primary or secondary school the parent/carer has completed? <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	What is the highest year of primary or secondary school the parent/carer has completed? <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
What is the level of the highest qualification the parent/carer has completed? <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification	What is the level of the highest qualification the parent/carer has completed? <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification
What is the current occupation of the parent/carer? Please select the occupation group letter from the list below. <input type="text"/>	What is the current occupation of the parent/carer? Please select the occupation group letter from the list below. <input type="text"/>

Parental Occupation Group Codes

Choose the code that best reflects your current situation.

Group A: Senior management in large business organisation, government administration and defence, and qualified professionals.

Group B: Other business managers, arts/media/sportspersons and associate professionals.

Group C: Tradesmen/women, skilled office, sales and service staff.

Group D: Machine operators, hospitality staff, assistants, labourers and related workers.

Group N: If the person has not been in paid work in the last 12 months.

*Note: If person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

Students in Schools Enrolment Application 2023



Medical History

Student Medical Details

Is the student deaf or hearing impaired? No Yes

Is the student blind or vision impaired? No Yes

Has the student been diagnosed with ASD/Asperger's Syndrome? No Yes

Does the student have an intellectual disability? No Yes

Does the student have a physical disability? No Yes

Does the student have a severe behavioural disorder? No Yes

Does the student have a severe language disorder? No Yes

Does the student have a diagnosed mental health condition? No Yes: (please specify) _____

Does the student have a history of allergies? No Yes: (please specify) _____

Has the student been diagnosed as at risk of anaphylaxis? No Yes

Has the student been diagnosed with asthma? No Yes

Has the student been diagnosed with diabetes? No Yes

Has the student been diagnosed with epilepsy? No Yes

Please note: VSV must be provided with a copy of their medical management plan for any diagnosed healthcare need, allergy or relevant medical condition. These may include but may not be limited to allergies, anaphylaxis, asthma, diabetes and epilepsy. Students attending a VSV-approved activity who require medication must provide their own, e.g. EpiPen, and report to the supervising teacher upon arrival.

Has the student been diagnosed with any other condition? No Yes: (please specify) _____

Are there any other medical issues VSV should be aware of?

Medical Plan/s attached? No Yes

Students in Schools Enrolment Application 2023



Student Enrolment Information

Subject Selection

List the Units/Subjects selected individually and tick the semester column indicating in which semester they will be studied. See relevant year level for the subject codes on **pages 17 - 19**.

1. Subject Title:

Subject/Unit Code:

Semester:

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1 2

2. Subject Title:

Subject/Unit Code:

Semester:

--	--	--	--	--	--	--	--

1 2

3. Subject Title:

Subject/Unit Code:

Semester:

--	--	--	--	--	--	--	--

1 2

4. Subject Title:

Subject/Unit Code:

Semester:

--	--	--	--	--	--	--	--

1 2

Students in Schools Enrolment Application 2023



Student Rights and Responsibilities

Student Rights	Student Responsibilities
<p>All VSV students have the right to:</p> <ul style="list-style-type: none">engage in regular communication with teaching staff and receive meaningful and timely feedbackaccess learning resources in order to maximise their full potentialbe respected, valued and have opportunities to learn from the differences of otherswork independently and as a group member, where appropriatefeel safe and welcomed in online learning environments.	<p>All VSV students are responsible for:</p> <ul style="list-style-type: none">striving to work to the best of their ability at all timesregularly participating by submitting work according to the prescribed or negotiated submission timetabletaking responsibility for their own learning by obtaining all required learning materials, setting achievable goals and establishing a weekly routine or timetablemaintaining contact with their teachers by utilising all available communication optionswhere possible, attending and participating in seminars, excursions, and online and collaborative activitiesusing digital technology in accordance with the VSV Online Acceptable Use Agreementunderstanding that bullying, including cyber-bullying, violence, property damage, inappropriate language and disrupting the learning of other students is unacceptablebehaving in a way that contributes to a safe and inclusive school environmentmaintaining a healthy balance between study and other aspects of lifeuphold the VSV Values of Respect, Empathy, Collaboration and Growth.

Student Enrolment Agreement (all students must complete this section)

- I agree to abide by the VSV Online Acceptable Use Agreement outlined on page 15 of the Students in Schools Enrolment Handbook.
- I accept and agree to the student rights and responsibilities outlined above.
- I will submit my work regularly, according to the submission schedules for each subject and will contact VSV if situations arise which prevent this.
- I accept VSV will initiate the Student Management Action Plan (SMAP) for students who do not submit work according to their submission schedule. This may result in my enrolment being reviewed and/or cancelled.
- I declare that the information provided on this application is, to the best of my knowledge, true and accurate.

Student's Signature: _____

Date: _____

Placement Appeals

Virtual School Victoria has a proactive and supportive approach to the enrolment of students. In the first instance, parents or carers should lodge a written appeal with the school when the student has been unsuccessful in gaining a placement. All appeals will be considered on an individual case by case basis. If this appeal is unsuccessful and parents or carers are not satisfied that their appeal has been adequately considered, they are able to escalate the appeal to the relevant regional director. Appeals to the regional director are considered using Virtual School Victoria's enrolment policy, eligibility guidelines and enrolment timelines (including closing dates). Regional office contact details and locations are on the Department of Education and Training's website, visit: www.vic.gov.au/office-locations-department-education-and-training

Students in Schools Enrolment Application 2023



Payment can be made by cheque, money order, or credit card. Cheques and money orders should be made out to Virtual School Victoria and attached to each application. Credit card provision is available below.

Payment of Fees

Government Schools: **No enrolment costs**

Non-Government Schools: **\$810 per subject; \$405 per Unit**

Fees for
this student \$

International Students

Fees apply to international students. Please contact VSV for further details.

Online Payments

To make an online payment visit pay.vsv.vic.edu.au

Refund Policy

Applications for refunds will be accepted if they are received in writing at least 7 days prior to the date of the course commencement. A standard handling fee of \$30.00 will apply. **After the course has commenced, no refunds will apply.**

VSV cannot accept responsibility for changes in personal circumstances after instruction has commenced.

What will happen once an application is submitted?

Step 1 – Reviewing and confirming your enrolment

Once an enrolment application has been submitted, it will be reviewed by our Enrolment Officers in order to ensure that the application form has been completed in full, and that both the Student Enrolment Agreement and School Principal Endorsement have been included. We will also ensure we have the staffing capacity to offer the subjects selected.

Step 2 – Providing online access

Once the student's details are entered onto our system, it takes another 48 hours for an enrolment confirmation to be emailed. This will be sent out to all email addresses indicated on the application. This will include the student's login details to access VSV Online.

Policy Review, Approval and Communication



Virtual School Victoria's enrolment policy, eligibility criteria and enrolment timelines (including closing dates) are determined by the Department of Education and Training.

The Enrolment Handbook: Students in Schools is revised annually, approved by the Principal and published to the school community at the beginning of Term 4 to coincide with the opening of enrolments for the following school year.

Virtual School Victoria's enrolment policy, eligibility criteria and enrolment timelines are communicated to the school community in the following ways:

Supervisors and Principals are directly emailed a soft copy of the Enrolment Handbook: Students in Schools in PDF format.

- The Enrolment Handbook: Students in Schools is made available publicly on our school website at www.vsv.vic.edu.au.
- Links to the Enrolment Handbook: Students in Schools are included in various enrolment promotional articles in the school newsletter and on social media.
- The Enrolment Handbook: Students in Schools is made available in hard copy from school administration upon request by contacting Reception.



Virtual School Victoria

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