

# Enrolment Handbook 2023

Foundation to Year 12

**V** VIRTUAL  
SCHOOL VICTORIA





# 2023 Foundation to Year 12 Enrolment Handbook

## Welcome to Virtual School Victoria

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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  
Principal



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# 2023 Enrolment Information

## For Year F-12 students enrolling directly with VSV

### What is VSV?

As the state's leading virtual school, Virtual School Victoria (VSV) provides blended learning opportunities to a diverse and unique cohort of Victorian Foundation - Year 12 (F-12) students. We foster a safe, engaging and inclusive learning environment through a combination of learning technologies and innovative, adaptive teaching practices. Our teachers are trained and experienced in best-practice virtual learning techniques and provide students with opportunities for regular interaction and personalised support. We are focused on challenging students to pursue excellence and achieve their own learning goals.

We are a system leader in online, virtual and blended learning, constantly evolving our practice based on the latest research. In 2016, we launched Australia's first F-12 pedagogical model for virtual learning. We adopt a whole-school approach to student wellbeing and have a resolute commitment to health promotion and child safety. We are dedicated to do all that we can in order to build the confidence and resilience of every student.

At the end of 2018, then Minister for Education, the Hon James Merlino M.P., announced the key role Virtual School Victoria was to play in The Department of Education's state-wide initiative to provide every VCE student access to every subject – regardless of where they live or go to school.

### What is virtual learning?

VSV defines virtual learning as gaining knowledge or skills through study, experience, collaboration and teaching through information and communication technologies. Learning virtually is very different to mainstream schooling. VSV students have the flexibility to learn in a way that is not always possible in a 'bricks and mortar' classroom. 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 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.

The time needed to set aside each week depends on how many subjects are being studied. If enrolled in a full-time learning program, students can expect to be devoting the same amount of time to study as students in mainstream schools. VSV students set up their own weekly timetable and complete set weekly work. There is a strong link between attendance in online classes, and improved learning and engagement outcomes.

It is an expectation that, unless an exemption has been granted by their Learning Advisor, students in Foundation to Year 10, will participate in all scheduled online classes. Year 11 and 12 students are expected to attend scheduled online classes wherever possible.

Given the virtual nature of VSV's learning environment, school staff are unable to supervise students while undertaking their learning to ensure student safety in the same way that occurs in mainstream school environments. For this reason, parents must agree to ensure age-appropriate supervision of students and to ensure a safe and suitable learning environment before enrolling their child at VSV. More information about parents' role and responsibilities is set out below.

### 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 Victorian Curriculum and Assessment Authority (VCAA) in an increasing range of VCE subjects. Learning programs are organised into manageable segments. Students are guided through the subjects they are studying and provided with tasks to complete, which are then assessed by VSV teachers and returned with feedback. Personalised learning plans and learning goals are developed with all VSV students, regardless of their age or ability, so that students can be engaged and challenged at their own level. When required, an individual education plan is also developed around the learner.

At VSV, we are required by the Victorian Curriculum and Assessment Authority (VCAA) to teach The Victorian Curriculum. The Victorian Curriculum F-10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development, and active and informed citizenship. This curriculum encompasses English, Mathematics, Science, Health & PE, Humanities, Arts, and Technology.

At VSV we believe that all students should have access to all curriculum areas, where possible. If a student is unable to undertake a full-time learning program, differentiation that involves workload reductions by subject teachers can be offered instead of withdrawal from a subject/s overall. The reasons for this include:

- To provide breadth in learning that is compliant with the Victorian Curriculum.
- To provide enhanced subject selection options in the Senior School, including VCE.
- To provide increased pathway options post-compulsory secondary school.

If you believe that due to extenuating circumstances your child should be withdrawn from subject(s) (rather than request a reduced or modified load), please email your year level coordinator after enrolment. In your email you should include the student's name, ID number, subjects you wish to withdraw them from, and an explanation of the extenuating circumstances. Subject withdrawals will be approved on a case-by-case basis, and will be informed by the workload recommendations outlined on the Practitioner Agency Referral Form (PARF).

## Are there any social opportunities at VSV?

VSV offers a variety of social opportunities for students. We organise annual camps for students in Years 7-12, Duke of Edinburgh Award program, subject seminars, along with Connect Days and Weeks each term. These provide students with the opportunity to meet their peers and build friendships.

VSV Clubs are very popular with students and targeted to specific student needs and interests, such as our gaming, anime, reading, writing, cooking, philosophy, and the Neurodiversity or LGBTQIA+ clubs. Primary students also have other opportunities to interact in a safe and monitored online environment, through Virtual Playtime (Foundation-Year 4).

VSV's Student Representative Council (SRC) is an excellent way for students to get involved with VSV, exercise voice and agency, connect with other students, and improve their confidence, teamwork and leadership skills. The SRC runs a number of student-led projects throughout the year where the VSV student community can have their say. This is a space for students to have a voice in their school. To find out more, go to The Hub or The Lounge in VSV Online.

## Careers

Every student in Years 7-12 in Victorian Government schools participates in activities that develop their understanding of career choices. For many students, this includes the maintenance of a Career Portfolio over the course of each year, that supports the development of their understanding of the skills and capabilities needed to make informed decisions about career

direction. The careers program at VSV includes access to career exploration resources, workshops at Years 7, 8, 9 and 10, a My Career Insights interview at Year 9, and industry exposure programs. Following these workshops, students engage in careers education lessons. Students in Year 9 participate in My Career Insights interview to assist with careers planning.

## What role do parents/carers play?

VSV parents and carers play an essential role in supporting and encouraging their children to learn.

This includes:

- ensuring age-appropriate adult supervision
- ensuring a safe and suitable study space is available
- setting and maintaining timetables
- encouraging regular study habits
- fostering effective communication with VSV staff (e.g. ensuring the student attends scheduled meetings with their Learning Advisor, including monthly safety and wellbeing checks, and informing the student's Learning Advisor if the parent/carer develops concerns about the student's welfare at any time).

In the event that parents/carers choose to engage another person or third party to supervise the student while undertaking their learning, they should consider taking steps to ensure the suitability of that person such as ensuring the person has a current valid Working With Children Check, obtaining a police records check, and conducting reference checks.

Parent/carer responsibilities are set out in more detail on **page 26**. Parents/carers must indicate their agreement to these responsibilities by signing the Parent/Carer Agreement on **page 27** in order to enrol their child at VSV.

VSV teachers work in partnership with parents/carers. Teachers will provide up-to-date learning and engagement information to parents and carers to support them to take an active role in their child's education.

**VSV Connect** is an area on our website where parents, carers and supervisors can view information about a student's progress at VSV. Once registered and logged in, parents/carers will be able to find details about the:

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

To access VSV Connect, parents/carers need to enter a valid email address in the Primary Family Information section of the enrolment application. Contact with VSV Family School Action Team can be made by emailing us at [parentvoice@vsv.vic.edu.au](mailto:parentvoice@vsv.vic.edu.au)

# 2023 Enrolment Information

## For Year F-12 students enrolling directly with VSV

### Will internet and computer access be required?

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, each student should have a device that is able to join live classes with a camera and a microphone. It is also recommended that they 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.** It is recommended that more than one device is available if more than one child is enrolled at VSV in the same family.

For a full list of minimum technical specifications, please see [www.vsv.vic.edu.au/enrolment/technical-requirements-specifications/](http://www.vsv.vic.edu.au/enrolment/technical-requirements-specifications/)

For further information about the technological requirements for individual subjects, see [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects)

### Does VSV charge enrolment fees?

There are no enrolment fees for students who are eligible to directly enrol with VSV.

### 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/](http://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](http://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**

### Is it possible to receive a government allowance while at VSV?

Parents / carers of students enrolled with VSV under our Medical Physical, Medical Social Emotional and Distance categories are eligible for the Centrelink Assistance for Isolated Children (AIC) scheme. This provides a small income supplement to support the costs related in education. Check with Centrelink, as eligibility may be impacted by other government allowances.

Students or their parents/carers may also be eligible for other government allowances while studying at VSV. Centrelink administers student assistance payments for Youth Allowance, Austudy, Abstudy, and Pensioner Education Supplement (PES) for eligible students. These allowances may also be payable to legal guardians, foster parents and T&PI pensioners. If you believe that you are entitled to any Commonwealth Government payments, contact your Centrelink office:

**Family and Parents Line:** 136 150

**Youth and Student Line:** 132 490

**Abstudy Line:** 1800 132 317

**Assistance for Isolated Children (Youth and Students Line):** 132 318

**Students and their parents/carers should be aware that VSV is required by law to supply an audit report to Centrelink each term on student enrolment status and work submission rates.** Students receiving Centrelink payments who fail to submit work according to the prescribed timetable may be reviewed by Centrelink, which may affect their entitlements and create a debt to repay.

We recommend speaking to Centrelink directly for further details or visiting the Centrelink website for more information [www.humanservices.gov.au](http://www.humanservices.gov.au)

### Can students study a language other than English?

Languages other than English are offered by the Victorian School of Languages (VSL). The VSL operates separately to VSV, but many of our students choose to study languages with them.

The languages available include Arabic, Chinese, Classical Greek, French, German, Greek, Hindi, Indonesian, Italian, Japanese, Latin, Punjabi, Spanish and Vietnamese. The VSL also offers face-to-face classes in 50 languages in Years F-12, held out of school hours, in 32 metropolitan and 9 regional centres. Please note that closing dates to enrol with VSL are independent to VSV's enrolment closing dates. For more information, please visit the VSL website at [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au)

## When can students start?

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.

## F-10 Enrolments

For students enrolling in Years F-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**

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 compassionate circumstances where there is teacher availability. Please email [enrol@vsv.vic.edu.au](mailto:enrol@vsv.vic.edu.au) to contact the VSV Enrolment Team for more information.

## 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](mailto:enrol@vsv.vic.edu.au)

# Eligibility Criteria

For direct enrolment with VSV for new and continuing students

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## Who can enrol at VSV?

VSV exists to meet the educational needs of Victorian students whose circumstances prevent them from accessing full-time mainstream schooling. In order to directly enrol with VSV, students must meet the criteria of one of the six enrolment categories outlined.

Enrolment under each category requires documented evidence to be submitted with the application. The evidence required for each category varies. Enrolment applications without all of the required documentation cannot be approved.

VSV will be directly contacting students who are eligible for enrolment rollover. All other returning students must complete a new application form and supply updated supporting documentation to VSV.

## Students in mainstream schools

Students wishing to maintain their current enrolment in a mainstream school and complete one (for 7-10 students) or two (for 11-12 students) subjects not available at their school, can apply by completing the application forms in the *Students in Schools Enrolment Handbook* at [www.vsv.vic.edu.au/enrolment/students-in-other-schools/](http://www.vsv.vic.edu.au/enrolment/students-in-other-schools/)

Alternatively, VCE Student in Schools subject applications can be completed via VSV's online enrolment page.

### 1. Victorian residency

Enrolment at VSV is subject to The Department of Education guidelines and is only available to Victorian residents. A resident is a person with a permanent residential address in Victoria. The onus is on the enrolling student's family to provide proof of their residency. Victorian residents temporarily travelling overseas or interstate are eligible to apply. VSV does not generally accept students on Temporary Visas. Please contact our Enrolment Office if you believe you may be eligible.

### 2. Minimum enrolment period

Enrolment is available to all eligible Victorian residents who are unable to access regular schooling for a minimum of two consecutive school terms or six consecutive months within a single school year.

### 3. Identification and Age requirements

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. Students over the age of 17 may only enrol at VSV if an exception to the maximum age requirement applies or if an exemption from that requirement has been granted to them – see **Enrolment: School age requirements and age exemptions** | [education.vic.gov.au](http://education.vic.gov.au) for further details. VSV will seek an exemption from the maximum age requirement on behalf of eligible students who require an exemption but meet all other relevant enrolment criteria. All students must submit their proof of age with their enrolment application. This can include a copy of a birth certificate, passport, or a driver's licence. In some circumstances, certified copies may be requested.

## Pre-enrolment interview

In certain circumstances, in order to optimise student engagement and learning outcomes, VSV may deem that an interview is required prior to approving an enrolment application. If this is the case, the student or their parent/carer will be contacted after they have submitted their application to schedule a time. This may result in a delay in the approval of the enrolment at VSV.



# Enrolment Categories

## Category 1: Medical

### 1a. Medical (Physical)

Students enrolling in this category must have a specialist diagnosis of a physical disability that restricts their ability to attend a mainstream school for a period of six months or more.

#### Evidence required:

##### A School Referral Form

The student's most recent school must complete this form, outlining the student's prior schooling experience, the supports that have been put in place for the student, and a recommendation regarding the suitability of an enrolment with VSV.

##### A Practitioner/Agency Referral Form

A **specialist practitioner/agency** in the relevant field must complete this form, outlining how the student's diagnosis and/or treatment prevents their attendance at a mainstream school, how this condition and treatment may impact upon their ability to engage with study, what continuing treatment or support will be provided, and which professional will be coordinating the care plan for this student. In situations where an agency is also involved with a student, applicants are asked to provide an additional copy of this form, completed by the agency.

### 1b. Medical (Social/Emotional)

Students enrolling in this category must have a diagnosed mental health or social emotional difficulty, meaning it is not possible for them to attend mainstream school for an extended period of time.

VSV recognises that an important prerequisite for successful engagement with education is the establishment of effective ongoing treatment and support for mental health and social emotional difficulties. **Students must demonstrate they are receiving ongoing professional treatment and/or support for their condition/s.**

The referring practitioner/agency must commit to coordination of the care plan for this student.

#### Evidence required:

##### A School Referral Form

The student's most recent school must complete this form, outlining the student's prior schooling experience, the supports that have been put in place for the student, and a recommendation regarding the suitability of an enrolment with VSV. If the student is not at school, a Practitioner/Agency Referral Form is required confirming their situation.

##### A Practitioner/Agency Referral Form

A **specialist practitioner** (psychologist, psychiatrist, or social worker) or an agency working with the student, must complete this form, outlining how the student's diagnosis and/or treatment prevents their attendance at a mainstream school, how this condition and treatment may impact upon their ability to engage with study, what continuing treatment or support will be provided, and which professional will be coordinating the care plan for this student.

## Category 2: Travel

Students enrolling in this category must be Victorian residents who are unable to attend a mainstream school because they are travelling within Victoria, Australia or overseas. Travel may be required due to a parent's/carer's work commitments or an extended family holiday. Following the period of travel, the student must recommence enrolment at a mainstream school in Victoria. Students enrolling in any VCE Unit 3 & 4 subject should note the VCE External Assessments information provided in the Studying VCE at VSV section on Page 35.

#### Evidence required:

##### A letter from the student's most recent school, addressed to VSV, is required confirming:

- (a) the student was/is enrolled at the school
- (b) the student has left or is leaving for the purpose of travel
- (c) the expected date that the student will return from travel and recommence enrolment at a mainstream school
- (d) any supporting information if the student has learning difficulties, disabilities or health conditions that may impact on learning.

### A letter from a parent's/carer's employer

This needs to outline the period of employment where the parent/carer is expected to be out of Victoria and/or travelling. A Statutory Declaration is also required when travel is due to parent's work and they are self-employed. **OR**

### A certified Statutory Declaration

This needs to be signed in front of an authorised witness, and must detail:

- (a) the proposed itinerary of travel/work
- (b) the nature of the travel (e.g. work or family holiday)
- (c) the expected date of departure and return
- (d) the name of the student/s.

It is expected that students who have been, or expect to be, based in a location interstate or overseas for more than two years should enrol in a mainstream school in the location where they are based. Students must not be enrolled in another interstate or overseas school on a full-time basis. Students who have been enrolled at VSV under the Travel category for two or more years are required to seek approval from VSV to continue their enrolment by resubmitting the supporting documentation. Approval is at the discretion of VSV's Principal.

## Category 3: Sports/Performance

Students enrolling in this category must have elite sporting or performing arts commitments preventing them from attending mainstream school. These commitments may include performance or training commitments during regular school times, or extended interstate/international travel for training, competition or performance.

### Evidence required:

**A letter from the student's most recent school, addressed to VSV, is required confirming:**

- (a) the student was/is enrolled at the school
- (b) the student has left or is leaving for the purpose of sports/performing arts commitments
- (c) in their view, Virtual School Victoria is an appropriate alternative educational experience
- (d) any supporting information if the student has learning difficulties, disabilities or health conditions that may impact on learning

**A letter, addressed to VSV, from the sporting/performing arts association/agent, is required confirming:**

- (a) the student is involved or competing in elite level sport or performing arts
- (b) the student's performance/training schedule prevents them from attending mainstream school
- (c) in their view, Virtual School Victoria is an appropriate alternative educational experience
- (d) evidence that agents/individuals hold a current Working With Children Check and that third party organisations are compliant with the Child Safe Standards (copies of original documents)
- (e) contact details of a sporting/performance supervisor who is authorised to liaise with VSV regarding student progress including name, organisation, phone, email and address.
- (f) the sporting/performance supervisor will be available for regular check-ins with the student's Learning Advisor to discuss the student's health and welfare.

In 2022, the new Child Safe Standards came into effect in Victoria. The Child Safe Standards apply to most organisations that work or volunteer with children and young people. Like all Victorian schools, Virtual School Victoria works hard to ensure student safety and wellbeing but we must be vigilant to ensure effective arrangements are in place to manage and reduce the risk of child abuse. Parents/carers of students enrolling in the Sports/Performance category frequently engage third party organisations and/or individuals prior to enrolling their child at Virtual School Victoria. Parents/carers are reminded that organisations that provide cultural, sport, recreation and entertainment services for children are required to be compliant with the Child Safe Standards, and that individuals who perform child-related work are required to hold a current Working With Children Check. Further information about these requirements is available via the Commission for Children and Young People and Working with Children Check Victoria.

# Enrolment Categories

## Category 4: Distance

Students enrolling in this category must be Victorian residents who live in a remote area where it is not feasible to travel to a local mainstream Government School. The requirements for enrolment in this category vary depending on the age of the student. The following minimum distance requirements must be met:

**Students over nine years of age** who live more than 4.8 kilometres from the nearest Government School and the nearest bus route.

**Students under nine years of age** who live more than 3 kilometres from the nearest Government School and the nearest bus route.

### Evidence required:

#### A letter from the closest Government School

This letter should confirm the student's current residential address, and that this address meets the minimum distance requirements outlined above.

Families or schools should provide supporting information if the student has learning difficulties, disabilities or health conditions that might affect their learning.

## Category 5: Young Adult

Students who are 17 years of age at the beginning of the semester they wish to commence in, and are less than 21 years of age on 1 January 2023, may enrol in a VCE course of study with VSV in 2023.

### Evidence required:

#### A Young Adult Referral Form

This form needs to be completed by either:

- (a) the student's previous school
- (b) a treating general or specialist medical practitioner
- (c) an agency working with the student or their family.

This form should outline the student's prior schooling experience, the supports that have and will be put in

place for the student, and a recommendation regarding the suitability of an enrolment with VSV. Applicants/ students with significant learning difficulties, disabilities or health conditions that might affect their study should enrol under Category 1: Medical (Physical or Social/ Emotional) to ensure the appropriate support systems are in place to assist them to achieve their best educational outcomes at VSV.

Students enrolling in this category must complete the Student Enrolment Information page in their application. This should outline why they feel that VSV and online learning is the most appropriate educational option for them rather than studying at a mainstream school, TAFE or other educational provider.

Returning or continuing students who are above the post-compulsory age of 17 years are required to demonstrate satisfactory levels of engagement and progress in the past to be considered for re-enrolment.

Students enrolling in any VCE Unit 3 & 4 subject should note the VCE External Assessments information provided in the Studying VCE at VSV section on Page 35.

## Category 6:

### Previous Home Schooler

Students who are currently registered for home schooling with the VRQA for **12 months or more**, and have made a decision to return to a government registered school for their senior years (Year 10, Year 11 or Year 12), can apply to enrol directly into a Year 10 or VCE program with VSV in 2023.

**Students who are in a chronological year level lower than Year 10, or have less than 12 months of registered home schooling, will be required to meet one of our other eligibility criteria to be eligible to enrol at VSV.**

### Evidence required:

#### Confirmation of previous home schooling

Demonstrating registration with the VRQA, or an equivalent authority in other states, for the previous consecutive period of 12 months or more.

## Confirmation of home schooling deregistration from the VRQA (or interstate equivalent)

Please note: It is not possible to be both registered for home schooling and be enrolled as a VSV student at the same time.

Students will need to make an appointment to complete two one-hour long, computer-based moderated assessments looking at their literacy and numeracy capabilities. Parents/carers need to propose a date and time during school terms, between 9am and 2pm. Once your application is approved, the relevant Student Coordinator will contact you to confirm the date and time.

## Primary Enrolments

It is important that all F-6 students attend an initial intake interview with their parents/carers, either in person at VSV or online via WebEx. This allows students to meet their teachers and have their individual learning needs assessed.

Before the interview, complete and return the enrolment forms (including any required referrals, reports and supporting documentation) to the VSV Enrolment Office. Once processed, you will be contacted to arrange a mutually convenient time to meet your child's future class teacher.

For the interview please bring:

- your child(ren)
- your child's most recent school report, if this was not provided with the enrolment application.

Children commencing primary school in Foundation (Prep) must be five years of age or older by 30 April of the year they start school.

VSV recognises that a shared enrolment is often a viable option to provide a strong framework for sustaining wellbeing supports and learning outcomes for students. For further information, please see **page 54**.

# 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/](http://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 28** 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 remotely, 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, email 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/sending 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 by 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 The Department of Education Health, Wellbeing or an 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 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 and support your child, or to 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). 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 The Department of Education's information privacy policy, which applies to all Victorian government schools, including VSV, at [www.education.vic.gov.au/Pages/privacypolicy.aspx](http://www.education.vic.gov.au/Pages/privacypolicy.aspx) Translated versions and FAQs about the policy are available for parents at: [www.education.vic.gov.au/Pages/Schools-Privacy-Policy-information-for-parents.aspx](http://www.education.vic.gov.au/Pages/Schools-Privacy-Policy-information-for-parents.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 of Education, 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](mailto:enrol@vsv.vic.edu.au)

# Application Guide

## Step-by-step guide to completing an application

In order to enrol at VSV, the following four tasks must be completed:

### 1. Identify an enrolment category

Students must identify which category they intend to enrol under, as outlined on the previous pages.

### 2. Gather supporting documentation

Different supporting evidence is required, depending on the enrolment category. Referral forms can be found at the end of this Enrolment Handbook.

Schools, specialist practitioners and outside agencies can return completed referral forms to the applicant so they can submit all enrolment documentation at once. Alternatively, they can send them directly to the VSV Enrolment Team.

#### All enrolment applications require the necessary supporting documentation:

- ☐ **Completed Referral Forms/Evidence** (see the Eligibility Criteria section for information about which referrals/evidence are required).
- ☐ **A copy of the student's Immunisation History Statement from the Australian Immunisation Register** (if enrolling in a Primary Level F-6).
- ☐ **Medical management plan.** This includes but may not be limited to allergies, anaphylaxis, asthma, diabetes and epilepsy (if relevant).
- ☐ **A copy of a Parent/Carer Concession or Health Care Card** (if claiming camps, sports and excursion fund, CSEF).

#### New enrolment applications also require:

- ☐ **A copy of the student's most recent school reports and other academic reports** e.g. NAPLAN report, VCE details transcripts.
- ☐ **Proof of student's age** (e.g. birth certificate or passport).

### 3. Complete the enrolment application form

All students enrolling need to complete the 2023 Enrolment Application Form, including the Subject Selection and Personal Details pages relevant to the year level they are applying for.

- ☐ **Completed 2023 Enrolment Forms.**
- ☐ **Completed Subject Selection Forms** (Years 7-12 only).
- ☐ **Pre-enrolment Forms.** Certain subjects require a Pre-enrolment Form to be completed. These are marked by a small 2 on the subject selection form (Years 11-12 only). Pre-enrolment forms can be found on the relevant subject information page [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects)

## 4. Send the completed application to VSV

Once completed, the application needs to be sent to the VSV Enrolment Office. There are a number of ways this can be submitted:

### Email:

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

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

### Fax:

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

### 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

## What will happen once an application is submitted?

### Determining eligibility

Once an enrolment application has been submitted, it will be reviewed by our Enrolment Officers to ensure the student meets our eligibility criteria. If it is determined that further evidence is required for the enrolment to be processed, VSV will communicate what is needed. Complex enrolment cases will be referred to our Enrolment Advisors who will be in contact.

### Confirming an appropriate learning and support program

Once we have determined that the student meets our enrolment criteria, we will then consider the individual circumstances and determine the most appropriate personalised learning plan or individual education plan (IEP) for mandated cohorts. It may be necessary for us to call the student, parent/carer and/or supporting practitioner in order to develop the most suitable program.

### 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 to all email addresses indicated on the application. This will include the student's login details to access VSV Online.

# Enrolment Application 2023



For Years F-12 students enrolling directly with VSV

Enrolment Category (please tick one)			
<b>Medical</b> <input type="checkbox"/> Physical <input type="checkbox"/> Social/Emotional	<b>Travel</b> <input type="checkbox"/> Australia <input type="checkbox"/> Overseas	<b>Sports/Performance</b> <input type="checkbox"/> Sport <input type="checkbox"/> Dance/Arts	<b>Other</b> <input type="checkbox"/> Young Adult <input type="checkbox"/> Distance <input type="checkbox"/> Ex-Home Schooler

Student Details	
Year Level in 2023: <input type="text"/>	Have you enrolled with VSV before? <input type="checkbox"/> Y <input type="checkbox"/> N Previous VSV No: <input type="text"/>
Your VSN: (If known) <input type="text"/>	
Family Name: <input type="text"/>	
First Name: <input type="text"/>	Preferred First Name: <input type="text"/>
Second Name: <input type="text"/>	Date of birth: (dd-mm-yyyy) <input type="text"/> / <input type="text"/> / <input type="text"/>
Birth Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male Self-described gender: <input type="text"/>	
Student Email: <input type="text"/>	
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: <input type="text"/>	Home Phone No: <input type="text"/>
Student Postal Address: (No. & St/PO Box Details) <input type="text"/>	
All students must supply an Australian postal address.	
Suburb/Town: <input type="text"/>	State: <input type="text"/> Postcode: <input type="text"/>

Home Address in Australia (Write 'as above' if same as Postal Address)	
Home Address: (No. & Street Address)	<input type="text"/>
Suburb/Town: <input type="text"/>	State: <input type="text"/> Postcode: <input type="text"/>

Enrolment Office Only					
Enrol Officer	Enrolment Advisor	Date	Student Coordinator	Computer Generated Student ID	Document/s Provided
					<input type="checkbox"/> Proof of Age <input type="checkbox"/> School Report <input type="checkbox"/> Immunisation Certificate

# Enrolment Application 2023



## Primary Carer Information

Enrolment contact details may be used by VSV to communicate general information regarding VSV and its programs.

Parent/Carer 1 (Parent/Carer 1 will be the main contact)	
Title: <input type="text"/>	Family Name: <input type="text"/>
First Name: <input type="text"/>	
Carer's Relationship to Student: (tick one) <input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Host Family <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Self <input type="checkbox"/> Other: (please specify) _____	
Home Phone No: <input type="text"/>	Work Phone No: <input type="text"/>
Mobile: <input type="text"/>	
Email Address: <input type="text"/>	
Unique email address is required in order to register for access to VSV Connect.	

Parent/Carer 2	
Title: <input type="text"/>	Family Name: <input type="text"/>
First Name: <input type="text"/>	
Carer's Relationship to Student: (tick one) <input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Host Family <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Self <input type="checkbox"/> Other: (please specify) _____	
Home Phone No: <input type="text"/>	Work Phone No: <input type="text"/>
Mobile: <input type="text"/>	
Email Address: <input type="text"/>	
Unique email address is required in order to register for access to VSV Connect.	

List any other family members attending VSV in 2023	
Full Name/s:	Relationship:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

# Enrolment Application 2023



## Primary Carer Information

### Student Emergency Contacts

Please include emergency contacts who are NOT the Primary Carer(s). List in order of preference.

Name:	Relationship:	Telephone Contact:

### 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 ☐ DFFH 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.

# Enrolment Application 2023



## Student Details

These questions must be completed as a requirement of the Australian Commonwealth Government.

### 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

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.

### Previous School/Institution Information (Prior to Virtual School Victoria)

Name of School:

How long has the student been enrolled at their current or most recent school or institution? \_\_\_\_\_

Date student last attended school: (dd/mm/yyyy)   /   /      Year level or grade in which the student was last enrolled:

Name and phone number of a teacher at the school who best knows the student's education level:

Name: \_\_\_\_\_ Phone Number:

# Enrolment Application 2023



## Additional Family Details

Parent/Carer 1	Parent/Carer 2
<b>Family Name:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Family Name:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>First Name:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>First Name:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Occupation:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Occupation:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Current Employer: (if applicable)</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Current Employer: (if applicable)</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>In which country were they born?</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>In which country were they born?</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Does the Parent 1/Carer 1 speak a language other than English at home?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: (specify below) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Does the Parent 2/Carer 2 speak a language other than English at home?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: (specify below) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>What is the highest year of primary or secondary school the parent/carer has completed?</b> <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	<b>What is the highest year of primary or secondary school the parent/carer has completed?</b> <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
<b>What is the level of the highest qualification the parent/carer has completed?</b> <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	<b>What is the level of the highest qualification the parent/carer has completed?</b> <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
<b>What is the current occupation of the parent/carer?</b> Please select the occupation group letter from the list below. <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>	<b>What is the current occupation of the parent/carer?</b> Please select the occupation group letter from the list below. <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>

## 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.*

# Enrolment Application 2023



## Medical History

Medical Information		
Is the student deaf or hearing impaired?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is the student blind or vision impaired?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has the student been diagnosed with ASD/Asperger's Syndrome?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the student have an intellectual disability?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the student have a physical disability?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the student have a severe behavioural disorder?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the student have a severe language disorder?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the student have a diagnosed mental health condition? <input type="checkbox"/> No <input type="checkbox"/> Yes: (please specify) _____		
_____		
Does the student have a history of allergies? <input type="checkbox"/> No <input type="checkbox"/> Yes: (please specify) _____		
_____		
_____		
Has the student been diagnosed as at risk of anaphylaxis?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has the student been diagnosed with asthma?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has the student been diagnosed with diabetes?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has the student been diagnosed with epilepsy?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Please note: VSV must be provided with a copy of their medical management plan</b> 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? <input type="checkbox"/> No <input type="checkbox"/> Yes: (please specify) _____		
_____		
_____		
Are there any other medical issues VSV should be aware of?		
<div style="height: 100px; border: 1px solid black;"></div>		

# Enrolment Application 2023



## Medical History

Provide details of any assessments undertaken by the following specialists.  
(Provide copies or use an additional page if necessary.)

Specialist	Name of Specialist	Year
Paediatrician		
Optometrist/Ophthalmologist		
Audiologist		
Psychologist		
Psychiatrist		
Speech Therapist		
Occupational Therapist		
Other		

**Has the student ever received support from any of the following programs or services?**

- |   |   |
|---|---|
| <input type="checkbox"/> Program for Students with Disabilities (PSD)       | <input type="checkbox"/> Public Hospital Education Setting            |
| <input type="checkbox"/> Visiting Teacher Service                           | <input type="checkbox"/> Youth Justice System                         |
| <input type="checkbox"/> DFFH   | <input type="checkbox"/> Child FIRST                                  |
| <input type="checkbox"/> Child and Adolescent Mental Health Service (CAMHS) | <input type="checkbox"/> The Department of Education Social Worker    |
| <input type="checkbox"/> The Department of Education Psychologist           | <input type="checkbox"/> The Department of Education Speech Pathology |
| <input type="checkbox"/> Navigator  | <input type="checkbox"/> LOOKOUT Centre                               |
| <input type="checkbox"/> Other: (please specify) _____                      |   |

Please list people who can be contacted to support your child's enrolment (e.g. teacher, counsellor, psychologist etc.)

Name	Position	Phone

# Enrolment Application 2023



## Parent/Carer Rights and Responsibilities

Parent/Carer Rights	Parent/Carer Responsibilities
<p><b>Parents/Carers have the right to:</b></p> <ul style="list-style-type: none"><li>• meaningful feedback from and communication with teaching staff</li><li>• be notified of any pertinent information relating to the student</li><li>• access any information regarding the student within the confines of any legal requirement.</li></ul>	<p><b>Parent/Carer responsibilities:</b></p> <ul style="list-style-type: none"><li>• ensuring age-appropriate adult supervision</li><li>• being responsive to communications and requests for meetings with VSV staff</li><li>• ensuring a safe and suitable study space is available and encouraging regular study habits</li><li>• ensuring the student attends scheduled meetings with their Learning Advisor, including monthly safety and wellbeing checks</li><li>• liaising with members of the school community in a safe, positive and respectful manner</li><li>• providing the school with all relevant information pertaining to the student, including informing the student's Learning Advisor as soon as any concerns arise regarding the student's wellbeing or engagement with work</li><li>• working with the school in a variety of forums and responding to communications in a timely manner</li><li>• supporting students to engage and participate in their learning program and the wider school community</li><li>• ensuring their child submits work in accordance with the prescribed or negotiated submission timetable.</li></ul>

## Consent to Access and Share Student Records

VSV aims to work together with students and their families and supporting practitioners to provide the best possible teaching and support. We use the information we collect on each student in order to establish supports that are required and to provide students with appropriate services.

**I give consent for VSV to access and share any existing relevant personal or health information** with specialist practitioners or agencies that have been listed in this enrolment application.

☐ No ☐ Yes

**I give consent to be photographed or filmed** and understand that the photograph/film may be used for promotional purposes, such as on VSV's website or social media accounts, in the enrolment handbook, or in the newsletter.

☐ No ☐ Yes

## Consent to Use Student Work

At times, VSV staff may wish to publish student work **outside** the VSV Online learning environment for informational and/or promotional purposes. (It is VSV policy to only publish the first name of students.) You will be informed if, when and where your work will be published.

**I give permission to share my work on VSV external website, on-site displays, printed materials, and in our e-newsletter.**

☐ No ☐ Yes

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_  
(If student under 16)

Date: \_\_\_\_\_



## Parent/Carer Agreement

- Date: \_\_\_\_\_

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# 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"><li>engage in regular communication with teaching staff and receive meaningful and timely feedback</li><li>access learning resources in order to maximise their full potential</li><li>be respected, valued and have opportunities to learn from the differences of others</li><li>work independently and as a group member, where appropriate</li><li>feel safe and welcomed in online learning environments.</li></ul>	<p>All VSV students are responsible for:</p> <ul style="list-style-type: none"><li>striving to work to the best of their ability at all times</li><li>regularly participating by submitting work according to the prescribed or negotiated submission timetable</li><li>taking responsibility for their own learning by obtaining all required learning materials, setting achievable goals and establishing a weekly routine or timetable</li><li>maintaining contact with their teachers by utilising all available communication options</li><li>where possible, attending and participating in seminars, excursions, and online and collaborative activities</li><li>using digital technology in accordance with VSV Online Acceptable Use Agreement</li><li>understanding that bullying, including cyber-bullying, violence, property damage, inappropriate language and disrupting the learning of other students is unacceptable</li><li>behaving in a way that contributes to a safe and inclusive school environment</li><li>maintaining a healthy balance between study and other aspects of life</li><li>uphold VSV Values of Respect, Empathy, Collaboration and Growth.</li></ul>

## Student Enrolment Agreement

- I agree to abide by VSV Online Acceptable Use Agreement outlined on **page 15**.
- 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.
- I declare that the information provided on this application is, to the best of my knowledge, true and accurate.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_  
(If student under 16)

Date: \_\_\_\_\_

# 2023 Year F-6 Subjects



Once your child's enrolment has been processed, you will be contacted by their class teacher. Your child's teacher will start with an intake interview and will help your child to complete an orientation/assessment module, which is called the Introductory Module (for Years F-2) or Launch Pad (for Years 3-6).

The structure of the F-6 curriculum and the recommended time spent on each subject is shown below. All subjects are compulsory but modifications can be made after a discussion with your child's class teacher.

Years F-2	Years 3-6
English (two hours per day)	English (two hours per day)
Maths (one hour per day)	Maths (one hour per day)
Integrated Curriculum (one hour per day)	Humanities & Arts (one-two hours per week)
	Science, Design & Technologies (one-two hours per week)
	Health & Physical Education (one-two hours per week)

For all Primary Levels, your child will need access to the internet **on a daily basis** to access their learning program.

**Travelling families:** Travelling families manage intermittent internet access by working through more than one day of the online modules at a time when internet access is readily available. Travelling families utilise free internet provided in libraries, cafes, etc. in order to access the online modules. Extended periods of not being able to access the internet should be discussed with the F-6 Student Coordinator prior to enrolment.

The above times depend on the individual learning characteristics of your child. If you find they are taking significantly longer or less time to complete, you should discuss this with your child's teacher and they can make individual recommendations.

Weekly submissions are made via the online learning management system (VSV Online) for regular assessment and feedback. In addition, the support of an adult supervisor (usually the parent/carer) is necessary for all students in Foundation to Year 6.

All year levels run online classes. Attendance at scheduled online classes is required unless an exemption has been arranged due to the individual student's circumstances.

# 2023 Year 7 Subjects



Once your enrolment has been processed, you will be contacted by your **Learning Advisor**. Your Learning Advisor will work with you for the rest of the year. Your Learning Advisor will begin with an intake interview and help you to complete Launch Pad (orientation/assessment). Following that, your Learning Advisor will work with you to establish a subject load that suits you.

**If you have particular needs, please complete the 'Requested modifications to a full-time learning program' box below and your Learning Advisor will be in touch after your enrolment to discuss this with you. Ensure you have read the information under the heading "What will Students Learn" on pages 5 and 6 above.**

In Year 7, students participate in regular timetabled online classes, including a social emotional learning program. Online attendance is an expectation. If this is not possible due to personal circumstances, an exemption must be arranged with the Year 7 Student Coordinator.

## Year 7 Subject Information

- A full-time learning program consists of **seven subjects in each semester**. You will also complete the Launch Pad orientation program.
- Subject descriptions for all subjects are available online at [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects)
- Please attach this page when you submit your enrolment application.

Subject	All Year
English 171	✓
Mathematics 173	✓
Science 180	✓
Health and Physical Education 170	✓

Subject Group	Semester 1 Subjects	Semester 2 Subjects
Humanities	History 106	Civics and Citizenship 107
Arts	Drama 127	Art 131
Technology	Digital Technology 125	Design Technology (Food) 122

**Subjects studied elsewhere:** Please note any additional subjects that you intend to undertake outside of VSV, including subjects at other schools, or subjects studied at the Victorian School of Languages.

**Requested modifications to a full-time learning program:** Please outline below any requested modifications to the full-time learning program.

# 2023 Year 8 Subjects



Once your enrolment has been processed, you will be contacted by your **Learning Advisor**. Your Learning Advisor will work with you for the rest of the year. Your Learning Advisor will begin with an intake interview and help you to complete Launch Pad (orientation/assessment). Following that, your Learning Advisor will work with you to establish a subject load that suits you.

**If you have particular needs, please complete the 'Requested modifications to a full-time learning program' box below and your Learning Advisor will be in touch after your enrolment to discuss this with you. Ensure you have read the information under the heading "What will Students Learn" on pages 5 and 6 above.**

In Year 8, students participate in regular timetabled online classes, including a social emotional learning program. Online attendance is an expectation. If this is not possible due to personal circumstances, an exemption must be arranged with the Year 8 Student Coordinator.

## Year 8 Subject Information

- A full-time learning program consists of **seven subjects in each semester**. You will also complete the Launch Pad orientation program.
- Subject descriptions for all subjects are available online at [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects)
- Please attach this page when you submit your enrolment application.

Subject	All Year
English 281	✓
Mathematics 283	✓
Science 280	✓
Health and Physical Education 270	✓

Subject Group	Semester 1 Subjects	Semester 2 Subjects
Humanities	Geography 209	Economics and Business 216
Arts	Art 221	Drama 227
Technology	Design Technology (Materials) 222	Digital Technology 225

**Subjects studied elsewhere:** Please note any additional subjects that you intend to undertake outside of VSV, including subjects at other schools, or subjects studied at the Victorian School of Languages.

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**Requested modifications to a full-time learning program:** Please outline below any requested modifications to the full-time learning program.

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# 2023 Year 9 Subjects



Subject selection prior to enrolment is **not** compulsory.

Once your enrolment has been processed, you will be contacted by your **Learning Advisor**. Your Learning Advisor will work with you for the rest of the year. Your Learning Advisor will begin with an intake interview and help you to complete Launch Pad (orientation/assessment). Following that, your Learning Advisor will work with you to choose your subjects and a subject load that suits you.

**If you have particular needs, please complete the 'Requested modifications to a full-time learning program' box below and your Learning Advisor will be in touch after your enrolment to discuss this with you. Ensure you have read the information under the heading "What will Students Learn" on pages 5 and 6 above.**

In Year 9, students participate in regular timetabled online classes, including a social emotional learning program. Online attendance is an expectation. If this is not possible due to personal circumstances, an exemption must be arranged with the Year 9 Student Coordinator.

## Year 9 Subject Information

- A full-time learning program consists of **six subjects in each semester**. You will also complete the Launch Pad orientation program.
- Subject descriptions for all subjects are available online at [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects)
- Students are required to choose one single-semester subject per semester. If enrolling for the whole year, you must enrol in one Arts and one Technology subject.

Subject		All Year
English 379		✓
Mathematics 388		✓
Science 392		✓
Health and Physical Education 378		✓
Humanities	Civics and Citizenship 404 (Semester 1) Geography 311 (Semester 2)	✓

The subjects listed below run for one semester only. You cannot complete the same subject in both Semester 1 and Semester 2. Each subject can only be completed once over Years 9 and 10. Please number 1-2 in order of preference in each semester.

Subject Group		Subject	Semester 1 (Number 1-2 in order of preference)	Semester 2 (Number 1-2 in order of preference)
Choose <b>one</b> subject per semester; <b>one</b> from Arts and <b>one</b> from Technology	Arts	Media 341		
		Dance 361		
		Music 329		
	Technology	Design Technology (Food) 332		
		Digital Technology 360		

**Subjects studied elsewhere:** Please note any additional subjects that you intend to undertake outside of VSV, including subjects at other schools, or subjects studied at the Victorian School of Languages.

**Requested modifications to a full-time learning program:** Please outline below any requested modifications to the full-time learning program.

# 2023 Year 10 Subjects



Subject selection prior to enrolment is **not** compulsory.

Once your enrolment has been processed, you will be contacted by your **Learning Advisor** who will work with you for the rest of the year. Your Learning Advisor will begin with an intake interview and help you to complete Launch Pad (orientation/assessment). Following that, your Learning Advisor will work with you to choose your subjects and a subject load that suits you.

**If you have particular needs, please complete the ‘Requested modifications to a full-time learning program’ box below and your Learning Advisor will be in touch after your enrolment to discuss this with you. Ensure you have read the information under the heading “What will Students Learn” on pages 5 and 6 above.**

In Year 10, students participate in regular timetabled online classes, including a social emotional learning program. Online attendance is an expectation. If this is not possible due to personal circumstances, an exemption must be arranged with the Year 10 Student Coordinator.

## Year 10 Subject Information

- A full-time learning program consists of **seven subjects in each semester**. You will also complete the Launch Pad orientation program.
- Subject descriptions for all subjects are available online at [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects)
- Students are required to choose one single-semester subject per semester.

Subject		All Year
English 479		✓
Science 492		✓
Health and Physical Education 478		✓
Humanities	Economics and Business 422 (Semester 1) History 308 (Semester 2)	✓
Maths *	Mathematics 488	
	Maths For Living 487*	

\*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. Please tick the relevant box to indicate if you would like to do standard Mathematics (488) or Maths For Living (287).

The subjects listed below run for one semester only. You cannot complete the same subject in both Semester 1 and Semester 2. Each subject can only be completed once over Years 9 and 10. Please number 1-2 in order of preference in each semester.

Subject Group	Subject	Semester 1 (Number 1-2 in order of preference)	Semester 2 (Number 1-2 in order of preference)
Choose <b>one</b> subject per semester	Psychology 342		
	Philosophy 409		
	Research 406		
	Media 327		
	Dance 428		
	Music 405		
	Digital Technology 425		
	Design Technology (Food) 432		

**Subjects studied elsewhere:** Please note any additional subjects that you intend to undertake outside of VSV, including subjects at other schools, or subjects studied at the Victorian School of Languages.

**Requested modifications to a full-time learning program:** Please outline below any requested modifications to the full-time learning program.

# 2023 Year 10 Student Personal Details



This form is to be completed by students enrolling in Year 10 who do not have a program enrolment on the Victorian Curriculum and Assessment Authority's Victorian Assessment Software System. Students using this form should not previously have had an enrolment in VCE, VCAL or the International Baccalaureate. Indicated names must be legal names as per their birth certificate.

## VCAA Collection Notice for Students

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006 (Vic)*. The VCAA collects the information requested in this form, which includes personal information within the meaning of the *Privacy and Data Protection Act 2014 (Vic)*, for the purpose of registering a student on the VCAA's database. This supports schools in preparing students for entry into VCE or VCAL by ensuring they capture as early as possible the required information for the administration of their VCE/VCAL education.

The personal information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors for and in connection with the above mentioned purpose. Personal information that is registered on the VCAA's database will also be accessible to the student's school. The personal information collected will not otherwise be used or disclosed by the VCAA, except with the prior consent of the individual, or if the VCAA is required or otherwise permitted by law to do so. If the requested personal information is not provided, an individual will not be able to be enrolled onto the database, this may slow or delay that individual's enrolment process when it comes to commencing VCE or VCAL.

An individual may request access to personal information the VCAA holds about them and request its correction if inaccurate. Initial enquiries regarding access to personal information held by the VCAA in relation to this form can be made by contacting the VCAA Student Records and Results Unit on (03) 9032 1742. The VCAA Privacy Policy can be found at [www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx](http://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx)

### Section A: Declaration

I declare that to the best of my knowledge the information recorded on this form is correct and complete and includes my legal names. I acknowledge that the VCAA accepts no responsibility for verifying the information provided. I acknowledge that:

- (a) I have read and understand the VCAA COLLECTION NOTICE FOR STUDENTS as appears above.
- (b) Government school student personal information is provided to The Department of Education's Performance Evaluation Division in order to comply with educational reporting requirements.
- (c) The email address I have provided on my enrolment form will be used by the VCAA for future communications with me, including the delivery of VCE results.

Student's Name: (please print) \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The On Track survey provides our school with information into post-school destinations and pathways of Year 12 completers and Early Leavers six months after leaving school. This information helps our school to monitor and improve our pathway programs.

### Section B: Contact information to the On Track project

I authorise the disclosure of my name, email, postal address, and telephone number to The Department of Education (including if The Department of Education is renamed in the future) for the purposes of being contacted to participate in the **On Track** post school destination survey which produces insights on the many ways students experience success after school. For further information visit <https://www.education.vic.gov.au/>.

☐ No ☐ Yes

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## VCE Requirements

The Victorian Certificate of Education (VCE) is the single qualification which marks the completion of senior high school. The VCE can be used as a credential for entry to employment and for promotion, or to qualify for selection into a university, college, or Technical and Further Education (TAFE) course.

The minimum requirement for the award of VCE is the satisfactory completion of 16 units, which must include:

- three units from the English group, with at least two consecutive units at Unit 3 and 4 level
- at least three sequences of Units 3 and 4 in subjects other than English, which may include any number of English sequences once the English requirement has been met.

## Adult Students Returning to Study

Students must meet two criteria to be enrolled as an adult with the VCAA:

- be at least 18 years of age on 1 January, 2023
- not have been enrolled in more than seven units in the full year preceding the first year of enrolment as an adult.

To satisfy requirements for the award, VCE students must satisfactorily complete at least eight units including:

- two consecutive units from the English group at Unit 3 and 4 level
- three sequences of Units 3 and 4 in studies other than English.

## Australian Tertiary Admission Rank (ATAR)

The results of school-based and external assessments for Units 3 and 4 contribute towards a student's study score for each subject, and ultimately toward their Australian Tertiary Admission Rank (ATAR). The ATAR is used by tertiary institutions to compare the overall achievement of students in order to offer places in university courses. Satisfactory completion of both Units 3 and 4 of an English sequence and three additional Unit 3 and 4 sequences is required for the calculation of a student's ATAR.

How a student's ATAR is calculated:

- your best study score in any one of the Unit 3 & 4 English studies, plus
- your three next best Unit 3 & 4 study scores, plus
- 10% of the fifth and/or sixth Unit 3 & 4 study (where available).

Further information, including the rules and restrictions about which studies can be included in your aggregate, can be found at <https://www.vtac.edu.au/atar-scaling-guide-2023.html>. Before selecting your subjects you should consider if there are any prerequisite subjects in order to be eligible for selection to a particular tertiary course. You can do this by accessing the VTAC guide online at [www.vtac.edu.au](http://www.vtac.edu.au)

If you would like information on how to choose subjects that meets the minimum requirements for VCE completion, please see: [www.vsv.vic.edu.au/students/senior-school/](http://www.vsv.vic.edu.au/students/senior-school/)

## VCE External Assessments

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. 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.

Students that will be interstate or overseas at the time of any VCE external assessment must meet the VCAA eligibility requirements and provide documented evidence to support an application to VCAA in order to sit such assessments outside of Victoria. Applications are approved or declined by VCAA



Students who are also enrolled at a mainstream school do not need to complete this section. Instead, they must complete the 'Shared enrolments between VSV and another Victorian school' section on page 54.

Supervisor's Family Name:																									
Supervisor's First Name:																									
No. & Street/ PO Box Details:																									
Suburb/Town:													State:			Postcode:									
Home Phone No:									Mobile Phone No:																
Email Address:																									
Unique email address is required in order to register for access to VSV Connect.																									
Supervisor's Signature:													Date:												

# 2023 VCE Subjects Selection



Before selecting your subjects, make sure you read through the Subject Information pages at [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects). Once you are ready, tick the unit(s) you wish to undertake each semester on the table below. VSV recommends students completing a full-time VCE program select 4 subjects, which equates to 8 units. For example, English Unit 1 and 2 is two units or one subject. It is recommended that students study both Units 1 and 2. Year 12 students must complete both Units 3 and 4 of a subject. At the bottom of **page 38** write the total number of Units you have selected for each semester.

**Time commitment:** Most VCE studies require students to undertake at least four or five hours of coursework per subject each week. This usually includes a combination of online lessons and work within VSV Online. To support your learning in class, you will be expected to spend an equivalent amount of time on study outside of class. Students may opt to complete their VCE program over a longer period. Students should speak to the relevant Coordinator 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 <sup>#</sup>	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 <sup>1</sup>					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 <sup>2</sup>	529AR011	<input type="checkbox"/>	729AR022	<input type="checkbox"/>	629AR033	<input type="checkbox"/>	829AR034	<input type="checkbox"/>
Art: Making and Exhibiting <sup>2</sup>	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 <sup># ^</sup>	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 <sup>^ 2</sup>	528DA011	<input type="checkbox"/>	728DA022	<input type="checkbox"/>	628DA033	<input type="checkbox"/>	828DA034	<input type="checkbox"/>
Drama <sup>2, 7</sup>	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 <sup>2</sup>	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 <sup>3</sup>					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 <sup>4</sup>	502EN101	<input type="checkbox"/>	702EN102	<input type="checkbox"/>				
Foundation Mathematics <sup>4</sup>	540MA101	<input type="checkbox"/>	740MA102	<input type="checkbox"/>				
General Mathematics <sup>#, 5</sup>	541MA071	<input type="checkbox"/>	741MA072	<input type="checkbox"/>	641MA073	<input type="checkbox"/>	841MA074	<input type="checkbox"/>
Geography <sup>7</sup>	519GE011	<input type="checkbox"/>	719GE022	<input type="checkbox"/>	619GE033	<input type="checkbox"/>	819GE034	<input type="checkbox"/>
Global Politics					614PS053	<input type="checkbox"/>	814PS054	<input type="checkbox"/>

# 2023 VCE Subjects Selection



Subject (tick your selection)	Unit 1		Unit 2		Unit 3		Unit 4	
	Code	Sem 1	Code	Sem 2	Code	Sem 1	Code	Sem 2
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: Global Empires	514HI181	<input type="checkbox"/>	714HI182	<input type="checkbox"/>				
History: Modern	515HI031	<input type="checkbox"/>	715HI032	<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 <sup># ^</sup>	544MA111	<input type="checkbox"/>	744MA112	<input type="checkbox"/>	644MA113	<input type="checkbox"/>	844MA114	<input type="checkbox"/>
Media <sup>-2</sup>	530ME011	<input type="checkbox"/>	730ME022	<input type="checkbox"/>	630ME033	<input type="checkbox"/>	830ME034	<input type="checkbox"/>
Music <sup>2</sup>	581MC011	<input type="checkbox"/>	781MC012	<input type="checkbox"/>				
Music Inquiry <sup>2</sup>					627MC053	<input type="checkbox"/>	827MC054	<input type="checkbox"/>
Music Contemporary Performance <sup>2</sup>					683MC063	<input type="checkbox"/>	883MC064	<input type="checkbox"/>
Music Repertoire Performance <sup>2</sup>					682MC043	<input type="checkbox"/>	882MC044	<input type="checkbox"/>
Music Composition <sup>2</sup>					625MC053	<input type="checkbox"/>	825MS034	<input type="checkbox"/>
Outdoor & Environmental Studies <sup>2,6</sup>	563OS011	<input type="checkbox"/>	763OS022	<input type="checkbox"/>	663OS033	<input type="checkbox"/>	863OS034	<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 <sup># ^</sup>	547MA091	<input type="checkbox"/>	747MA092	<input type="checkbox"/>	647MA093	<input type="checkbox"/>	847MA094	<input type="checkbox"/>
Theatre Studies <sup>2,7</sup>	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"/>

<sup>#</sup>VSV recommends you satisfactorily complete Unit 1 before attempting Unit 2 of this subject.

<sup>^</sup>VSV recommends you satisfactorily complete Units 1 & 2 before attempting Units 3 & 4 of this subject.

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

<sup>2</sup>Pre-enrolment Form required. See the relevant Subject Information page at [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects) to access the form.

<sup>3</sup>Complete a letter of recommendation. See Subject Information page at [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects) to access the pro forma.

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

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

<sup>6</sup>This subject has capped student numbers.

<sup>7</sup>This subject requires the student to attend an excursion/ incursion. See Subject Information page at [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects) prior to enrolling

<sup>\*</sup>Complete a declaration for Units 3 & 4. See Subject Information page at [www.vsv.vic.edu.au/subjects](http://www.vsv.vic.edu.au/subjects) to access the form.

Total number of Units in Semester 1

Total number of Units in Semester 2

## Previous VCE information

Name of school/institution where you last attended: Year Level last enrolled in:

Date last attended this school/institution: (mm/yyyy)   /     VCAA student number: (If known)

Have you completed any VCE Units in the past? ☐ No ☐ Yes (If Yes, list the VCE Units and the final results (S/N) only)

Unit	Result	Unit	Result

Is this your final year of VCE? ☐ No ☐ Yes Will VSV be your home school for VCAA purposes? ☐ No ☐ Yes  
If Yes, complete and attach the VCE Student Personal Details section on the following pages

## VCE/VET study outside VSV

Are you studying VCE or VET subjects with another school or institution? (Including any language studies) ☐ No ☐ Yes

If you are studying VCE or VET subjects with another school or institution, list the name of that institution, the subject(s) contact name and phone number as we may need to contact them. For VET studies, you must also send us the full list of units of competence (on the training organisation's letterhead) being undertaken in the current year, including an assessment plan.

Institution Name:	RTO Number:
Contact Person:	Contact Number:
Other Subject(s):	
Institution Name:	RTO Number:
Contact Person:	Contact Number:
Other Subject(s):	

## English as an additional language status

Are you applying for English as an additional language status? ☐ No ☐ Yes (If Yes, complete the following section)

Country of origin:

Date of last arrival in Australia:   /   /

Multiple entries to Australia? ☐ No ☐ Yes Cumulative residence in Australia:   Years   Months

# VCE Student Personal Details 2023



## VCAA Collection Notice for VCE and VCAL Students

### Collection of Student Data

In order to perform its statutory functions the VCAA collects student personal information and assessment information (together referred to as Student Data) relating to students enrolled in, or intending to enrol in, the VCE and VCAL assessment programs, the International Baccalaureate (IB), or the General Achievement Test (GAT).

Personal information is defined in section 3 of the *Privacy and Data Protection Act 2014 (Vic)* (PDP Act) and is collected and handled by the VCAA in accordance with that Act.

Student Data is collected by the VCAA for the purposes of generating a student's final VCE, VCAL and GAT results (Student Results), assuring the quality and integrity of the VCE and VCAL assessment programs, and for research purposes related to the VCAA's statutory powers and functions.

Student Data collected by the VCAA includes, but is not limited to the following:

- Name, date of birth and gender
- Contact details
- Aboriginal or Torres Strait Islander (ATSI) status
- Country of origin
- Enrolment details
- School graded assessments and results
- External assessments

In most instances, the VCAA collects Student Data directly from schools, however, it is sometimes necessary to collect Student Data from individual students and/or third parties. When a third party provides an individual's personal information, the VCAA requests that the individual is made aware that their personal and/or health information will be or has been provided to the VCAA, the purpose for which it will be or was provided, and to whom it will be or is likely to be disclosed.

Where the VCAA receives an application for Special Provision, personal and health information within the meaning of the *Health Records Act 2001 (Vic)* will also be collected for the purpose of assessing the student's eligibility to receive Special Provision. For such applications, the way in which the VCAA collects and handles the personal and/or health information will be identified at the point of collection.

### Use and Disclosure of Student Data (and Student Results)

Student Data is disclosed to and used by authorised VCAA employees and/or contractors for the above mentioned purposes. Additionally, the VCAA discloses Student Data and/or Student Results for the purposes below. Student personal information collected will not otherwise be used or disclosed by the VCAA, except with the prior consent of the student (or student's parent or guardian where applicable) and in accordance with the PDP Act, or if the VCAA is required or otherwise permitted by law to do so.

Government school data is provided to The Department of Education's Performance and Evaluation Division in order to comply with educational reporting requirements.

### Victorian Registration and Qualifications Authority (VRQA)

Student Data and Student Results may be provided to the VRQA in relation to the VRQA's statutory functions in relation to the accreditation, delivery and maintenance of the VCE and VCAL, including the registration of schools and training organisations.

## Victorian Electoral Commission (VEC)

The VCAA must comply with notices from the Victorian Electoral Commission (VEC) under section 26(4) of the *Electoral Act 2002 (Vic)* requiring the VCAA to provide information so that the VEC can:

- write to students when they turn 17 years of age to invite them to provisionally enrol to vote
- provide students with information on enrolling and voting
- write to students who are already 18 years of age to advise them to enrol, and that failure to do so may result in the VEC commencing enrolment activities in accordance with section 23A of the *Electoral Act 2002 (Vic)*.

## International Education Division (IED), The Department of Education

The IED has a legal obligation to monitor the progress of international students to ensure they are in a position to complete the course within the expected duration specified on the student's Confirmation of Enrolment (CoE). The VCAA provides IED with the student's unique identifying number, name, school, VCE Program, and course credits granted.

## Season of Excellence (SoE)

The VCAA discloses Student Data of high-achieving VCE students who have been short-listed by VCAA employees for Top Class, Top Talks, Top Arts, Top Screen and Top Designs to SoE panel members for final selection. Panels comprise Chief Assessors and Assessors and State Reviewers, who are engaged by the VCAA, in addition to a National Gallery of Victoria representative (Top Arts only) and Victorian school teachers.

## De-identified information

The VCAA provides student personal information to Victorian and Australian Government agencies and statutory authorities to assist with forward planning related to education provision and reporting in a de-identified format. This may include information relating to students of Aboriginal and/or Torres Strait Islander origin. The VCAA may also provide de-identified data to external bodies who request data for research purposes.

## Consequences if information is not provided

If the personal information requested on VCE and VCAL Student Personal Details Form is not provided, and/or Section A of this Form is not signed, the student may not be accepted for enrolment in the VCE or VCAL.

## Access and correction

An individual may request access to personal information the VCAA holds about them and request its correction if inaccurate.

## Further information

For further information please refer to the VCAA's Privacy Policy  
[www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx](http://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx) or contact the VCAA on 1800 134 197.

# VCE Student Personal Details 2023



This form is to be completed by all students upon your first enrolment in the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL).

## Section A: Declaration

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority under the *Education and Training Reform Act 2006 (Vic)*. The VCAA is responsible for curriculum, assessment and reporting in year levels Foundation to 12 for all Victorian school students.

All VCE and VCAL students must sign the declaration below in order to be enrolled.

**Student declaration:** I declare that to the best of my knowledge the information recorded on this form is correct and complete and includes my legal names and details. I acknowledge that the VCAA accepts no responsibility for verifying the information I have provided.

**I acknowledge that:**

- a) I will abide by and observe:
  - i) the rules and instructions relating to external assessments, including VCE and the General Achievement Test (GAT) **and**
  - ii) any rules for school-based assessment, including school rules.
- b) I have received, read and understand the VCAA COLLECTION NOTICE FOR VCE AND VCAL STUDENTS.
- c) My school will provide my results to the VCAA for the purpose of VCE or VCAL assessment.
- d) The VCAA will provide my final VCE or VCAL results and GAT results to my home school, my educational provider if different from my home school, and may provide my results to the relevant school sector organisation.
- e) The VCAA will provide my name, enrolment details and results to the Victorian Tertiary Admissions Centre (VTAC) for:
  - i) inclusion in its password-protected Courselink database so that I can access my individual career and course options
  - ii) the calculation by VTAC of the Australian Tertiary Admissions Rank (ATAR) and
  - iii) if applicable, submission of my application for tertiary course selection.
- f) The email address I have provided on my enrolment form will be used by the VCAA for future communications with me, including the delivery of VCE results.

Student's Name: (please print) \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section B: Copyright (permission for use of student work)

I grant permission, free of charge, to the VCAA and third parties authorised by the VCAA, to reproduce, publish, modify or otherwise use any Work produced by me in the course of assessment for the VCE or VCAL. I understand that I retain copyright of my Work, but that I will not be identified or acknowledged as a creator. I consent to the VCAA altering, modifying and adapting my Work

I agree not to assert any moral rights with respect to these acts and omissions as described above.

☐ No ☐ Yes

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Enrolment in Languages Offered by

## The Victorian School of Languages (VSL)



If you wish to study a language other than English by Distance Education, please read the information on the following page about the languages available this year at the Victorian School of Languages (VSL), then complete the form below and return it to VSV with your application. For students who are directly enrolled with VSV, there is no enrolment cost for studying a language with Victorian School of Languages.

**Please note:** If you were not enrolled for the previous Unit of this subject in 2022 and are unsure about which level is suitable for you, it may be necessary for you to contact the **VSL Distance Education Section** on **9474 0500** or **1800 675 872** for advice on enrolment levels of the language chosen.

Student Details	
Family Name:	<input type="text"/>
First Name:	<input type="text"/>
Second Name:	<input type="text"/>
Date of birth: (dd-mm-yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
Your VSN: (If known)	<input type="text"/>
VSV Year Level:	<input type="text"/>
<b>Student Contact Email:</b> <small>(This is important for the student to have access to the online work – student chooses their password)</small>	
<input type="text"/>	
Student Contact No:	<input type="text"/>
Student Mobile No:	<input type="text"/>
VSV Enrolment Category: <input type="checkbox"/> Medical: Physical <input type="checkbox"/> Distance <input type="checkbox"/> Medical: Social/Emotional <input type="checkbox"/> Young Adult	
<input type="checkbox"/> Sports/Performance <input type="checkbox"/> Travel <input type="checkbox"/> Ex-Home Schooler VSV Contact <input type="text"/>	
Parent's Name:	<input type="text"/>
Parent Contact No:	<input type="text"/>
Parent Mobile No:	<input type="text"/>
Parent's Email:	<input type="text"/>
Student Address:	<input type="text"/>
Student Postal Address: <small>(if different)</small>	<input type="text"/>
Overseas Address for travellers:	<input type="text"/>
Do Custody Restrictions apply? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Language and Level	
Which language(s) do you wish to study in 2023?	<input type="text"/>
Which year level do you wish to study?	<input type="text"/>
Have you previously studied the language?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, for how many years?	<input type="text"/>
School where language studied:	<input type="text"/>

# Enrolment in Languages Offered by

The Victorian School of Languages (VSL)



## Language and Level

Other experience with the language? ☐ No ☐ Yes

Previous VSL Student Number:

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If yes, provide details: (e.g. you speak it at home, you lived in a country where it was spoken, etc.)

## VSL Courses Available for Students in Years 5-12

**Note:** Students who are unsure of the level at which they should enrol should ask for a placement test.

**Note:** FL = First Language SL = Second Language SLA = Second Language Advanced

<b>Arabic:</b>	Year 10, VCE Units 1-4	<b>Indonesian (FL):</b>	VCE Units 1-4
<b>Chinese (SL):</b>	Year 7-10, Certificate in Applied Language, VCE Units 1-4	<b>Italian:</b>	Year 7-10, Accelerated 1, VCE Units 1-4
<b>Chinese (FL):</b>	VCE Units 1-4	<b>Japanese (SL):</b>	Year 7-10, VCE Units 1-4
<b>Chinese (SLA):</b>	VCE Units 3-4	<b>Japanese (FL):</b>	VCE Units 3-4
<b>French:</b>	Year 7-10, Accelerated 1 & 2, VCE Units 1-4	<b>Latin:</b>	Year 7-10, Accelerated 1 & 2, VCE Units 1-4
<b>German:</b>	Year 7-10, Accelerated 1 & 2, VCE Units 1-4	<b>Punjabi:</b>	VCE Units 1-2
<b>Greek:</b>	Year 7-10, VCE Units 1-4	<b>Spanish:</b>	Year 7-10, Accelerated 1 & 2, VCE Units 1-4
<b>Hindi:</b>	VCE Units 1-4	<b>Vietnamese:</b>	VCE Units 1-4
<b>Indonesian (SL):</b>	VCE Units 1-4		

### Comments

- Year 7 language courses assume little or no previous secondary language study.
- Year 8 language courses are suitable for students who have completed approximately one year of secondary language study.
- Year 9 language courses are suitable for students who have completed approximately two years of secondary language study.
- Year 10 language courses are suitable for students who have completed approximately three years of secondary language study.
- Accelerated Language Courses Level 1 involve a faster moving program for older beginners with little or no previous knowledge of the language. They lead to the Year 9 courses or to Accelerated Language Courses Level 2 and in some VCE languages.
- Accelerated Language Courses Level 2 follow on from Accelerated Language Courses Level 1 to complete a two-year pre-VCE program.
- Certificate in Applied Language courses assume little or no previous language study.
- VCE Unit 1 is suitable for students who have completed approximately four years of secondary language study. VCE Unit 2 follows on from VCE Unit 1.
- VCE Unit 3 follows on from VCE Unit 2. For credit at VCE level it must be combined with VCE Unit 4.
- VCE Unit 4 follows on from VCE Unit 3. For credit at VCE level it must be combined with VCE Unit 3.

**Please note:** The VSL also offers face-to-face classes in 50 languages in Years F-12 held out of school hours in 32 metropolitan and 9 country/regional centres. For more information visit the VSL website [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au)

# 2023 Practitioner/Agency Referral Form



## Section A: Important information

This form is to be completed by a **specialist practitioner or an agency working with the student** in order to determine a student's eligibility for enrolment with Virtual School Victoria (VSV), and to assist with the development and coordination of learning and support plans. **A Practitioner/Agency Referral Form completed by a General Practitioner (GP) will not be accepted.**

Full-time enrolment at VSV requires the student to be withdrawn from the environment of their local school to undertake study through online learning platforms, typically from their family home under the supervision of a parent/carer or responsible adult. Students are expected to participate in online classes.

**VSV does not receive funding through the Victorian or Commonwealth student disability support funding programs (PSD, NCCD).**

**Enrolment is for the current academic year only.** It is expected the student will return to a local school after this time or will be required to reapply for enrolment at VSV.

VSV recognises that an important prerequisite for successful engagement with education is the establishment of effective ongoing treatment and support for health conditions and complex social circumstances. Referral information should demonstrate the student will be receiving **ongoing professional treatment and/or support for their condition/s** and are committed to using these supports.

**Students enrolled at Virtual School Victoria require supervision by a parent or carer or a responsible adult.** Supervisors are required to perform a range of duties including:

- facilitating communication between the student and teachers
- ensuring age-appropriate adult supervision of the student
- engaging with material provided by VSV both in a written and verbal format
- ensuring that the student has access to a telephone, computer, reliable internet connection and safe and suitable work area
- supporting the student to engage and participate in the learning program and the wider school community
- ensuring the student submits work in accordance with the prescribed or negotiated submission timetable.

## Online Classes – Year 7-10 only

All **Year 7 - 10** students participate in regular timetabled online classes. Online attendance is an expectation. If this is not possible due to personal circumstances, students, parents/carers/supervisors must contact the relevant Student Coordinator to arrange an exemption.

**Practitioner/Agency recommendation for online class attendance:**

- ☐ Student is able to attend and participate in online classes with other students.
- ☐ Student is able to attend and observe online classes.
- ☐ Student will require additional support to attend online classes, from parent/carer.
- ☐ Student is not currently able to attend online classes.

# 2023 Practitioner/Agency Referral Form



## Workload

The Victorian Curriculum requires that a full-time student in Foundation to Year 10 is engaged in 25 hours of learning per week in a range of subjects from all of the Learning Areas. At Virtual School Victorian one hour is allocated to SEL - Social & Emotional Learning (or Student Contact).

Practitioners are asked to provide detailed information related to a student's workload capacity expressed as Equivalent Full Time (EFT) or number of hours on the Practitioner Agency Referral Form (PARF) prior to enrolment to inform overall learning program planning for the student.

Practitioner/Agency Recommendation	
<input type="checkbox"/>	100% EFT or 25 hours per week (full-time)
<input type="checkbox"/>	75% EFT or 18 hours per week (part-time)
<input type="checkbox"/>	50% EFT or 12 hours per week (half-time)
<input type="checkbox"/>	25% EFT or 6 hours per week (part-time)
<input type="checkbox"/>	0% EFT or 0 hours (not ready to learn)

## Section B: Information to determine a student's eligibility and support their enrolment

Practitioner/Agency Details	
Title: <input type="text"/>	Name: <input type="text"/> Discipline: <input type="text"/>
Organisation: <input type="text"/>	Provider Number: (for Practitioners) <input type="text"/>
Phone: <input type="text"/>	Email: <input type="text"/>
Organisation Type:	<input type="checkbox"/> Psychology service <input type="checkbox"/> Child & Adolescent Mental Health Service <input type="checkbox"/> Headspace <input type="checkbox"/> Navigator program <input type="checkbox"/> Private Psychologist <input type="checkbox"/> Paediatric service <input type="checkbox"/> Community-based service <input type="checkbox"/> Hospital-based service <input type="checkbox"/> NDIS <input type="checkbox"/> DFFH Child protection <input type="checkbox"/> Private psychiatrist <input type="checkbox"/> Other: (specify) <input type="text"/>

Patient/Client Details	
Name: <input type="text"/>	Date of Birth: <input type="text"/>
Gender: <input type="text"/>	Address: <input type="text"/>
Parent/Carer Name: <input type="text"/>	Parent/Carer Phone: <input type="text"/>

# 2023 Practitioner/Agency Referral Form



Patient/Client Referral Information	
How long has your patient/client been under your care?	
How much contact have you had in this time? Please indicate frequency (weekly, fortnightly, monthly, etc)	
What are the presenting issues or conditions relevant to your patient/client's enrolment at VSV?	<input type="checkbox"/> Anxiety <input type="checkbox"/> Depression <input type="checkbox"/> School refusal <input type="checkbox"/> Bullying <input type="checkbox"/> Behavioural issues <input type="checkbox"/> ASD <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Gaming issues <input type="checkbox"/> Trauma <input type="checkbox"/> Gender Dysphoria <input type="checkbox"/> Chronic fatigue <input type="checkbox"/> Sleep disorder <input type="checkbox"/> Eating disorder <input type="checkbox"/> Pregnancy/parenting <input type="checkbox"/> Suicide risk    If the student presents with suicide risk, please provide further information on the nature or level of risk and provide a copy of the current safety plan. <input type="checkbox"/> Other: (please specify) _____
Does this patient/client have a diagnosed disability or learning difficulty?	<input type="checkbox"/> Physical <input type="checkbox"/> Visual impairment <input type="checkbox"/> Intellectual disability <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Severe language disorder <input type="checkbox"/> Severe behaviour disorder <input type="checkbox"/> Learning difficulty Please provide details: _____
How do these conditions influence your patient/client's ability to attend mainstream school?	
How will these conditions affect the student's ability to engage in online learning at VSV?	
What treatments or interventions will be put in place to enable your patient/client to engage with online learning at VSV to the best of their ability?	
Which practitioner will provide ongoing treatment and monitoring during the student's enrolment with VSV?	

Plan to return to mainstream school	
What treatments or supports do you believe are necessary to assist your patient/client to return to mainstream school?	
What time frame do you believe will be required to enable this?	<input type="checkbox"/> By mid-2023 <input type="checkbox"/> By the end of 2023 or beyond

# 2023 Practitioner/Agency Referral Form



Please list other professionals/agencies assisting your patient/client at the moment:

Name	Role	Contact Number/Email

## Section C: Endorsement of the enrolment

I recommend withdrawal from mainstream schooling and a **full enrolment** with VSV.

☐ No ☐ Yes

I recommend a **shared enrolment with VSV** and an appropriate mainstream school.

☐ No ☐ Yes

I will provide ongoing treatment and monitoring for the duration of the enrolment.

☐ No ☐ Yes

I am prepared to be contacted to provide further information and for the purpose of supporting my patient/client's progress.

☐ No ☐ Yes

I have obtained the consent of the parent/carer or independent student to provide this information to The Department of Education and VSV.

☐ No ☐ Yes

I believe the parent/carer is capable of meeting the supervisor requirements.

☐ No ☐ Yes

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Practitioner  
Stamp:  
(if applicable) \_\_\_\_\_

Once completed, this form can be returned to the patient/carer, or sent directly to VSV via post, fax, or email:

### Post:

Virtual School Victoria  
315 Clarendon Street,  
Thornbury, VIC 3071

### Fax:

(03) 9416 8487

### Email:

enrol@vsv.vic.edu.au

All information obtained in this form is dealt with in accordance with VSV's Privacy Policy and The Department of Education policies and procedures regarding privacy and record keeping. Queries can be addressed to the VSV Enrolment Office on (03) 8480 0000.



## Section A: Important information

This form is to be completed by the **student's most recent school** in order to determine a student's eligibility for enrolment with Virtual School Victoria (VSV) under the medical category. Please see **page 11** for further information on eligibility requirements.

VSV recognises that a shared enrolment is often a viable option to provide a strong framework for sustaining wellbeing supports and learning outcomes for students. For further information, please see page 54.

Full-time enrolment at VSV requires the student to be withdrawn from the environment of your school and its learning and support systems, to undertake study through online learning platforms typically from their family home, under the supervision of a parent/carer or a responsible adult.

**Enrolment is for the current academic year only.**

VSV does not receive funding through the Victorian or Commonwealth student disability support funding programs (PSD, NCCD).

Students enrolled at Virtual School Victoria require supervision by a parent/carer or a responsible adult. Supervisors are required to perform a range of duties including:

- facilitating communication between the student and teachers
- ensuring age-appropriate adult supervision of the student
- engaging with material provided by VSV both in a written and verbal format
- ensuring that the student has access to a telephone, computer, reliable internet connection, and a safe and suitable work area
- supporting the student to engage and participate in the learning program and the wider school community
- ensuring the student submits work in accordance with the prescribed or negotiated submission timetable.

# 2023 School Referral Form



## Section B: Information to determine a student's eligibility and support their enrolment

School Details	
School Name:	Principal:
Region:	Phone:
School type:	<input type="checkbox"/> Government <input type="checkbox"/> Catholic <input type="checkbox"/> Independent
Email:	
Student Details	
Name:	Date of Birth:
Gender:	Year Level in 2023:
Length of enrolment at your school:	Parent/Carer Phone:
Parent/Carer Name:	
Please indicate the student's previous school/s if less than one year:	
Reason for referral to VSV:	
Has this student been <b>assessed</b> for funding through The Department of Education Program for Students with Disabilities? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Has this student been <b>approved</b> for funding through The Department of Education Program for Students with Disabilities? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If YES please indicate PSD category: <input type="checkbox"/> Physical <input type="checkbox"/> Visual impairment <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Severe behaviour disorder <input type="checkbox"/> Intellectual disability <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Severe language disorder	
Level of funding approved: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 <input type="checkbox"/> Level 5 <input type="checkbox"/> Level 6	
Has this student been <b>approved</b> for funding through the Commonwealth NCCD? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If YES please indicate NCCD category: <input type="checkbox"/> Physical <input type="checkbox"/> Cognitive <input type="checkbox"/> Sensory <input type="checkbox"/> Social/emotional	Level of funding approved: <input type="checkbox"/> Supplementary <input type="checkbox"/> Substantive <input type="checkbox"/> Extensive
Is the student of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander If Yes, please provide a copy of the student's IEP/ILP. <input type="checkbox"/> Yes, Aboriginal & Torres Strait Islander	
What is the student's living arrangement? (Tick one) <input type="checkbox"/> At home with TWO Parents/Carers <input type="checkbox"/> At home with One Parent/Carer <input type="checkbox"/> Homeless Youth <input type="checkbox"/> Independent <input type="checkbox"/> Out of Home Care – informal If the student is in OOHC, please provide a copy of their IEP/ILP*. <input type="checkbox"/> Out of Home Care* – statutory/court-ordered <input type="checkbox"/> Out of Home Care – permanent care	
Is the student currently involved with Youth Justice (in custody, remand or sentence, or in community)? <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) _____ If Yes, please provide a copy of the student's IEP/ILP.	

# 2023 School Referral Form



Evidence of the implementation of a Staged Response  
and the student's inability to attend a mainstream school

## Stage 1 – Early identification and intervention

When did you last see this student?	
How regularly has the student been attending classes?	
What are the main factors affecting the student's attendance and engagement with learning?	

## Stage 2 – Intervention strategies

How has the student's learning program been modified?	
Has a Student Support Group (SSG) been established? <b>Provide details and attach most recent meeting records and plans.</b>	
Has a consultation/referral occurred with The Department of Education Health, Wellbeing & Inclusion workforce or equivalent Catholic/Independent system?	
Have agency or community service referrals been made? <b>Provide details (including key names, contact details, outcome of referrals and time frames).</b>	

## School Transition information

What steps are planned to support the student to return to your school or another appropriate pathway?	
What time frame do you believe will be required to enable this?	<input type="checkbox"/> By mid-2023 <input type="checkbox"/> By the end of 2023 or beyond
<b>Please attach the following documents to this referral (please tick).</b>	<input type="checkbox"/> The student's most recent school report <input type="checkbox"/> Career Action Plan (if available) <input type="checkbox"/> NAPLAN report (if available) <input type="checkbox"/> Individual Learning Plan (if relevant) <input type="checkbox"/> SSG minutes <input type="checkbox"/> PSD Assessment/approval reports

# 2023 School Referral Form



<b>School contact</b> To liaise with VSV regarding student progress and possible reintegration to mainstream school			
Name:	<input type="text"/>	Role:	<input type="text"/>
Phone:	<input type="text"/>		
Email:	<input type="text"/>		

## Section C: Endorsement of the enrolment

Schools intending to refer students from mandated cohorts (Aboriginal and Torres Strait Islander, Out of Home Care, PSD/ NCCD funded students and students, who are working two years or more below the expected level for their age in both literacy and numeracy), **must** liaise with VSV at the time of submitting an enrolment application.

I recommend withdrawal from mainstream schooling and having a **full enrolment** with VSV.

☐ No ☐ Yes

I recommend a **shared enrolment** with VSV and an appropriate mainstream school.

☐ No ☐ Yes

If yes, what time fraction at VSV? \_\_\_\_\_

Please provide a copy of our shared enrolment form

☐ No ☐ Yes

I have obtained the consent of the parent/carer or independent student to provide this information to The Department of Education and VSV.

☐ No ☐ Yes

Please provide a copy of the student's current VASS statement to verify completion of past VCE subject/s. VASS Statement included.

☐ No ☐ Yes

I believe the parent/carer is capable of meeting the supervisor requirements.

I accept that after two terms or six months the referred student's progress will be evaluated for the continued suitability in the VSV program. If after this time the student has been continually unable to engage in their individual learning program, the student will be referred back to their original mainstream school.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once completed, this form can be returned to the parent/carer or sent directly to VSV via post, fax, or email:

### Post:

Virtual School Victoria  
315 Clarendon Street,  
Thornbury, VIC 3071

### Fax:

(03) 9416 8487

### Email:

enrol@vsv.vic.edu.au

All information obtained in this form is dealt with in accordance with VSV's Privacy Policy and The Department of Education policies and procedures regarding privacy and record keeping. Queries can be addressed to the VSV Enrolment Office on (03) 8480 0000.



In some instances, it may be appropriate and beneficial for students to have their learning and support program split between VSV and a mainstream Victorian school. **This is only possible if the mainstream school agrees to this shared enrolment and nominates a staff member from that school as their VSV supervisor.**

Students who are enrolling in two subjects or less at VSV are not a shared enrolment and are required to use the Students in Schools enrolment application form.

Before submitting this application, a meeting should be arranged with VSV. If required, an appropriate learning and support program should be negotiated, and process for implementation and monitoring agreed.

The agreed subjects that will be completed at the mainstream school must be noted below.

an authentication declaration and send the SAC to VSV.

lication, a meeting should be arranged with VSV. If required, an application should be negotiated, and process for implementation and monitoring agreement will be completed at the mainstream school must be noted below.

student be rolled at VSV?	
------------------------------	--

ominee at the above school endorses the shared enrolment.  
nanced by the School or Young Adult Referral Form, or by an accompanying letter  
ble for the development and implementation of the IEP/ILP for mandated co  
IEP/ILP for a mandated student must be attached to this application.

le for transition planning (Year 6 - Year 7), pathways planning and wellbeing an  
that will be completed at the mainstream school have been indicated in the  
subjects that will be completed at VSV have been indicated on the VSV Subject  
te in regular timetabled online classes. Your school will make every effort to  
VSV online classes according to the timetable. An exemption from attending  
the relevant Student Coordinator if this is not possible.

terms or six months the referred student's progress will be evaluated for the

# Shared Enrolments



Between VSV and another Victorian School

Which subjects/activities will the student be undertaking at your school? A student who is not attending your school for any subjects/activities is not a shared enrolment.

Outline any student support services that will be coordinated by your school:

Please indicate the Equivalent Full Time (EFT) time fraction of the Student Resource Package (SRP) your school intends to claim for this student.

Please indicate the expected days and times the student will be attending the mainstream school:

Monday	Tuesday	Wednesday	Thursday	Friday

Where will the student be completing their VSV studies? ☐ At the mainstream school ☐ At home ☐ Other: specify \_\_\_\_\_

Staff member who has completed this form:  Position:

If you are unsure of the details of the shared enrolment, please contact VSV to speak to the relevant Student Coordinator prior to submitting your application. To calculate a student's time fraction for census purposes please see <https://www.education.vic.gov.au/Documents/school/principals/management/CountingStudentsguidelines.pdf>

# 2023 Young Adult Referral Form



## Section A: Important information

This form is to be completed in order to determine a 17-20 year-old student's eligibility for enrolment with Virtual School Victoria (VSV). It must be completed by ONE of the following persons who are not directly related to the student:

- a Principal or Student Coordinator from the student's previous school
- a medical practitioner, counsellor, or social worker who is working with the student
- another health and/or community support professional.

VSV recognises that an important factor for successful engagement with education is the establishment of effective support for health conditions, complex social circumstances and learning difficulties. Students are encouraged to have the supervision by a parent/carer or responsible adult.

Supervisors perform a range of duties including:

- facilitating communication between the student and teachers
- ensuring age-appropriate adult supervision of the student
- engaging with material provided by VSV both in a written and verbal format
- ensuring that the student has access to a telephone, computer, reliable internet connection, and a safe and suitable work area
- supporting the student to engage and participate in the learning program and the wider school community
- ensuring the student submits work in accordance with the prescribed or negotiated submission timetable.

## Section B: Information to determine a student's eligibility and support their enrolment

### Referee Details

Title:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Organisation:	<input type="text"/>
Phone:	<input type="text"/>		
Email:	<input type="text"/>		

### Student Details

Name:	<input type="text"/>	Gender:	<input type="text"/>	Date of Birth:	<input type="text"/>
Parent/Carer Name:	<input type="text"/>	Phone:	<input type="text"/>		
Previous school/s, year level and exit date:	<input type="text"/>				

### Student Referral Information

In what capacity do you know this student?	<input type="text"/>
How long have you known this student?	<input type="text"/>

# 2023 Young Adult Referral Form



Student Referral Information	
How much contact have you had in this time? Please indicate frequency.	
Provide details of the student's past school history and their social/emotional development.	
What are the primary presenting issues or conditions relevant to this student's enrolment at VSV?	<input type="checkbox"/> Anxiety <input type="checkbox"/> Depression <input type="checkbox"/> School refusal <input type="checkbox"/> Bullying <input type="checkbox"/> Behavioural issues <input type="checkbox"/> ASD <input type="checkbox"/> Family issues <input type="checkbox"/> Gaming issues <input type="checkbox"/> Chronic fatigue <input type="checkbox"/> Gender Dysphoria <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Eating disorder <input type="checkbox"/> Trauma <input type="checkbox"/> Pregnancy/parenting <input type="checkbox"/> Sleep disorder <input type="checkbox"/> Suicide risk    If the student presents with suicide risk, please provide further information on the nature or level of risk and provide a copy of the current safety plan. <input type="checkbox"/> Other: (please specify) _____
Does this student have a diagnosed disability?	<input type="checkbox"/> Physical <input type="checkbox"/> Visual impairment <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Severe behaviour disorder <input type="checkbox"/> Intellectual disability <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Severe language disorder Please provide details: _____
What additional issues or conditions are relevant to this student's enrolment at VSV?	
How will this student more effectively access education by enrolling at VSV?	

Ongoing Support Information	
What support or interventions will be put in place to enable your student/client to engage with online learning at VSV to the best of their ability?	
What additional supports do you believe are necessary in order to support this student whilst enrolled at VSV?	
What sort of connection will you be maintaining with the referred student?	

# 2023 Young Adult Referral Form



Please list other professionals/agencies assisting this student at the moment:

Name	Role	Contact Number/Email

## Section C: Endorsement of the enrolment

I recommend a **full enrolment** with VSV.

☐ No ☐ Yes

I recommend a **shared enrolment** with VSV and an appropriate mainstream school.

☐ No ☐ Yes

If yes, what time fraction at VSV? \_\_\_\_\_

Please provide a copy of our shared enrolment form

I am prepared to be contacted to provide further information and for the purpose of supporting this student.

☐ No ☐ Yes

I have obtained the consent of the parent/carer or independent student to provide this information to The Department of Education and VSV.

☐ No ☐ Yes

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School/  
Practitioner  
Stamp:  
(if applicable) \_\_\_\_\_

Once completed, this form can be returned to the student, or sent directly to VSV via post, fax, or email:

### Post:

Virtual School Victoria  
315 Clarendon Street,  
Thornbury, VIC 3071

### Fax:

(03) 9416 8487

### Email:

enrol@vsv.vic.edu.au

All information obtained in this form is dealt with in accordance with VSV's Privacy Policy and The Department of Education policies and procedures regarding privacy and record keeping. Queries can be addressed to the VSV Enrolment Office on (03) 8480 0000.

# 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: Foundation to Year 12 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 (including closing dates) are communicated to the school community in the following ways:

- Current students and parents/carers are directly emailed a soft copy of the Enrolment Handbook: Foundation to Year 12 in PDF format.
- The Enrolment Handbook: Foundation to Year 12 is made available publicly on our school website at [www.vsv.vic.edu.au](http://www.vsv.vic.edu.au)
- Links to the Enrolment Handbook: Foundation to Year 12 are included in various enrolment promotional articles in the school newsletter and on social media.
- The Enrolment Handbook: Foundation to Year 12 is made available in hard copy from school administration upon request by contacting Reception.



**Virtual School Victoria**

**e.** [feedback@vsv.vic.edu.au](mailto:feedback@vsv.vic.edu.au)

**p.** +61 3 8480 0000 **toll free.** 1800 133 511

315 Clarendon Street, Thornbury, VIC 3071

**i.** @vschoolvic [www.vsv.vic.edu.au](http://www.vsv.vic.edu.au)