Enrolment Handbook 2024

Students in Schools

VIRTUAL SCHOOL VICTORIA

2024 Students in Schools Enrolment Handbook

Welcome to Virtual School Victoria

Virtual School Victoria (VSV) is Victoria's leading virtual school. Located in Thornbury, in 2023 we provided virtual and blended learning programs to 6500 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.

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. VSV's learning programs are developed using best practice virtual learning strategies and user experience testing.

Our virtual 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. Our face-to-face activities include seminars, workshops, pracs, excursions and camps.

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.

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

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

Fiona Webster

Fiona Webster
Executive Principal

Contents

About Us

For students currently enrolled at a mainstream school

What is VSV?

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

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

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

What is virtual learning?

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

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

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

What will students learn?

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

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

Eligibility Requirements

1. Enrolment at a Victorian school

Enrolment at VSV is subject to Department of Education guidelines and is only available to students enrolled at a Victorian Government or Non-Government School.

Students must be between the minimum age of 4 years and 9 months and under the age of 21 years as of 1 January 2024 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. Please see **Enrolment: School age requirements and age exemptions | education.vic.gov.au** for further details. School-based students, should coordinate age exemptions with their school.

2. Principal's approval

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

3. Nominated School Supervisor

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

4. Maximum subject enrolments

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

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

Direct enrolment with VSV

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

2024 Enrolment Dates

When can students start?

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

The dates for 2024 are:

Term 1: 30 January to 28 March
Term 2: 15 April to 28 June
Term 3: 15 July to 20 September
Term 4: 7 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 **Tuesday 30 January**. Semester 2 commences on **Tuesday 11 June,** three weeks before the end of Term 2.

F-10 Enrolments

Semester 1 Intake

Returning students: Returning students who have been enrolled in the previous year in Years F-10: Semester 1 enrolments are open from **Monday 9 October 2023** (Week 2, Term 4) until **Friday 1 December 2023** (Week 9, Term 4).

New students: Students who have not been enrolled in the previous year in Years F-10: Semester 1 enrolments are open from **Monday 9 October 2023** (Week 2, Term 4) until **Friday 2 February 2024** (Week 1, Term 1).

Please note, any student 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.

Semester 2 Intake

Enrolments for Years F-10 are open from **Monday 15 April 2024** (Week 1, Term 2) until **Friday 24 May 2024** (Week 6, Term 2).

11-12 Enrolments

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

Semester 1 Intake:

Returning students: Returning students who have been enrolled in the previous year in Years 11-12: Semester 1 enrolments are open from **Monday 9 October 2023** (Week 2, Term 4) until **Friday 1 December 2023** (Week 9, Term 4).

New students: Students who have not been enrolled in the previous year in Years 11-12: Semester 1 enrolments are open from **Monday 9 October 2023** (Week 2, Term 4) until Friday 2 February 2024 (Week 1, Term 1).

Please note, any student 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.

Semester 2 Intake

Enrolments for Years 11-12 are open from **Monday 15 April 2024** (Week 2, Term 4) until **Friday 10th May 2024** (Week 4, Term 2).

F-12 Mid-Semester Transfers

VSV will consider an enrolment 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. Staffing is dependent on accurate enrolment information and it may not be possible to offer all subjects to students transferring mid-semester.

Please note for 11-12 enrolments, VSV teacher availability will also need to be considered, along with other key criteria to meet VCAA requirements.

Please email enrol@vsv.vic.edu.au to contact the VSV Enrolment Team for more information.

Nominated School Supervisor Requirements

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

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

School Supervisors have five main responsibilities as outlined below:

Enabling access

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

Distributing resources

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

Administering assessments

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

Liaising with VSV teachers

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

Encouragement and support

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

Technology Requirements

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

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

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

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

VSV Connect

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

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

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

Will textbooks/resources 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 2024 is available at **www.vsv.vic.edu.au/enrolment/book-resource-lists/**

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

Campion delivers throughout Victoria and has provision for interstate and overseas delivery. It is important that textbooks are ordered as soon as possible upon enrolment. Textbooks can be ordered online at: **https://order.campion.com.au/index.html#signInView**
Please sign in or register a new account, and enter the Resource List code **G2YY**

Exam Information

For Units 3 and 4 Studies Only

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

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

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

Students studying the Extended Investigation VCE subject are excepted to sit the VCAA Extended Investigation Critical Thinking Test. Please note the requirements stated on the subject information page.

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

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

Refer to the VCAA website for 2024 exam dates
www.vcaa.vic.edu.au

VCE Assessment Information

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

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

Non-scored VCE

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

How to send an application

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

Post
Post the completed application to:
Enrolment Office
Virtual School Victoria
315 Clarendon Street,
Thornbury, VIC 3071

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

315 Clarendon Street,
Thornbury, VIC 3071

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

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

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

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

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

Payments – Finance

Information for Government Schools

Funding arrangements for Government Schools

7-10 Students

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

11-12 Students

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

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

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

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

Upfront costs for Government Schools

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

International Students

The Department of Education will allocate the appropriate funding to Virtual School Victoria, from the enrolment.

Information for Non-Government Schools

Funding arrangements for Non-Government Schools

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

Upfront costs for Non-Government Schools

The total upfront costs for Non-Government Schools for students to enrol at VSV is **$850 per subject** ($425 per Unit).

International Students

The total upfront costs for Non-Government Schools for international students to enrol at VSV is **$1435 per subject** ($717.50 per Unit).

Who should pay?

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

Following is a link to the Department of Education Parent Payments Policy: **https://www2.education.vic.gov.au/pal/parent-payment/guidance**

Learning in a Virtual World

Digital Learning at Virtual School Victoria

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

Online Acceptable Use Agreement

This agreement applies to all students undertaking study at VSV. It is a condition of enrolment that the Student Enrolment Agreement on **page 30** is signed. Please note that Virtual School Victoria may monitor and keep records of your activity on our platforms.

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

- respecting others and communicating with them in a supportive manner; never participating in online bullying (e.g. harmful, inappropriate or hurtful online behaviours)

- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images

- protecting the privacy of others; never posting or forwarding personal details or images without consent

- contacting a teacher or a trusted adult if I personally feel uncomfortable or unsafe online

- contacting a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours

- contacting a teacher or a trusted adult if someone writes something I don't like, makes me and/or my friends feel uncomfortable or requests information from me I know is private

- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people may think of me

- investigating the terms and conditions of use of the websites I sign up to as part of the learning program (e.g. age restrictions, parental consent requirements) and if my understanding is unclear, seeking further explanation from a trusted adult

- confirming that I meet the stated terms and conditions and completing the required registration processes

- respecting copyright and intellectual property laws and requesting permission to use images, text, audio and video and citing references where necessary

- using social networking sites for education purposes as directed by the school

- not downloading unauthorised programs, including games, while using the school's ICT equipment

- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student, parent/carer or school staff member

- not revealing my password to anyone including teachers or administrators at the school

- not deliberately entering or remaining in any site that has obscene language or offensive content.

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

- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved learning program

- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages

- 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.

- Ensuring that all school work submitted for assessment is my own, and that any use of services that provide additional support such as AI resources are acknowledged at the point of submission.

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 s ocial and emotional wellbeing or health. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child or fulfil those legal obligations.

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

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

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

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

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education). 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 at:
www.education.vic.gov.au/Pages/privacypolicy.aspx

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

Who to contact

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

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

Subjects Offered Years 7-10

Year 7 Subjects

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

Year 8 Subjects

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

Year 9 Subjects

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

Year 10 Subjects

Subject	Code	Semester	
English	479	1	2
Mathematics	488	1	2
Maths for Living¹	487	1	2
Science	492	1	2
Health and Physical Education	478	1	2
Skills for Life	494	1	2
Economics and Business	422	1	
History	308		2
Psychology²	342	1	2
Philosophy	409	1	
Research	406		2
Media*²	327	1	2
Dance*	428		2
Music*	405		2
Digital Technology*	425	1	
Design Technology (Food)*²	432	1	2

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

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

² You cannot complete these subjects in both Semester 1 and Semester 2.

2024 Senior Secondary Subjects Offered

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

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

Subject (tick your selection)	Unit 1 Code	Unit 1 Sem 1	Unit 2 Code	Unit 2 Sem 2	Unit 3 Code	Unit 3 Sem 1	Unit 4 Code	Unit 4 Sem 2
Accounting[#^]	520AC011	☐	720AC022	☐	620AC033	☐	820AC034	☐
Agricultural & Horticultural Studies	567AH011	☐	767AH022	☐	667AH033	☐	867AH034	☐
Algorithmics[1]					665AL033	☐	865AL034	☐
Applied Computing	560IT011	☐	760IT012	☐				
Applied Computing: Data Analytics					660IT023	☐	860IT024	☐
Applied Computing: Software Development					661IT033	☐	861IT034	☐
Art: Creative Practice[2]	529AR011	☐	729AR022	☐	629AR033	☐	829AR034	☐
Art: Making and Exhibiting[2]	534SA011	☐	734SA022	☐	634SA033	☐	834SA034	☐
Australian Politics					613PS033	☐	813PS034	☐
Biology	548BI011	☐	748BI022	☐	648BI033	☐	848BI034	☐
Bridging English as an Additional Language	511EN111	☐	711EN112	☐				
Business Management	521BM011	☐	721BM022	☐	621BM033	☐	821BM034	☐
Chemistry[#^]	551CH011	☐	751CH022	☐	651CH033	☐	851CH034	☐
Classical Studies	509CS011	☐	709CS022	☐	609CS033	☐	809CS034	☐
Dance[^2]	528DA011	☐	728DA022	☐	628DA033	☐	828DA034	☐
Drama[2,6]	568DR011	☐	768DR022	☐	668DR033	☐	868DR034	☐
Economics	522EC011	☐	722EC022	☐	622EC033	☐	822EC034	☐
English	501EN011	☐	701EN012	☐	601EN013	☐	801EN014	☐
English as an Additional Language[2]	538ENO91	☐	738ENO92	☐	602EN093	☐	802EN094	☐
English Language	505EL011	☐	705EL012	☐	605EL013	☐	805EL014	☐
Environmental Science	569EV011	☐	769EV022	☐	669EV033	☐	869EV034	☐
Extended Investigation					611XI033	☐	811XI034	☐
Food Studies	564FY011	☐	764FY022	☐	664FY033	☐	864FY034	☐
Foundation English[4]	502EN101	☐	702EN102	☐				
Foundation Mathematics	540MA101	☐	740MA102	☐	642MA103	☐	842MA104	☐
General Mathematics[#^]	541MA071	☐	741MA072	☐	641MA073	☐	841MA074	☐
Geography[6]	519GE011	☐	719GE022	☐	619GE033	☐	819GE034	☐

Subject (tick your selection)	Unit 1 Code	Sem 1	Unit 2 Code	Sem 2	Unit 3 Code	Sem 1	Unit 4 Code	Sem 2
Global Politics					614PS053	☐	814PS054	☐
Health and Human Development	536HH011	☐	736HH022	☐	636HH033	☐	836HH034	☐
History: Ancient	516HI191	☐	716HI212	☐	616HI173	☐	816HI174	☐
History: Australian History					612HI083	☐	812HI084	☐
History: Global Empires	514HI181	☐	714HI182	☐				
History: Modern	515HI031	☐	715HI042	☐				
History: Revolutions					615HI133	☐	815HI134	☐
Industry and Enterprise	523IE011	☐	723IE022	☐	623IE033	☐	823IE034	☐
Legal Studies	524LS011	☐	724LS022	☐	624LS033	☐	824LS034	☐
Literature	504LI011	☐	704LI012	☐	604LI013	☐	804LI014	☐
Mathematical Methods#^	544MA111	☐	744MA112	☐	644MA113	☐	844MA114	☐
Media*[2]	530ME011	☐	730ME022	☐	630ME033	☐	830ME034	☐
Music	581MC011	☐	781MC012	☐				
Music Inquiry					627MC053	☐	827MC054	☐
Music Contemporary Performance					683MC063	☐	883MC064	☐
Music Repertoire Performance					682MC043	☐	882MC044	☐
Music Composition					625MC053	☐	825MS034	☐
Outdoor & Environmental Studies[5]	563OS11	☐	763OS22	☐	663OS33	☐	863OS34	☐
Personal development[3]	585PD031	☐	785PD032	☐				
Philosophy	508PL011	☐	708PL022	☐	608PL033	☐	808PL034	☐
Physical Education	537PE011	☐	737PE022	☐	637PE033	☐	837PE034	☐
Physics	554PH011	☐	754PH022	☐	654PH033	☐	854PH034	☐
Politics	513PS041	☐	713PS042	☐				
Product Design and Technologies	562DT011	☐	762DT022	☐	662DT033	☐	862DT034	☐
Psychology	557PY011	☐	757PY022	☐	657PY033	☐	857PY034	☐
Religion and Society	506RE011	☐	706RE022	☐	606RE033	☐	806RE034	☐
Sociology	507SO011	☐	707SO022	☐	607SO033	☐	807SO034	☐
Specialist Mathematics#^	547MA091	☐	747MA092	☐	647MA093	☐	847MA094	☐
Systems Engineering[2]	558SE011	☐	758SE022	☐	658SE033	☐	858SE034	☐
Theatre Studies[2,6]	539TS011	☐	739TS022	☐	639TS033	☐	839TS034	☐
Visual Communication Design	533VC011	☐	733VC022	☐	633VC033	☐	833VC034	☐
Work related skills[3]	575WR031	☐	775WR032	☐				

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

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

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

[2] Pre-enrolment Subject Forms required.

[3] This subject can be selected as a part of a VCE VM program but should not be selected for any student choosing a VCE (non-VM) pathway [4] It is recommended that a pathways discussion is held with the Student Coordinator prior to choosing these subjects.

[5] This subject has capped student numbers.

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

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

Total number of Units in Semester 1		Total number of Units in Semester 2	

Students in Schools
Enrolment Application 2024

For students currently enrolled at a mainstream school

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

The information requested in this form is required for enrolment purposes. This information is collected to plan for and support the educational needs of students. All schools across Australia are expected to collect the same information and a requirement of the Commonwealth Government to meet data collection, funding and reporting requirements under the Australian Education Regulations 2013.

Home School Information

Name of School:

No. & Street/PO Box Details:

Suburb/Town: State: Postcode:

Phone Number: DET Registered School Number:

Student Information

Year Level in 2024:   Have you enrolled with VSV before? ☐ N ☐ Y   Previous VSV No:

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

Family Name:

First Name: Second Name:

Preferred Name:

Please note, preferred first name will be used for reporting and in all internal school documentation

Date of birth: Birth Sex: ☐ Female ☐ Male   Self-described gender: _____
(dd-mm-yyyy)   Preferred pronoun: _____

Student Contact Email:

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

Student Mobile No: Home Phone No:

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

Suburb/Town: State: Postcode:

Students in Schools
Enrolment Application 2024

Student Enrolment Information

Home Address in Australia (Write 'as above' if same as Postal Address)

Home Address:
(No. & Street Address)

Suburb/Town: State: Postcode:

Student Living Arrangements

What are the student's living arrangements?

- [ ] Student lives with parents/carers together at the same residence
- [ ] Student lives with each parent/carer at different times
- [ ] Student is independent
- [ ] Homeless Youth

- [ ] Student lives with one parent/carer only
- [ ] State Arranged Out of Home Care*
- [ ] Informal care arrangement#

If the student has a Case Manager, please provide their contact details below:

_____

_____

_____

_____

*Students who live in court ordered alternative care arrangements away from their parents. These court ordered care arrangements include living with relatives or friends (kinship care), living with non-relative families (foster care or adolescent community placements), and living in residential care units.

#If the student is living in an informal care arrangement, please contact the school for a Informal Carer's Statutory Declaration, which must be completed.

Siblings

A sibling is defined broadly and can include step-siblings and students residing together as part of a multiple family cohabitation or out-of-home-care arrangements, including foster care, kinship care and permanent care.

Does the student have any siblings at this school (VSV)? [ ] Yes   [ ] No (move to next section)

Name	Current Year Level	Reside at same residential address as the student		
1.		[ ] Yes	[ ] No	[ ] Sometimes
2.		[ ] Yes	[ ] No	[ ] Sometimes
3.		[ ] Yes	[ ] No	[ ] Sometimes
4.		[ ] Yes	[ ] No	[ ] Sometimes

Students in Schools
Enrolment Application 2024

Student Enrolment Information

Student Demographics

Does the student speak English? ☐ Yes ☐ No

Does the student speak a language other than English at home?

☐ No, English only ☐ Yes (please specify the main language spoken at home) _____

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 a young carer (providing support/care for other family member/s)?* ☐ Yes ☐ No

*A young carer is a young person under 25 years of age who provides, or intends to provide care, assistance or support to a family member with mental illness, physical illness, disability, chronic illness, or who is aged or has an addiction

Student Residency Status

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

If born overseas, on what date did the student arrive in Australia? (dd-mm-yyyy) ☐☐ / ☐☐ / ☐☐☐☐

What is the student's residency status?

☐ Australian citizen – holds Australian Passport ☐ Permanent Resident (provide visa details below)

☐ Australian citizen – eligible for Australian Passport ☐ Temporary Resident (provide visa details below)

☐ New Zealand citizen

Visa Sub Class: _____ Visa Expiry Date: (dd/mm/yyyy) ☐☐ / ☐☐ / ☐☐☐☐

Visa Statistical Code: (Required for some sub-classes) ☐☐☐☐

*Note: An Australian birth certificate does not guarantee Australian residency or citizenship. Further information is available at www.passports.gov.au/getting-passport-how-it-works/documents-you-need/citizenship

Does the student hold a Bridging Visa? ☐ Yes (provide further detail below) ☐ No

If Yes, what was the student's previous visa? _____

If Yes, what visa has the student applied for? _____

Is the student an international student? ☐ Yes ☐ No   Fees apply to international students. Please see page 13 for further details.

International Student ID*:

*Note: If you are unsure of your International Student ID, please contact the International Education Division via phone (03 9084 8497) or via email (international@education.vic.gov.au)

Students in Schools
Enrolment Application 2024

Student Enrolment Information

Students with Additional Learning and Support Needs

The Department of Education recognises that adjustments may be required for students with additional needs, including students with disability, so that they can participate at school. School personnel and parents or carers work together to identify the adjustments that may be needed to meet the student's learning and support needs.

Does the student have additional needs and require support for learning? ☐ Yes ☐ No (move to the next section)

Please indicate any adjustments that may assist the student to participate at school:
_____
_____
_____
_____

Has the student had a disability assessment before? ☐ No ☐ Yes (specify outcome): _____
_____
_____

Has the student received individualised disability funding before? ☐ No ☐ Yes (specify outcome): _____
_____
_____

Has any previous education provider prepared a documented plan to support the students additional learning needs? ☐ No ☐ Yes (specify outcome): _____
_____
_____

Does the student have additional needs in one of the following areas?

Hearing: ☐ No ☐ Yes (please specify): _____

Vision: ☐ No ☐ Yes (please specify): _____

Speech/Language: ☐ No ☐ Yes (please specify): _____

Physical: ☐ No ☐ Yes (please specify): _____

Cognitive/Learning: ☐ No ☐ Yes (please specify): _____

Social/Emotional: ☐ No ☐ Yes (please specify): _____

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

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

Students in Schools
Enrolment Application 2024

Parent/Carer Information

Parent/Carer 1 (Parent/Carer 1 will be the main contact)

Surname: _____ Title: _____

First Given Name: _____

Gender: ☐ Male ☐ Female ☐ Self described: _____

No. & Street Address: _____

Suburb: _____ State: _____ Postcode: _____

Preferred language of notices: _____

Mobile: _____ Work Phone: _____

Home Phone: _____

Email: _____

Unique email address is required in order to register for access to VSV Connect.

Relationship to student:
☐ Parent ☐ Step-Parent ☐ Foster Parent ☐ Host Family ☐ Relative
☐ Friend ☐ Self ☐ Other: _____

In which country was Parent/Carer 1 born?
☐ Australia ☐ Other (please specify):
_____

Does Parent/Carer 1 speak a language other than English at home? ☐ No, English only ☐ Yes (please specify):
_____

Please indicate any additional languages spoken by Parent/Carer 1:
_____

Is an interpreter required? ☐ Yes ☐ No

Student lives with Parent/Carer 1:
☐ Always ☐ Mostly
☐ Balanced (50%) ☐ Occasionally

Parent/Carer 1 Job Title:
_____

Parent/Carer 1 Employer:
_____

What is the highest year of primary or secondary school Parent/Carer 1 has completed?
☐ Year 12 or equivalent ☐ Year 11 or equivalent
☐ Year 10 or equivalent ☐ Year 9 or equivalent or below/no schooling

What is the level of the highest qualification that Parent/Carer 1 has completed?
☐ Bachelor Degree or above
☐ Advanced Diploma/Diploma
☐ Certificate I to IV (including trade certificate)
☐ No non-school qualification

What is the occupation group of Parent/Carer 1?

Please select the appropriate current parental occupation group from the list at the end of Parent/Carer 2.

- If the 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 their last occupation to select from the attached list.

- If the person has not been in paid work for the last 12 months, enter 'N'.

Students in Schools
Enrolment Application 2024

Parent/Carer Information

Parent/Carer 2

Surname: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Title: ☐☐☐☐

First Given Name: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Gender: ☐ Male ☐ Female ☐ Self described: _____

No. & Street Address: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Suburb: ☐☐☐☐☐☐☐☐☐☐☐☐☐ State: _____ Postcode: ☐☐☐☐

Preferred language of notices: _____

Mobile: ☐☐☐☐☐☐☐☐☐☐ Work Phone: ☐☐☐☐☐☐☐☐☐☐

Home Phone: ☐☐☐☐☐☐☐☐☐☐

Email: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Unique email address is required in order to register for access to VSV Connect.

Relationship to student:
☐ Parent ☐ Step-Parent ☐ Foster Parent ☐ Host Family ☐ Relative
☐ Friend ☐ Self ☐ Other: _____

In which country was Parent/Carer 2 born?
☐ Australia ☐ Other (please specify):
_____

Does Parent/Carer 2 speak a language other than English at home? ☐ No, English only ☐ Yes (please specify):
_____

Please indicate any additional languages spoken by Parent/Carer 2:
_____

Is an interpreter required? ☐ Yes ☐ No

Student lives with Parent/Carer 2:
☐ Always ☐ Mostly
☐ Balanced (50%) ☐ Occasionally

Parent/Carer 2 Job Title:
_____

Parent/Carer 2 Employer:
_____

What is the highest year of primary or secondary school Parent/Carer 2 has completed?
☐ Year 12 or equivalent ☐ Year 11 or equivalent
☐ Year 10 or equivalent ☐ Year 9 or equivalent or below/no schooling

What is the level of the highest qualification that Parent/Carer 2 has completed?
☐ Bachelor Degree or above
☐ Advanced Diploma/Diploma
☐ Certificate I to IV (including trade certificate)
☐ No non-school qualification

What is the occupation group of Parent/Carer 2?

Please select the appropriate current parental occupation group from the list at the end of Parent/Carer 2.

- If the 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 their last occupation to select from the attached list.

- If the person has not been in paid work for the last 12 months, enter 'N'.

☐

Students in Schools
Enrolment Application 2024

Parent/Carer Details

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.

If required, you may request a separate form for additional parents/carers from the school

Correspondence Details

Send correspondence addressed to: (select one) ☐ Parent/Carer 1 ☐ Parent/Carer 2 ☐ Both Adults ☐ Neither

Students in Schools
Enrolment Application 2024

Medical History

The Department of Education and Victorian Government Schools require the health information requested in this section to plan for and support the health and wellbeing needs of students. If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid that is reasonably necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education is liable in negligence (liability is not automatic). In the event that your child needs medical attention, school staff will contact you as soon as practically possible.

Asthma

Does the student have asthma?	☐ Yes	☐ No (move to the next section)
Has a current Asthma Management Plan been provided to School? If No, please provide an Asthma Management Plan to the School	☐ Yes	☐ No

Does the student take medication?   ☐ Yes   ☐ No   Name of medication taken: _____

Is the medication taken regularly by the student (preventive) or only in response to symptoms?   ☐ Preventative   ☐ Response

Indicate the usual dosage of medication taken: _____   Indicate how frequently the medication is taken: _____

Medication is usually administered by: ☐ Student   ☐ Adult   ☐ Other: _____

Medication is to be stored: ☐ with Student   ☐ with Staff   ☐ Other: _____

Dosage time: _____   Reminder required?   ☐ Yes   ☐ No

Medical Conditions

Does the student have an allergy? If yes, please provide the schools with an ASCIA Action Plan for Allergies.	☐ Yes	☐ No
Is the student at risk of anaphylaxis? If yes, please provide the school with an ASCIA Action Plan for Anaphylaxis.	☐ Yes	☐ No
Does the student have any other medical condition or other relevant medical assessment that the school needs to know about? If Yes, please ask the school for the appropriate medical advice form, to be completed by the treating medical practitioner and returned to school.	☐ Yes	☐ No

If Yes to any of the above, please specify: _____

Symptoms: _____

If the student displays any of the symptoms above, please:

Inform emergency contact   ☐ Yes   ☐ No   Administer medication   ☐ Yes   ☐ No

Other medical action   ☐ Yes   ☐ No   If Yes, please specify: _____

Medication

Does the student take medication?	☐ Yes	☐ No
Is the medication required during school hours? If Yes, please ask the school for a Medication Authority Form, to be completed by the treating medical practitioner and returned to school.	☐ Yes	☐ No

Name of medications taken: _____

Students in Schools
Enrolment Application 2024

Student Safety, Access, And Special Circumstances

V

Student Risk

The Department of Education has a responsibility to assess and manage any risk of harm to its staff and students. This form gives you the opportunity to provide information that will help the student's transition to school. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help ensure the safety of this student, other students and staff.

To your knowledge, is there anything in the student's history or circumstances (including medical history not already provided) which might pose a risk of any type to this student, other students, or staff at this school?   ☐ Yes   ☐ No (move to the next section)

If Yes, please provide further detail:

_____

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

If Yes (please specify):

_____

Court Orders and Other Care Arrangements (previously referred to as an Access Alert)

Is there an intervention order, parenting order or any other court order impacting the student?   ☐ Yes   ☐ No (move to the next section)

If Yes, then complete the following questions and present a current copy of the document to the school.

Court Order or other access document type:	☐ Family Law Order / Parenting Order	☐ Parenting Plan / Agreement	☐ Intervention Order
	☐ Child Protection Order	☐ DFFH Authorisation	☐ Other

Please provide further details of the Court Order or other access documents, and any other safety concerns:

_____

End Date (if applicable): (dd-mm-yyyy)	

Activity Restrictions and Considerations

Are there any activities (either organised by the school and/or third parties) that the student cannot participate in?   ☐ Yes   ☐ No (move to the next section)

If Yes, please provide further detail (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.

28

Students in Schools Enrolment Application 2024

Student Enrolment Information

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

Enrolment Circumstances

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

☐ Other: (please specify) _____

_____

_____

_____

_____

Subject Selection

List the Subject/s title and Unit Code, and tick the semester column indicating which semester they will be studied. See relevant year level for the subject codes on **pages 17 - 19**.

1. Subject Title: Subject/Unit Code: ☐☐☐☐☐☐☐☐   Semester: ☐ 1 ☐ 2

2. Subject Title: Subject/Unit Code: ☐☐☐☐☐☐☐☐   Semester: ☐ 1 ☐ 2

3. Subject Title: Subject/Unit Code: ☐☐☐☐☐☐☐☐   Semester: ☐ 1 ☐ 2

4. Subject Title: Subject/Unit Code: ☐☐☐☐☐☐☐☐   Semester: ☐ 1 ☐ 2

Students in Schools
Enrolment Application 2024

Student Rights and Responsibilities

Student Rights	Student Responsibilities
All VSV students have the right to:	**All VSV students are responsible for:**
• engage in regular communication with teaching staff and receive meaningful and timely feedback	• striving to work to the best of their ability at all times
• access learning resources in order to maximise their full potential	• regularly participating by submitting work according to the prescribed or negotiated submission timetable
• be respected, valued and have opportunities to learn from the differences of others	• taking responsibility for their own learning by obtaining all required learning materials, setting achievable goals and establishing a weekly routine or timetable
• work independently and as a group member, where appropriate	• maintaining contact with their teachers by utilising all available communication options
• feel safe and welcomed in online learning environments.	• where possible, attending and participating in seminars, excursions, and online and collaborative activities
	• using digital technology in accordance with the VSV Online Acceptable Use Agreement
	• understanding that bullying, including cyber-bullying, violence, property damage, inappropriate language and disrupting the learning of other students is unacceptable
	• behaving in a way that contributes to a safe and inclusive school environment
	• maintaining a healthy balance between study and other aspects of life
	• uphold the VSV Values of Respect, Empathy, Collaboration and Growth.

Student Enrolment Agreement (all students must complete this section)

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

Student's Signature: _____   Date: _____

Placement Appeals

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

Students in Schools
Enrolment Application 2024

School Principal Endorsement of this Application

Signature of the Home School Principal is required on all enrolments.

Please note: as of 2022, there are different requirements for Government and Non-Government school Principals.

All Principals are asked to agree to the following:

- The student listed on this application is currently enrolled at my Victorian school.
- I am aware of my responsibility in nominating a supervisor from my school who will be responsible for supporting my students in their studies at VSV, as outlined on page 9 of VSV Students in Schools Enrolment Handbook.
- I will alert VSV if the student has a specific learning difficulty or disability and provide guidance on any adjustments that are required as part of their IEP.
- I am aware VSV does not receive student disability funding.
- I am aware that the Department of Education provides funding to the home school to support students studying with VSV.
- I will ensure that my VASS administrator enters VSV (01114) as the assessing school for VCAA registration where applicable.
- I accept VSV will initiate the Student Management Action Plan (SMAP) for students who do not submit work in accordance with their submission schedule, potentially resulting in the review and/or cancellation of this enrolment.
- I acknowledge that Virtual School Victoria is a Victorian State Government school that meets the minimum standards for school registration, including compliance with the Child Safe Standards.

Additionally, Principals of Non-Government Schools are asked to agree to the following:

- I understand that it is the responsibility of the school requesting the teaching services from VSV to collect and pay the required fees with this application. VSV will not invoice a third party.
- I understand that enrolment applications will not be accepted for the following year unless all required fees from this year are paid in full.

By signing in the place provided below:

- I acknowledge that I have read the VSV Terms and Conditions located at www.vsv.vic.edu.au/terms on which VSV offers to accept the student's application for enrolment and provide online learning to the student.
- I agree to comply with the VSV Terms and Conditions and take all reasonable steps to ensure my school will act consistently with the duty of care owed to the student listed on this application.

School Principal's Signature: _____   Date: _____

Home School Supervisor Information

Title: ☐☐☐   Supervisor's Family Name: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Supervisor's First Name: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Supervisor's School Phone Number: ☐☐☐☐☐☐☐☐☐☐☐

Email Address: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Required in order to register for access to VSV Connect.

Supervisor's Position: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Students in Schools
Enrolment Application 2024

V

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

Payment of Fees

Government Schools: **No upfront enrolment costs** Non-Government Schools: **$850 per subject; $425 per Unit**	**Fees for this student** $

International Students

Government School: **No upfront enrolment costs** Non-Government Schools: **$1435 per subject ($717.50 per Unit)**	**Fees for this student** $

Online Payments

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

Refund Policy

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

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

What will happen once an application is submitted?

Step 1 – Reviewing and confirming your enrolment

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

Step 2 – Providing online access

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

Policy Review, Approval and Communication

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

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

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

- Supervisors and Principals are directly emailed instructions of where to find enrolment information and how to enrol students.

- The Students in Schools Enrolment Handbook is made available publicly on our school website at **www.vsv.vic.edu.au**.

- Links to Enrolment Information are included in various enrolment promotional articles in the school newsletter and on social media.

- The Students in Schools Enrolment Handbook is made available in hard copy from school administration upon request by contacting our Enrolments Department.

VIRTUAL
SCHOOL VICTORIA