

Enrolment Handbook 2024

Foundation to Year 12

V VIRTUAL
SCHOOL VICTORIA





2024 Foundation to Year 12 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
Principal





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2024 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 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. 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 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.

All students at Virtual School Victoria are placed in a year level based on their chronological age. This policy is based on Department of Education guidelines. Visit <https://www2.education.vic.gov.au/pal/repeating-year-level/guidance> for further information.

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).

What are the Attendance requirements?

Daily school attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. VSV requires that its students in Foundation to Year 10 are regularly attending online classes via video conferencing with their teachers so that teachers are able to monitor student learning progress, wellbeing and engagement. Regular attendance at online classes in Year 11 and Year 12 is encouraged wherever possible. VSV will record student attendance at every scheduled synchronous online class.

Excused Absences VSV understands that there are some student cohorts for whom attendance at synchronous online classes is impractical and not possible due to legitimate reasons relating to the student's enrolment category. Each individual student's circumstances are considered at the discretion of the Student Coordinator and Leading Teacher: Engagement. This should be communicated and agreed with the student and their parent/carer upon enrolment and monitored according to the student's circumstances.

For absences from synchronous online classes where there is no exemption in place, a parent/carer must provide an explanation on each occasion to the school.

Parents/carers should notify VSV of absences by: notifying the student's Learning Advisor for any absences of a full day or longer, or by notifying the subject teacher (for students in Years 7-12) of absences for a single lesson.

Student Safety and Wellbeing checks Learning Advisors will also conduct 'safety and wellbeing checks' with students once a month during these regular check-ins by asking a series of short screening questions to monitor student wellbeing, safety and experience of virtual learning.

For further information on our Attendance Policy (including Approved Absences) and our Student Wellbeing, Inclusion and Engagement Policy, please see Our policies – Our school – Virtual School Victoria (vsv.vic.edu.au)

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 and, 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 are targeted to specific student needs and interests, such as our gaming, anime, reading, writing, cooking, philosophy, and 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 7–10, a My Career Insights interview at Year 9, and industry exposure programs. Following these workshops, students engage in careers education lessons.

2024 Enrolment Information

For Year F-12 students enrolling directly with VSV

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 32**. Parents/carers must indicate their agreement to these responsibilities by signing the Parent/Carer Agreement on **page 32** 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. Please contact VSV Family School Action Team if you have any questions by emailing us at parentvoice@vsv.vic.edu.au

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/

For further information about the technological requirements for individual subjects, see 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. Following is a link to the Department of Education's Parent Payments Policy: <https://www2.education.vic.gov.au/pal/parent-payment/guidance>

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**

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

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 VSL is also located at 315 Clarendon Street, Thornbury, Victoria.

The VSL application form is part of the VSV enrolment application. This form needs to be completed and submitted to VSV, along with the rest of the application. Once the enrolment with VSV has been approved, we will send the language application to the VSL.

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 40 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

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 - Year 11 only

Enrolments for Year 11 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.

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

Eligibility Criteria

For direct enrolment with VSV for new and continuing students

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/

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 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 – see **Enrolment: School age requirements and age exemptions** | education.vic.gov.au for further details. The need for an exemption will depend on the student's age, proposed course of study and educational history, this approval will either be required by the School Principal or the Department of Education. 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. To allow sufficient time for applications to be reviewed, it is recommended that enrolment applications for students aged 17 and above are submitted no later than 1 December. 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 41.

Evidence required:

The student's most recent school will need to complete a form confirming:

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

The parent/carer's employer will need to complete a form which confirms:

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:

The student's most recent school will need to complete a form which confirms:

- (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.

The sporting/performing arts association/agent will need to complete a form which confirms:

- (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:

The closest Government School will need to complete a form which confirms:

The student's current residential 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 2024, may enrol in a VCE course of study with VSV in 2024.

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 41.

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 2024.

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.

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 66**.

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 31** 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
- 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 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 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

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

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 2024 Enrolment Application Form, including the Subject Selection and Personal Details pages relevant to the year level they are applying for.

- ☐ **Completed 2024 Enrolment Forms.**
- ☐ **Completed Subject Selection Forms** (Years 7-12 only).
- ☐ **Pre-enrolment Subject Forms.** Certain subjects require a Pre-enrolment Subject Form to be completed.
These are marked by a small 2 on the subject selection form (Years 11-12 only).
Pre-enrolment Subject forms can be found on the relevant subject information page www.vsv.vic.edu.au/subjects

How to contact VSV Enrolments

If you need further information please contact our Enrolments Team.

Email:

enrol@vsv.vic.edu.au

Fax:

(03) 9416 8487

Post

VSV Enrolments

Virtual School Victoria
315 Clarendon Street,
Thornbury, VIC 3071

In person:

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.

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's website, visit: www.vic.gov.au/office-locations-department-education

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 2024

For Years F-12 students enrolling directly with 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.

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

Student Details	
Year Level in 2024: <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"/>
Please note, preferred first name will be used for reporting and in all internal school documentation	
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: _____ Preferred pronoun: _____	
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: <input type="text"/>	
(No. & St/PO Box Details)	
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: <input type="text"/>	
(No. & Street Address)	
Suburb/Town: <input type="text"/>	State: <input type="text"/> Postcode: <input type="text"/>



Enrolment Application 2024

For Years F-12 students enrolling directly with VSV

How often does this student live at this address?

☐ Always ☐ Mostly ☐ Balanced (50%)

If the student lives at another address during the school week, please provide further details including the address, who they reside with, and how many days a week the student lives there:

Student Living Arrangements

What are the student's living arrangements?

- ☐ Student lives with parents/carers together at the same residence ☐ Student lives with one parent/carer only
- ☐ Student lives with each parent/carer at different times ☐ State Arranged Out of Home Care*
- ☐ Student is independent ☐ Informal care arrangement*
- ☐ Homeless Youth

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. <hr/>	<hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
2. <hr/>	<hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
3. <hr/>	<hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
4. <hr/>	<hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes



Enrolment Application 2024

For Years F-12 students enrolling directly with VSV

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

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



Enrolment Application 2024

For Years F-12 students enrolling directly with VSV

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):



Enrolment Application 2024

For Years F-12 students enrolling directly with VSV

Previous Education – Students Enrolling in Foundation for the First Time

Is the student attending a funded kindergarten program* in the year before Foundation? ☐ Yes ☐ No

Name of kindergarten or early childhood service: _____

* Note: A kindergarten program that is funded and approved by the Victorian Government, has a play-based learning program, and is run by a qualified teacher. Funded kindergarten programs can be found at www.education.vic.gov.au/findaservice

Previous Education – Other

Has the student previously been enrolled at another School?

☐ Yes, in Victoria Government School

☐ Yes, in Victoria Catholic or Independent School

☐ Yes, interstate

☐ Yes, overseas

☐ No (move to next section)

If Yes, name of last school attended: _____

If Yes, location of last school attended: (suburb/town/state/country) _____

If Yes, date of attendance: (dd-mm-yyyy) / / To / /

Year level or grade in which the student was last enrolled: _____

If the student studied overseas, what age did the student first start school? _____

What was the language of the student's previous education? _____

Period of interruption to education: (months/years) _____

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

Name: _____

Phone: _____

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



Enrolment Application 2024

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)	
Surname:	Title:
First Given Name:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> 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:	<input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Host Family <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Self <input type="checkbox"/> Other: _____

In which country was Parent/Carer 1 born? <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____
Does Parent/Carer 1 speak a language other than English at home? <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify): _____
Please indicate any additional languages spoken by Parent/Carer 1: _____
Is an interpreter required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Student lives with Parent/Carer 1: <input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%) <input type="checkbox"/> 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? <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/no schooling
What is the level of the highest qualification that Parent/Carer 1 has completed? <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification
What is the occupation group of Parent/Carer 1? Please select the appropriate current parental occupation group from the list at the end of Parent/Carer 2. <ul style="list-style-type: none"> 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'.



Enrolment Application 2024

Primary Carer Information

Parent/Carer 2	
Surname:	Title:
First Given Name:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> 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:	<input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Host Family <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Self <input type="checkbox"/> Other: _____

In which country was Parent/Carer 2 born? <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____
Does Parent/Carer 2 speak a language other than English at home? <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify): _____
Please indicate any additional languages spoken by Parent/Carer 2: _____
Is an interpreter required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Student lives with Parent/Carer 2: <input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%) <input type="checkbox"/> 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? <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/no schooling
What is the level of the highest qualification that Parent/Carer 2 has completed? <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification
What is the occupation group of Parent/Carer 2? Please select the appropriate current parental occupation group from the list at the end of Parent/Carer 2.
<ul style="list-style-type: none"> 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'.



Enrolment Application 2024

Primary Carer Information

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.

Emergency Contacts

Please provide emergency contacts in the event that the enrolling parents/carers are unavailable. Please ensure those listed as emergency contacts are aware that their information has been provided for this purpose.

Name:	Relationship: (Neighbour, Relative, Friend or Other)	Telephone Contact:	Language Spoken (Write E for English)
1			
2			
3			
4			

Correspondence Details

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



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? <input type="checkbox"/> Yes <input type="checkbox"/> No (move to the next section)	
Has a current Asthma Management Plan been provided to School? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please provide an Asthma Management Plan to the School	
Does the student take medication? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of medication taken: _____
Is the medication taken regularly by the student (preventive) or only in response to symptoms? <input type="checkbox"/> Preventative <input type="checkbox"/> Response	
Indicate the usual dosage of medication taken: _____	Indicate how frequently the medication is taken: _____
Medication is usually administered by: <input type="checkbox"/> Student <input checked="" type="checkbox"/> Adult <input type="checkbox"/> Other: _____	
Medication is to be stored: <input type="checkbox"/> with Student <input type="checkbox"/> with Staff <input type="checkbox"/> Other: _____	
Dosage time: _____	Reminder required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Medical Conditions	
Does the student have an allergy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the schools with an ASCIA Action Plan for Allergies.	
Is the student at risk of anaphylaxis? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the school with an ASCIA Action Plan for Anaphylaxis.	
Does the student have any other medical condition or other relevant medical assessment that the school needs to know about? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please ask the school for the appropriate medical advice form, to be completed by the treating medical practitioner and returned to school.	
If Yes to any of the above, please specify: _____	
Symptoms: _____	
If the student displays any of the symptoms above, please:	
Inform emergency contact <input type="checkbox"/> Yes <input type="checkbox"/> No	Administer medication <input type="checkbox"/> Yes <input type="checkbox"/> No
Other medical action <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please specify: _____
Medication	
Does the student take medication? <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of medications taken: _____	



Enrolment Application 2024

Medical History

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

Allied Health Support			
Has the student previously accessed support from an allied health professional?	Occupational therapy:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Year _____
	Speech pathology:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Year _____
	Physiotherapy:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Year _____
	Exercise physiology:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Year _____
	Behaviour support:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Year _____
	Other:	<input type="checkbox"/> No <input type="checkbox"/> Yes (specify) _____	Year _____

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

Enrolment Application 2024



Student Safety, Access, And Special Circumstances

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:	<input type="checkbox"/> Family Law Order / Parenting Order	<input type="checkbox"/> Parenting Plan / Agreement	<input type="checkbox"/> Intervention Order
	<input type="checkbox"/> Child Protection Order	<input type="checkbox"/> DFFH Authorisation	<input type="checkbox"/> 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.

Parent/Carer Rights and Responsibilities

☐ No ☐ Yes[illegible]



Enrolment Application 2024

Parent/Carer and Responsibilities

Student Rights	Student Responsibilities
<p>All VSV students have the right to:</p> <ul style="list-style-type: none"> engage in regular communication with teaching staff and receive meaningful and timely feedback access learning resources in order to maximise their full potential be respected, valued and have opportunities to learn from the differences of others work independently and as a group member, where appropriate feel safe and welcomed in online learning environments. 	<p>All VSV students are responsible for:</p> <ul style="list-style-type: none"> striving to work to the best of their ability at all times regularly participating by submitting work according to the prescribed or negotiated submission timetable taking responsibility for their own learning by obtaining all required learning materials, setting achievable goals and establishing a weekly routine or timetable maintaining contact with their teachers by utilising all available communication options where possible, attending and participating in seminars, excursions, and online and collaborative activities using digital technology in accordance with 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 VSV Values of Respect, Empathy, Collaboration and Growth.

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: _____



Enrolment Application 2024

Student Rights and Responsibilities

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

Parent/Carer Agreement	
<ul style="list-style-type: none"> I accept and agree to the parent/carers rights and responsibilities outlined on the previous page. I will support my child to engage appropriately and submit their work regularly in accordance with the submission schedules for each subject and will help them to contact VSV if situations arise which may prevent this. I accept VSV will initiate the Student Management Action Plan (SMAP) for students who do not engage and/or submit work in accordance with their submission schedule. This may result in my child's enrolment being reviewed. To the best of my knowledge, the enrolment is consistent with any court orders in place. I declare that the information provided on this application is, to the best of my knowledge, true and accurate. I will ensure that the student has access to a telephone, computer, reliable internet connection and safe and suitable work area. I will ensure age-appropriate adult supervision of the student. I will update the Learning Advisor if I develop concerns about my child's health and/or wellbeing. I agree to authorise this form by electronic means with an electronic signature. <p>Please tick one of the following options:</p> <p><input type="checkbox"/> I am applying for a full enrolment with VSV.</p> <p><input type="checkbox"/> I am applying for a shared enrolment with VSV and an appropriate mainstream school. (Please have the school complete the Shared Enrolment Form.)</p>	
<p>Signature: _____</p> <p>Parent / Carer 1 / Legal Guardian</p> <p>Print name: _____</p> <p>Date: _____</p>	<p>Signature: _____</p> <p>Parent/Carer2 (if applicable) /Legal Guardian</p> <p>Print name: _____</p> <p>Date: _____</p>



Enrolment Application 2024

Student Rights and Responsibilities

Parent/Carer Agreement

- ☐ Please select the category that best describes who has signed and completed this form. This will assist the school with the enrolment process.
- ☐ Both parents/carers have completed and signed this form.
- ☐ Parents/carers are completing separate forms (schools can provide additional forms on request).
- ☐ One parent has completed and signed this form on behalf of both parents. Contact details for the other parent have been provided in the form for the school's use as required.
- ☐ One parent has completed and signed this form and the contact details for the other parent are unknown to the enrolling parent/carers and not provided.
- ☐ There is only one parent/carers with legal responsibility for the child and that person has completed and signed this form.
- ☐ Other, please specify: (for instance, where the contact details for the other parent are known but it is not appropriate or safe to contact them) _____

If there are any court orders about the child, please provide copies of those orders to the school with this form.

Who Can Sign This Form?

- **A person with parental responsibility:** a parent of a child under 18 years of age, subject to relevant court orders (including parenting orders made under the Family Law Act 1975 and protection orders made under the Children, Youth and Families Act 2005 by the Children's Court, or other person granted parental responsibility under a relevant court order).
- **A carer formally authorised by Child Protection to enrol the student:** the Department of Families, Fairness and Housing (DFFH) can issue a written authorisation to the carer of a child in out of home care to make decisions about the child, in some circumstances this will include specific authorisation to enrol the child at school.
- **Informal carer:** an Informal Carer is a relative or other responsible adult with whom the child lives, and who has day to day care of the child. The informal carer should provide an Informal Carer Statutory Declaration to confirm their status as an informal carer. A copy of this statutory declaration can be obtained from www.education.vic.gov.au/PAL/informal-carer-statutory-declaration-template.pdf
- **Students living independently:** If the student is an adult or a mature minor for the purpose of enrolment and they live independently. These students will need to be considered in accordance with the www.education.vic.gov.au/pal/decision-making-responsibilities-students/policy
- **Adult Students:** a student 18 years of age or older is considered an adult and can sign their own consent form.



2024 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.



2024 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
- 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.



2024 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
- 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.

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



2024 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 **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
- 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 one subject per semester; one from Arts and one 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.



2024 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
- 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 one subject per semester	Psychology 342		
	Philosophy 409		
	Research 406		
	Media 327		
	Dance 428		
	Music 405		
	Digital Technology 425		
	Design Technology (Food) 432		
	Skills for life 494		

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.



2024 Year 10 Student Personal Details

This form is to be completed by students who are enrolled in Year 10 and who are not currently enrolled (or have not previously been enrolled) in VCE (including the Vocational Major), VPC, the International Baccalaureate or the General Achievement Test. This is an official document to be retained by your school. This is an official record of your personal details, you must use your legal details, and print clearly and in CAPITAL LETTERS.

VCAA Collection Notice for Students

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education Training and 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 VPC by ensuring they capture as early as possible the required information for the administration of their VCE or VPC 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 VPC.

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

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: _____



Senior Secondary Certificates at VSV

VSV offers two senior Certificates: the VCE and the VCE Vocational Major (VCE VM). When considering a program, you should think about which is best suited to your interests, skills and pathway choice.

Vocational Education and Training (VET) involves acquiring specialised and hands-on skills that are directly relevant to a particular career. These skills can be applied both in the workplace and in further education and training.

As a VCE student in year 11 or 12, you have the option to supplement your studies with a VET course or certificate. Some students even begin VET in year 10.

As a VCE Vocational Major student in year 11 or 12 you are required to complete a VET Certificate II or higher (with a minimum of 180 nominal hours).

The Victorian Certificate of Education (VCE) is the certificate that the majority of students in Victoria receive on satisfactory completion of their secondary education. The VCE provides diverse pathways to further study or training at university or TAFE and to employment.

The VCE Vocational Major (VM) is a vocational and applied learning program within the VCE. The VCE VM will give students greater choice and flexibility to pursue their strengths and interests and develop the skills and capabilities needed to succeed in further education, work and life.

Victorian Certificate Education (VCE)

Apprenticeships, Traineeships, VET,
TAFE, University (ATAR) or Work

VCE Vocational Major (VCE VM)

Apprenticeships, Traineeships, VET,
TAFE, University (through alternative
entry programs) or Work



Studying VCE at VSV

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, 2024
- 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.

Adults returning to study option is only available in VCE for 2024.

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-2024.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

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/

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.



Arrangements for your external assessments (including GAT)	
Will you be applying in 2024 or have you previously had Special Examination Arrangements for your external assessments including the General Achievement Test (GAT)?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> I am not sure
Are you likely to be interstate or overseas during the VCE examination periods including the GAT?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> I am not sure

VCE VM introduction

The VCE Vocational Major (VCE VM) is a program of vocational and applied learning offered within the VCE, requiring a minimum completion period of two years. The program is designed to equip students with the necessary skills to transition to apprenticeships, traineeships, further education and training, university (via non- ATAR pathways), or directly into employment. To keep students engaged and enhance their skills and knowledge the VCE VM can be customised to meet individual student needs and interests. Unlike other VCE studies there are no external assessments (exams) of VCE VM Unit 3–4 sequences, and VCE VM studies do not receive a study score. Students completing the VCE VM will need to sit Section A of the General Achievement Test (GAT) in order to receive a Literacy and Numeracy statement of results from VCAA.

It aims to develop your personal and practical life skills and help to prepare you for the next important stage of your life.

In order to obtain your VCE Vocational Major, you will need to complete a minimum of 16 units. These units will encompass the following subjects:

- 3 VCE English units
- 2 VCE Mathematics units
- 2 VCE VM Work Related Skills
- 2 VCE VM Personal Development Skills
- VET at a Certificate II level or higher (with a minimum of 180 nominal hours).

Your teacher or careers counsellor will help you plan your program. Most students will finish their VCE Vocational Major over 2 years.

In 2024, we are only offering unit 1 and 2 units of VCE VM. In 2025 we will be offering units 3 and 4 of VCE VM.

Below is an example of what a standard VCE VM program at Virtual School Victoria in the first year of the Vocational Major would look like. However, you may wish to choose to do a different strand of Mathematics or English. You may also do a VCE unit that matches your interests or VET course. if you wish to speak to someone about how this can be adjusted to suit your interests please contact VMcoordination@vsv.vic.edu.au

Standard Program

- Foundation English Units 1+2
- Foundation Mathematics Units 1+2
- Work Related Skills Units 1 +2
- Personal Development Skills Units 1+2
- VET at a Certificate II level or higher (Completed at an institution outside of Virtual School Victoria)



VET introduction

Vocational Education and Training (VET) involves acquiring specialised and hands-on skills that are directly relevant to a particular career. These skills can be applied both in the workplace and in further education and training.

As a VCE student in year 11 or 12, you have the option to supplement your studies with a VET course or certificate.

As a VCE Vocational Major student in year 11 or 12 you are required to complete a VET Certificate II or higher (with a minimum of 180 nominal hours).

By undertaking VET, you can enhance your senior secondary education by gaining practical skills in an industry that aligns with your interests. This can boost your employability and increase your chances of success in the workforce.

For more information on completing VET as a part of your senior school studies at VSV go to this page <https://www.vsv.vic.edu.au/students/senior-school/>

☐ I am enrolling in Victoria Certificate of Education (VCE) please complete pages **42, 44-46, 48, 51-52**

☐ I am enrolling in Vocational Major (VCM VM) please complete pages **42, 44, 47-48, 51-52**

FOR INFORMATION PURPOSES ONLY
PLEASE SEE OUR WEBSITE FOR
INSTRUCTIONS ON HOW TO APPLY:



VCE Supervisor Details

All Year 11 and 12 students must nominate a supervisor who will receive and oversee the completion of their assessments. Supervisors must be over 18 years old and willing to abide by the rules set by each assessment. Once completed, the student and the supervisor will need to sign an authentication declaration and send the assessment material back to VSV.

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 66.

Supervisor Information

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: _____

FOR INFORMATION PURPOSES ONLY
PLEASE SEE OUR WEBSITE FOR
INSTRUCTIONS ON HOW TO APPLY.



2024 VCE Subjects

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. 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 46** 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 ^{# ^}	520AC011	<input type="checkbox"/>	720AC022	<input type="checkbox"/>	620AC033	<input type="checkbox"/>	820AC034	<input type="checkbox"/>
Agricultural & Horticultural Studies	567AH011	<input type="checkbox"/>	767AH022	<input type="checkbox"/>	667AH033	<input type="checkbox"/>	867AH034	<input type="checkbox"/>
Algorithmics ¹					665AL033	<input type="checkbox"/>	865AL034	<input type="checkbox"/>
Applied Computing	560IT011	<input type="checkbox"/>	760IT012	<input type="checkbox"/>				
Applied Computing: Data Analytics					660IT023	<input type="checkbox"/>	860IT024	<input type="checkbox"/>
Applied Computing: Software Development					661IT033	<input type="checkbox"/>	861IT034	<input type="checkbox"/>
Art: Creative Practice ²	529AR011	<input type="checkbox"/>	729AR022	<input type="checkbox"/>	629AR033	<input type="checkbox"/>	829AR034	<input type="checkbox"/>
Art: Making and Exhibiting ²	534SA011	<input type="checkbox"/>	734SA022	<input type="checkbox"/>	634SA033	<input type="checkbox"/>	834SA034	<input type="checkbox"/>
Australian Politics					613PS033	<input type="checkbox"/>	813PS034	<input type="checkbox"/>
Biology	548BI011	<input type="checkbox"/>	748BI022	<input type="checkbox"/>	648BI033	<input type="checkbox"/>	848BI034	<input type="checkbox"/>
Bridging English as an Additional Language	511EN111	<input type="checkbox"/>	711EN112	<input type="checkbox"/>				
Business Management	521BM011	<input type="checkbox"/>	721BM022	<input type="checkbox"/>	621BM033	<input type="checkbox"/>	821BM034	<input type="checkbox"/>
Chemistry ^{# ^}	551CH011	<input type="checkbox"/>	751CH022	<input type="checkbox"/>	651CH033	<input type="checkbox"/>	851CH034	<input type="checkbox"/>
Classical Studies	509CS011	<input type="checkbox"/>	709CS022	<input type="checkbox"/>	609CS033	<input type="checkbox"/>	809CS034	<input type="checkbox"/>
Dance ^{^ 2}	528DA011	<input type="checkbox"/>	728DA022	<input type="checkbox"/>	628DA033	<input type="checkbox"/>	828DA034	<input type="checkbox"/>
Drama ^{2, 6}	568DR011	<input type="checkbox"/>	768DR022	<input type="checkbox"/>	668DR033	<input type="checkbox"/>	868DR034	<input type="checkbox"/>
Economics	522EC011	<input type="checkbox"/>	722EC022	<input type="checkbox"/>	622EC033	<input type="checkbox"/>	822EC034	<input type="checkbox"/>
English	501EN011	<input type="checkbox"/>	701EN012	<input type="checkbox"/>	601EN013	<input type="checkbox"/>	801EN014	<input type="checkbox"/>
English as an Additional Language ²	538ENO91	<input type="checkbox"/>	738ENO92	<input type="checkbox"/>	602EN093	<input type="checkbox"/>	802EN094	<input type="checkbox"/>
English Language	505EL011	<input type="checkbox"/>	705EL012	<input type="checkbox"/>	605EL013	<input type="checkbox"/>	805EL014	<input type="checkbox"/>
Environmental Science	569EV011	<input type="checkbox"/>	769EV022	<input type="checkbox"/>	669EV033	<input type="checkbox"/>	869EV034	<input type="checkbox"/>
Extended Investigation					611XI033	<input type="checkbox"/>	811XI034	<input type="checkbox"/>
Food Studies	564FY011	<input type="checkbox"/>	764FY022	<input type="checkbox"/>	664FY033	<input type="checkbox"/>	864FY034	<input type="checkbox"/>
Foundation English ⁴	502EN101	<input type="checkbox"/>	702EN102	<input type="checkbox"/>				
Foundation Mathematics	540MA101	<input type="checkbox"/>	740MA102	<input type="checkbox"/>	642MA103	<input type="checkbox"/>	842MA104	<input type="checkbox"/>
General Mathematics ^{# ^}	541MA071	<input type="checkbox"/>	741MA072	<input type="checkbox"/>	641MA073	<input type="checkbox"/>	841MA074	<input type="checkbox"/>
Geography ⁶	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"/>
Health and Human Development	536HH011	<input type="checkbox"/>	736HH022	<input type="checkbox"/>	636HH033	<input type="checkbox"/>	836HH034	<input type="checkbox"/>

2024 VCE Subjects



Subject (tick your selection)	Unit 1		Unit 2		Unit 3		Unit 4	
	Code	Sem 1	Code	Sem 2	Code	Sem 1	Code	Sem 2
History: Ancient	516HI191	<input type="checkbox"/>	716HI212	<input type="checkbox"/>	616HI173	<input type="checkbox"/>	816HI174	<input type="checkbox"/>
History: Australian History					612HI083	<input type="checkbox"/>	812HI084	<input type="checkbox"/>
History: Empires	514HI181	<input type="checkbox"/>	714HI182	<input type="checkbox"/>				
History: Modern	515HI031	<input type="checkbox"/>	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 ^{# ^}	544MA111	<input type="checkbox"/>	744MA112	<input type="checkbox"/>	644MA113	<input type="checkbox"/>	844MA114	<input type="checkbox"/>
Media ^{*2}	530ME011	<input type="checkbox"/>	730ME022	<input type="checkbox"/>	630ME033	<input type="checkbox"/>	830ME034	<input type="checkbox"/>
Music	581MC011	<input type="checkbox"/>	781MC012	<input type="checkbox"/>				
Music Inquiry					640MC053	<input type="checkbox"/>	840MC054	<input type="checkbox"/>
Music Contemporary Performance					683MC063	<input type="checkbox"/>	883MC064	<input type="checkbox"/>
Music Repertoire Performance					682MC043	<input type="checkbox"/>	882MC044	<input type="checkbox"/>
Music Composition					638MS033	<input type="checkbox"/>	838MS034	<input type="checkbox"/>
Outdoor & Environmental Studies ^{2,5}	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"/>
Politics	513PS041	<input type="checkbox"/>	713PS042	<input type="checkbox"/>				
Product Design and Technologies ²	562DT011	<input type="checkbox"/>	762DT022	<input type="checkbox"/>	662DT033	<input type="checkbox"/>	862DT034	<input type="checkbox"/>
Psychology	557PY011	<input type="checkbox"/>	757PY022	<input type="checkbox"/>	657PY033	<input type="checkbox"/>	857PY034	<input type="checkbox"/>
Religion and Society	506RE011	<input type="checkbox"/>	706RE022	<input type="checkbox"/>	606RE033	<input type="checkbox"/>	806RE034	<input type="checkbox"/>
Sociology	507SO011	<input type="checkbox"/>	707SO022	<input type="checkbox"/>	607SO033	<input type="checkbox"/>	807SO034	<input type="checkbox"/>
Specialist Mathematics ^{# ^}	547MA091	<input type="checkbox"/>	747MA092	<input type="checkbox"/>	647MA093	<input type="checkbox"/>	847MA094	<input type="checkbox"/>
Theatre Studies ^{2,6}	539TS011	<input type="checkbox"/>	739TS022	<input type="checkbox"/>	639TS033	<input type="checkbox"/>	839TS034	<input type="checkbox"/>
Visual Communication Design	533VC011	<input type="checkbox"/>	733VC022	<input type="checkbox"/>	633VC033	<input type="checkbox"/>	833VC034	<input type="checkbox"/>

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

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

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

²Pre-enrolment Subject Form required.

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



2024 VCE VM Subjects

Before selecting your subjects, make sure you read through the Subject Information pages at www.vsv.vic.edu.au/subjects along with our guidance on Senior Secondary Certificates at VSV ([page 40](#)).

Time commitment: Most VCE VM 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 VM program over a longer period. Students should speak to the relevant Coordinator if they have further questions.

Standard Program	
VCE Foundation English Unit 1 (502EN101) and Unit 2 (702EN102)	VCE Foundation Mathematics Unit 1 (540MA101) and Unit 2 (740MA102)
Work Related Skills Unit 1 (575WR031) and Unit 2 (775WR032)	Personal Development Skills Unit 1 (585PD031) and Unit 2 (785PD032)
VET at a Certificate II level or higher (Completed at an institution outside of Virtual School Victoria)	
I will be enrolling in a standard VCE VM program as outlined above <input type="checkbox"/> No <input type="checkbox"/> Yes	
I am requesting additional changes to my VM program and would like to speak with a coordinator. Please outline subjects or changes requested: <input type="checkbox"/> No <input type="checkbox"/> Yes <hr/> <hr/> <hr/>	
I have arranged my VET study Please list VET detail under VCE/VET study outside of VSV of page 48 <input type="checkbox"/> No <input type="checkbox"/> Yes	



VCE and VET Information

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 2024

VCAA Collection Notice for VCE and VPC Students 2024

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 VPC 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, VPC and GAT results (Student Results), assuring the quality and integrity of the VCE and VPC 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 student 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 VPC, 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; and
- 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 student unique identifying number, name, school, 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 a Chief Assessor, 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 VCAA Student Personal Details and Declarations 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 VPC.

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 or contact the VCAA on 1800 134 197.

VCE Student Personal Details 2024



This form is to be completed by all students when first enrolling in the VCE or VPC. This includes students undertaking a Vocational Education and Training (VET) study as part of their program. This is an official record of your personal details as well as your declaration that you will abide by the requirements of the VCE or VPC. You must use your legal details, and print clearly and in CAPITAL LETTERS.

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 students.

All VCE and VPC 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, 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 VPC STUDENTS.
- c) My school will provide my results to the VCAA for VCE or VPC assessment.
- d) The VCAA will provide my final VCE or VPC 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, VPC or GAT 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: _____

VCE Student Personal Details 2024



Section C: Consent to disclosure to other organisations

1. Publication of my results on the VCAA website and in newspapers.

I authorise the publication of my name, educational provider name, VCE studies and scores (of 40 or higher) on the VCAA public website and the disclosure of that information to metropolitan and regional newspapers for publication

☐ No ☐ Yes

Student's Signature: _____ Date: _____

2. Selection and announcement of awards.

I authorise the disclosure of my name, gender, telephone number, email and postal address to the Department of Education (including if the department is renamed in the future) and the Department of Premier and Cabinet (including if the department is renamed in the future) for the selection of students for the Premier's VCE Awards and the Governor of Victoria's Australia Day Reception.

☐ No ☐ Yes

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.

3. 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 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: _____

Section D: Adults returning to study

Are you an adult returning to study? ☐ No ☐ Yes (If Yes, complete the following section)

Adult students must be at least 18 years of age on 1 January in the year of enrolment **AND** not have undertaken full-time secondary schooling for the full year preceding the first year of enrolment as an adult.

School last attended:

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

Year Level last completed: ☐ Year 10 ☐ Year 11 ☐ Year 12 Year last attended:

--	--	--	--



Enrolment in Languages Offered by

The Victorian School of Languages (VSL)

Please see Victorian School of Languages (vsl.vic.edu.au) website for Enrolment dates and further information, prior to submitting this form.

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 2023 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"/>
Student Contact Email: <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: (if different)	<input type="text"/>
Overseas Address for travellers:	<input type="text"/>
Do Custody Restrictions apply? <input type="checkbox"/> No <input type="checkbox"/> Yes	



Enrolment in Languages Offered by

The Victorian School of Languages (VSL)

Please see Victorian School of Languages (vsl.vic.edu.au) website for Enrolment dates and further information, prior to submitting this form.

Language and Level	
Which language(s) do you wish to study in 2024?	Which year level do you wish to study?
Have you previously studied the language? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, for how many years?
School where language studied:	
Other experience with the language? <input type="checkbox"/> No <input type="checkbox"/> Yes	Previous VSL Student Number:
If yes, provide details: (e.g. you speak it at home, you lived in a country where it was spoken, etc.)	

Emergency Contact	
Family Name:	
First Name:	
Phone 1:	Phone 2:
Does the student have a diagnosed health care need, allergy or relevant medical conditional that requires a Medical Management Plan? If yes, the parent/carer will be required to supply this to the VSL. <input type="checkbox"/> No <input type="checkbox"/> Yes	
Has the student been diagnosed as being at risk of Anaphylaxis? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the student has an adrenaline autoinjector device (Epipen or Anapen)? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Has the student been diagnosed as being at risk of Asthma? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Please list any medical conditions, allergies and relevant medication that we need to be aware of. If there is a Management Plan for the condition please supply a copy to VSL Distance Education.	
Please leave blank if there are no Medical Conditions we need to be aware of.	



Enrolment in Languages Offered by

The Victorian School of Languages (VSL)

VSL Courses Available for Students in Years 7-12

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

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

2024 Practitioner/Agency Referral Form



Section A: Important information

We strongly recommend you review our enrolment eligibility criteria on our website under Medical (Physical) or Medical (Social/Emotional) <https://www.vsv.vic.edu.au/enrolment/direct/> prior to making a recommendation.

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"/>
Parent Email:	<input type="text"/>

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.	
I confirm I am a specialist practitioner	<input type="checkbox"/> No <input type="checkbox"/> Yes

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"/>



2024 Practitioner/Agency Referral Form

I have obtained the consent of the parent/carer or independent student to provide this information to The Department of Education and VSV.	<input type="checkbox"/> No <input type="checkbox"/> Yes
The information provided below has been shared with the parent / carer or independent student.	<input type="checkbox"/> No <input type="checkbox"/> Yes
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.	
I will provide ongoing treatment and monitoring for the duration of the enrolment, or will ensure referral to another case manager is secured if our service needs to close.	<input type="checkbox"/> No <input type="checkbox"/> Yes
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.) _____	
<p>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:</p> <ul style="list-style-type: none"> • 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. 	
I believe the parent/carer is capable of meeting the supervisor requirements.	<input type="checkbox"/> No <input type="checkbox"/> Yes

Online Classes – Year F-10

All Foundation to Year 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 or the Learning Advisor 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.



2024 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.

If the student is enrolled with another school (shared enrolment) workload capacity is the total percentage across both schools.

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)

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 full funding through the Victorian or Commonwealth student disability support funding programs (PSD, DI, 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.

I understand the student will no longer receive individual targeted disability support funding while at VSV.	<input type="checkbox"/> No <input type="checkbox"/> Yes
I recommend withdrawal from mainstream schooling and a full enrolment with VSV	<input type="checkbox"/> No <input type="checkbox"/> Yes

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. Shared enrolments provide students with the opportunity to access learning assistance and health/social supports delivered through local schools. They offer connection to peers and participation in school community activities. A shared enrolment requires some level of student attendance at the mainstream school.

I recommend a shared enrolment with VSV and an appropriate mainstream school.	<input type="checkbox"/> No <input type="checkbox"/> Yes
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2024 Practitioner/Agency Referral Form

Patient/Client Referral Information	
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"/> Self harm <input type="checkbox"/> Protective risk <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?	
To your knowledge, is there anything in the student's history or circumstances (including medical history or living circumstances not already provided) which might pose a risk of any type to this student, other students, or staff at this school?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes please provide further details (please attach any relevant documents). Note: It is expected enrolment minimum of two consecutive school terms or six consecutive months within a single school year.

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-2024 <input type="checkbox"/> By the end of 2024 or beyond



2024 Practitioner/Agency Referral Form

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

Name	Role	Contact Number/Email

Endorsement of the enrolment

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

☐ 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.



2024 School Referral Form

Important information

We strongly recommend you review our enrolment eligibility criteria under Medical (Physical) or Medical (Social/Emotional) prior to making a referral <https://www.vsv.vic.edu.au/enrolment/direct/>

Student Details	
Name:	<input type="text"/>
Date of Birth:	<input type="text"/>
Gender:	<input type="text"/>
Year Level in 2024:	<input type="text"/>
Length of enrolment at your school:	<input type="text"/>
Parent/Carer Phone:	<input type="text"/>
Parent/Carer Name:	<input type="text"/>
Parent/Carer Email:	<input type="text"/>
Please indicate the student's previous school/s if less than one year:	<input type="text"/>

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.

School Details	
School Name:	<input type="text"/>
Principal:	<input type="text"/>
Region:	<input type="text"/>
Phone:	<input type="text"/>
School type:	<input type="checkbox"/> Government <input type="checkbox"/> Catholic <input type="checkbox"/> Independent
Email:	<input type="text"/>

School contact	
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"/>

I have obtained the consent of the parent/carers or independent student to provide this information to The Department of Education and VSV.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
The information provided below has been shared with the parent / carer or independent student.	<input type="checkbox"/> No	<input type="checkbox"/> Yes



2024 School Referral Form

Student Details	
Reason for referral to VSV:	<input type="text"/>
Has this student been assessed for funding through The Department of Education Program for Students with Disabilities (PSD)?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Has this student been approved for funding through The Department of Education Program for Students with Disabilities (PSD)?	<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 checked="" type="checkbox"/> Level 4 <input type="checkbox"/> Level 5 <input type="checkbox"/> Level 6
Has this student been assessed for Disability Inclusion Funding and Support (DI)?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Has this student been approved for Disability Inclusion Funding and Support (DI)? YES/NO	<input type="checkbox"/> No <input type="checkbox"/> Yes
Level of funding approved:	<input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
Has this student been approved 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
VSV does not receive full funding through the Victorian or Commonwealth student disability support funding programs (PSD, DI or NCCD). I understand the student will no longer receive individual targeted disability support funding while at VSV.	<input type="checkbox"/> No <input type="checkbox"/> Yes
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.	
To your knowledge, is there anything in the student's history or circumstances (including medical history or living circumstances not already provided) which might pose a risk of any type to this student, other students, or staff at this school?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes please provide further details (please attach any relevant documents)	
<hr/>	
<hr/>	
<hr/>	



2024 School Referral Form

Schools intending to refer students from mandated cohorts (Aboriginal and Torres Strait Islander, Out of Home Care, PSD/DI/ 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.

<p>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:</p> <ul style="list-style-type: none"> • 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. 	
<p>I believe the parent/carer is capable of meeting the supervisor requirements.</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>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 66.</p> <p>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.</p> <p>Enrolment is for the current academic year only.</p>	
<p>I recommend withdrawal from mainstream schooling and having a full enrolment with VSV</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>I recommend a shared enrolment with VSV and an appropriate mainstream school.</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>If yes, what time fraction at VSV? _____</p> <p>Please provide a copy of our shared enrolment form</p>	



2024 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? Provide details and attach most recent meeting records and plans.	
Has a consultation/referral occurred with The Department of Education Health, Wellbeing & Inclusion workforce or equivalent Catholic/Independent system? Provide details (including key names, contact details, outcome of referrals and time frames).	
Have agency or community service referrals been made? Provide details (including key names, contact details, outcome of referrals and time frames).	



2024 School Referral Form

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-2024 <input type="checkbox"/> By the end of 2024 or beyond
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.	<input type="checkbox"/> No <input type="checkbox"/> Yes
Please attach the following documents to this referral (please tick).	<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 <input type="checkbox"/> VASS statement (must be included for all relevant year levels).

Endorsement of the enrolment
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.

Between VSV and another Victorian School

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

66



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>



2024 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"/>



2024 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"/> Self harm <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?	



2024 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.

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:

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

- Current students and parents/carers are directly emailed instructions of where to find enrolment information and how to re-enrol.
- The Enrolment Handbook: Foundation to Year 12 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 Enrolment Handbook: Foundation to Year 12 is made available in hard copy from school administration upon request by contacting our Enrolments Department.



Virtual School Victoria

e. 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**