Enrolment Handbook 2027

Foundation to Year 12

VIRTUAL SCHOOL VICTORIA

2027 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 2026 we provided virtual and blended learning programs to 7000 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 regular online lessons and face-to-face learning opportunities. Our face-to-face activities include seminars, workshops, pracs, incursions/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 their next stage of schooling, university, higher learning or employment.

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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2027 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.

Virtual School Victoria is a recognised leader in online, virtual and blended learning. We continually refine our practice through research and innovation, ensuring students experience world-class learning opportunities. Our whole-school approach to wellbeing, combined with a strong commitment to health promotion and child safety, means every student is supported to thrive. We are dedicated to building confidence and resilience in all learners. As part of the Department of Education's state-wide initiative, we play a pivotal role in ensuring every VCE student can access every subject– no matter 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 lessons are held regularly in year levels or 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 lessons, and improved engagement and learning outcomes. It is an expectation that, unless an exemption has been granted by their Student Coordinator, students in Foundation to Year 10, will participate in all scheduled online lessons. Year 11 and 12 students are expected to attend scheduled online lessons whenever 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/carers 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 on Page 7.

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 Vocational Major (VM) and VPC (Victorian Pathway Certificate) 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 teachers and returned with feedback. Personalised learning plans and learning goals are developed with all 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, Technology and the Capabilities.

All students at Virtual School Victoria are placed in their chronological year level. This policy is based on Department of Education guidelines. Visit **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 or adjustments 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.

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 lessons via video conferencing with their teachers so that teachers are able to monitor student learning progress, wellbeing and engagement. Use of webcams is expected in online lessons and in contact with Learning Advisors. Regular attendance at online lessons in Foundation to Year 12 is expected 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 lessons 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 lessons 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: Learning Advisors will maintain regular fortnightly contact with each student to provide guidance and support. These meetings enable staff to monitor the safety and wellbeing of students and gauge their 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 - Virtual School Victoria**

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 secondary students and are targeted to specific student needs and interests, such as our Gaming, Anime, Reading, Writing, Philosophy, and Neurodiversity or LGBTQIA+ clubs. Primary students also have other opportunities to interact in a safe and monitored online environment, through Primary Hangouts (Foundation to Year 6), selected clubs and a Connect Day every term.

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 (F-10) or The Lounge (11-12) 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.

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 wellbeing at any time).

To ensure child safety requirements can be met, students aged 16 or under must not be left without adult supervision during the school day. The enrolment application must specify who will be providing this daily supervision.

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 the online Enrolment Application Form. Parent/carers must indicate their agreement to these responsibilities when applying.

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 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 lessons, 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**

Help for non-English speakers

If you need help to understand the information in this handbook please contact Virtual School Victoria on 03 9965 0000 or **feedback@vsv.vic.edu.au**

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 2027 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/dashboard

Please sign in or register a new account and enter the Campion VSV school code **XWM3** as required.

Please note that VSV does not process any textbook orders.

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

Parents/carers of students enrolled with VSV under our Medical: Physical Health, Medical: Mental Health 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 and agreed learning plan 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.servicesaustralia.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.

Students can enrol in one language subject with the VSL. Two (or more) language subjects can be considered on an individual basis where there are clear learning or pathway goals. Once the application to enrol with VSV has been approved, we will send the VSL application form to the applicant for completion. We will then forward this application to the VSL for consideration.

The languages available include Arabic, Chinese, French, German, Greek, Hindi, Indonesian, Italian, Japanese, Latin, Punjabi, Spanish and Vietnamese.

Distance education classes in thirteen languages are offered for students in Years 7-12. Courses in Arabic are offered for continuing learners in Year 10. Courses in Vietnamese, Hindi and Punjabi are available for continuing learners at VCE. The VSL also offers face-to-face classes in over 50 languages in Years F-12 held out of school hours in 40 centres across metropolitan and country/regional areas. 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**

Shared enrolments

In some instances, it may be appropriate and beneficial for students to have their learning and support program shared between VSV and a mainstream Victorian school. This is only possible if the mainstream school agrees to a 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. In a shared enrolment, the mainstream school is always the home (i.e. main) school and holds responsibility for the student's wellbeing support, their Individual Education Plan and their pathways planning. A shared enrolment requires the student to be enrolled in and attending at least one subject at their mainstream school. If you think this arrangement might suit your child, please speak to their current school.

Enrolment Dates

When can students start?

VSV operates on the same term dates as all other Victorian government schools. The dates for 2027 are:

Term 1: Thursday 28 January to Thursday 25 March

Term 2: Monday 12 April to Friday 25 June

Term 3: Monday 12 July to Friday 17 September

Term 4: Monday 4 October to Friday 17 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 **Thursday 28 January**. Semester 2 starts on **Monday 7 June**, three weeks before the end of Term 2.

F-10 Enrolments

Semester 1 intake

Returning students: Returning students are those who have been enrolled at VSV in the previous year in Years F-10. Semester 1 enrolments are open from Monday **7 September 2026** (Week 9, Term 3) until **Friday 30 October 2026** (Week 4, Term 4). Late applications will not be accepted.

New students: New students are those who have not been enrolled at VSV in the previous year in Years F-10. Semester 1 enrolments are open from **Monday 7 September 2026** (Week 9, Term 3) until **Friday 27 November 2026** (Week 8, Term 4). Late applications will not be accepted.

Please note, any student intending to start the school year at VSV should submit their enrolment application by 27 November to enable them to commence at the start of Term 1.

Semester 2 intake

Semester 2 enrolments for Years F-10 are open from **Monday 19 April 2027** (Week 2, Term 2) until **Friday 28 May 2027** (Week 7, 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 are those who have been enrolled at VSV in Years 11-12 in the previous year. Semester 1 enrolments are open from **Monday 7 September 2026** (Week 9, Term 3) until **Friday 30 October 2026** (Week 4, Term 4).
Late applications will not be accepted.

New students: New students are those who have not been enrolled at VSV in the previous year in Years 11-12. Semester 1 enrolments are open from **Monday 7 September 2026** (Week 9, Term 3) until **Friday 27 November 2026** (Week 8, Term 4). Late applications will not be accepted.

Please note, any student intending to start the school year at VSV should submit their enrolment application by 27 November to enable them to commence at the start of Term 1.

Semester 2 intake

Semester 2 enrolments for Year 11 only are open from **Monday 19 April 2027** (Week 2, Term 2) until **Friday 14 May 2027** (Week 5, Term 2).

F-12 Mid-Semester Transfers

VSV will consider an application to enrol outside of the two enrolment periods based on 'exceptional circumstances', where a student's school is able to provide a strong justification or rationale as to why the student did not apply to 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 Year 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 Team. For subject selection advice, contact the relevant Student Coordinator.

Phone: (03) 9965 0005

Free call: 1800 133 511

Email: enrol@vsv.vic.edu.au

Eligibility Criteria

For direct enrolment with VSV for new and returning 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.

Returning students must submit a new online application form with updated supporting documentation. New online referral forms will be collected by the Enrolment Team. The student's engagement in their VSV learning program will be taken into account when the application is assessed for eligibility.

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

Students in mainstream schools

Students wishing to maintain their current enrolment in a mainstream school can apply to enrol in one (for Year 7-10 students) or up to two (for Year 11-12 students) subjects not available at their home school. The student's home school must complete the Students in Other Schools online application form which is accessible at www.vsv.vic.edu.au/enrolment/students-in-other-schools/

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 Team 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 2027 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 | www2.education.vic.gov.au/pal/enrolment/guidance/school-age-requirements** 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 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 November. 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, VSV may require a pre-enrolment interview prior to approving an enrolment application to optimise student learning and safe engagement outcomes. The purpose of the interview would be to clarify the arrangements for supervision and support that will be in place for the student during the enrolment period. The pre-enrolment interviews may be conducted by members of the Engagement, Inclusion or Wellbeing teams. If an interview is required, the student or their parent/carer will be contacted after they have submitted their application to schedule a time. The need for a pre-enrolment interview may result in a delay to the enrolment or the application being declined. If a student has a diagnosed intellectual disability, a pre-enrolment interview is required before an application is submitted.

Enrolment Categories

Category 1: Medical

1a. Medical: Physical Health

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.

Please note that these supports must be in place prior to submitting an application to VSV.

1b. Medical: Mental Health

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 a school, for example if they are home-schooled, a Practitioner/Agency Referral Form is required confirming their situation.

A Practitioner/Agency Referral Form

A **specialist mental health practitioner** (psychologist, psychiatrist or a mental-health accredited 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.

Please note that these supports must be in place prior to submitting an application to VSV.

Category 2: Travel

Students enrolling in this category must be Victorian residents who are unable to attend a mainstream school because they will soon commence 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 27.

Evidence required:

The student's current or most recent school is required to complete an online form confirming:

(a) the student was/is enrolled at the school

(b) the student has recently left or is soon leaving for the purpose of travel

(c) the date the student has left or is leaving for the purpose of travel

(d) the expected date that the student will return from travel and recommence enrolment at a mainstream school

(e) any supporting information if the student has learning difficulties, disabilities or health conditions that may impact on learning.

If travelling for work purposes, the parent's/carer's employer is required to complete an online form confirming:

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) a copy of the schedule is required

(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: High Ability Sports/Performance

Students enrolling in the High Ability Sports/Performance category must be Victorian residents entering Years 9-12 and have exceptional sporting or performing arts commitments which prevent them from attending mainstream school.

Applications under the **sports stream** require endorsement from a recognised sports organisation. Recognised organisations are:

- **national sporting organisations** recognised by the Australian Sports Commission
- **state sporting associations** recognised by Sport and Recreation Victoria
- **Australian-based elite sport clubs** that contract students in a professional capacity.

Evidence required:

The student's current or most recent school is required to complete an online form which:

(a) explains why the school is unable to accommodate the student's exceptional sports/performing arts commitments, including why flexible arrangements (e.g., an individual education or absence learning plan) have not been effective, and

(b) assesses the suitability of VSV as an appropriate alternative educational experience, considering potential impacts to the student's education and wellbeing such as reduced social interaction, the need for greater self-discipline, and the level of family support required.

A recognised sports/performing arts organisation is required to complete an online form which:

(a) confirms the student's high ability status and provides:
  i) achievement records such as rankings, awards, or certificates, or
  ii) a contract of employment.

(b) confirms the student's exceptional commitments and provides a detailed schedule, including days and times, which demonstrates:
  i) sports/performing arts commitments that prevent regular school attendance, and
  ii) how the student will participate in their education (noting that VSV as a Victorian government school must provide 25 hours of student instruction per week and students are expected to manage a full-time study load, which includes attending online lessons when possible).

(c) provides evidence that the organisation is compliant with the Child Safe Standards and that all individuals who will work directly with the student hold a current Working with Children Check.

(d) includes contact details of a sporting/performing arts supervisor who is authorised to liaise with VSV for regular check-ins regarding the student's progress and their wellbeing.

For the **performance stream** in 2027, the 2026 enrolment criteria will continue to apply, with the additional requirement that students must:

- attend a Victorian-based performing arts provider that has a current Memorandum of Understanding (MOU) with VSV, or
- be employed in the performing arts industry.

Year 9 and 10 students are also required to undertake a minimum of four hours of synchronous learning (approximately five online lessons) per week.

The student's performing arts provider/ agent is required to complete an online form that:

a) confirms the performing arts provider has a current MOU in place with VSV and understands their obligations under the MOU

b) confirms the student is training at an exceptional level in the performing arts and/or has a professional contract of employment in the performing arts industry

c) provides evidence of the student's high ability in performing arts in the form of:
   - o achievement records such as rankings, awards or certificates
   - o a contract of employment
   - o shortlisting or audition notes
   - o dance exam results, and/or
   - o student CV (previous paid employment experience, selection into other competitive programs, etc).

d) confirms the student's performance/training schedule prevents them from attending mainstream school

e) that, in their view, VSV is an appropriate alternative educational experience

f) confirms that the performing arts provider/agent is compliant with the Child Safe Standards and that all individuals who will work directly with the student hold a current Working with Children Check

g) includes contact details of a performance supervisor that is authorised to liaise with VSV for regular check-ins with the student's Learning Advisor about the student's progress and wellbeing.

h) 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.

****Reminder****

The Child Safe Standards apply to most organisations that work or volunteer with children and young people, including schools.

Parents and carers are reminded to be vigilant to ensure that all organisations that work with their child are complying with the Child Safe Standards. This includes ensuring that any adults that work with your child hold a current Working with Children Check or equivalent.

You can do this by requesting written confirmation from the organisations or individuals involved. You can also check if someone's Working with Children Check is current by using the Service Victoria app to scan the QR code on the digital Check. Go to Service Victoria for more information on digital Checks.

Further information about these requirements is available via the Commission for Children and Young People and Working with Children Check Victoria.

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:

An online form completed by the closest Government School.

This should confirm that the student's current residential address meets the minimum distance requirements outlined above.
Please note: the closest Government school may NOT be the school where the student is currently enrolled.

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 2027, can apply to enrol in a VCE course of study with VSV in 2027.

Repeating Year 12 for the sole reason to improve an ATAR will not be considered for Maximum Age Exemptions or enrolment at VSV.

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 Mental Health) 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 27.

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 in a VCE/VM course of study with VSV in 2027.

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.

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. 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, images or recordings without consent
- contacting a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- contacting a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- contacting a teacher or a trusted adult if someone writes something I don't like, makes me and/or my friends feel uncomfortable or requests information from me I know is private
- carefully considering the content that I upload or post online, knowing that this is a personal reflection of who I am and what people may think of me
- investigating the terms and conditions of use of the websites I sign up to as part of the learning program (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- respecting copyright and intellectual property laws and requesting permission to use images, text, audio and video and citing references where necessary
- using social networking sites for education purposes as directed by the school
- not downloading unauthorised programs, including games, while using the school's ICT equipment
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student, parent/carer or school staff member
- not revealing my password to anyone including teachers or administrators at the school
- not deliberately entering or remaining in any site that has obscene language or offensive content.

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

- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved learning program
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/sending or forwarding on messages

- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces
- ensuring that all school work submitted for assessment is my own, and that any use of services that provide additional support such as Artificial Intelligence (AI) resources are acknowledged at the point of submission.

I understand and commit to uphold the expectations of me as a student at Virtual School Victoria when using digital technology. I will do my best to:

- be safe to protect personal information and keep safe online;
- be respectful and kind to others when using technology;
- be responsible by demonstrating honesty, handling technology with care and following the school rules;
- ask for help if I feel unsure or see something inappropriate.

I will continue to learn about how to use digital technology in a safe and responsible way.

Privacy Information for Parents and Carers

During the ordinary course of your child's attendance at Virtual School Victoria, school staff may 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.vic.gov.au/schools-privacy-policy-information-parents**

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 Team.
For subject selection advice, contact the relevant Student Coordinator.

Phone: (03) 9965 0005 **Free call:** 1800 133 511 **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 the enrolment category they intend to apply under.

2. Complete and submit the online enrolment application form

All students applying to enrol must complete and submit the 2027 online Direct Enrolment Application Form. This will include their subject selection (for Years 9-12), and their medical and residential information. All online referral forms will be sent directly to the referrer by VSV.

3. Gather supporting documentation

Different supporting evidence is required, depending on the enrolment category.
All online referral forms will be sent directly to the referrer by VSV.

All enrolment applications require the necessary supporting documentation:

- ☐ **Completed online referral forms/evidence** (see the Eligibility Criteria section for information about which referrals/evidence are required). These forms will be sent to the referrer nominated in the application form.
- ☐ **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).

What will happen once an application is submitted?

Our online enrolment system is designed to provide you with updates as your application is being processed.

You will receive an email confirming that the application form has been submitted; that the referral form has been sent to the relevant referrer, depending on the enrolment category; and a final reminder if the referrer does not submit their form. You will also receive an email confirming the outcome of the application.

Determining eligibility

Virtual School Victoria has a proactive and supportive approach to the enrolment of students. Once an online enrolment application has been submitted, and all relevant online referral forms have been received, it will be reviewed by our Enrolment Officers to ensure the student meets the eligibility criteria. If it is determined that further evidence is required for the enrolment to be processed, VSV will communicate what is needed.

The enrolment pathways at VSV is complex and takes time. A complete enrolment application will take 5 – 10 business days to process during the school term. Delays may be experienced when an incomplete enrolment application is submitted and during peak enrolment periods. If it is determined that further evidence is required for the enrolment to be processed, VSV will communicate what is needed.

What will happen once an application decision has been made?

You will receive an email confirming that the application has been approved or declined.

If the application is approved, we will add the student's details to our database and our Student Coordinators will allocate a Learning Advisor. Your student will receive an email with their log in details shortly before term starts.

Primary Enrolments

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

Before the interview, complete and submit the online application form and supporting documentation to the VSV Enrolment Team. We will send online referral forms to relevant referrers, depending on the enrolment category. Once the application is processed and approved, you will be contacted to arrange a 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.

Confirming an appropriate learning and support program

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

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

Placement Appeals

In the first instance, parents/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 an appeal is unsuccessful and parents/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.

How to contact VSV

Post

Enrolments Team
Virtual School Victoria,
315 Clarendon Street,
Thornbury, VIC 3071

Phone

Reception: (03) 9965 0000
Enrolments: (03) 9965 0005

Email

enrol@vsv.vic.edu.au

2027 Primary 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)
Social and Emotional Learning (SEL)	Science, Design & Technologies (one-two hours per week)
	Health & Physical Education (one-two hours per week)
	Social and Emotional Learning (SEL)

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 Primary 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/regular 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 Primary.

For all Australian-based students, attendance at all online classes is required unless an exemption has been arranged with the Student Coordinator due to the individual student's circumstances. Students travelling overseas will need to communicate directly with their teacher to see if time zones permit attending the classes.

All year levels run online classes during the week which include Literacy, Numeracy and Social Emotional Learning (SEL).

2027 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.

In Year 7, students participate in regular timetabled online lessons, including a Social Emotional Learning (SEL) 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.**
  At the start of each semester, you will complete the Middle Years orientation program: Launch Pad (two weeks) in Semester 1 and Relaunch (one week) in Semester 2.
- Subject descriptions for all subjects are available online at **www.vsv.vic.edu.au/subjects**

Subject	All Year
English	✓
Mathematics	✓
Science	✓
Health and Physical Education	✓

Subject Group	Semester 1 Subjects	Semester 2 Subjects
Humanities	Geography	Civics and Citizenship
Arts	Drama	Visual Arts
Technology	Digital Technology	Design Technology (Food)

2027 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.

In Year 8, students participate in regular timetabled online lessons, including a Social Emotional Learning (SEL) 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.**
  At the start of each semester, you will complete the Middle Years orientation program: Launch Pad (two weeks) in Semester 1 and Relaunch (one week) in Semester 2.
- Subject descriptions for all subjects are available online at **www.vsv.vic.edu.au/subjects**

Subject	All Year
English	✓
Mathematics	✓
Science	✓
Health and Physical Education	✓

Subject Group	Semester 1 Subjects	Semester 2 Subjects
Humanities	History	Economics and Business
Arts	Visual Arts	Drama
Technology	Design Technology (Materials)	Digital Technology

2027 Year 9 Subjects

Once your enrolment has been processed, and your teachers assigned, 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 program). Your Learning Advisor will work with you if changes to your subject load are required.

In Year 9, students participate in regular timetabled online lessons, including a Social Emotional Learning (SEL) program. Online attendance is an expectation. If this is not possible due to personal circumstances, an exemption must be arranged with the Year 9 Student Coordinator.

Year 9 Subject Information

- A full-time learning program consists of **six subjects in each semester.**
  At the start of each semester, you will complete the Middle Years orientation program: Launch Pad (two weeks) in Semester 1 and Relaunch (one week) in Semester 2.
- 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		✓
Mathematics		✓
Science		✓
Health and Physical Education		✓
Humanities	**Civics and Citizenship** (Semester 1) **Geography** (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.

Subject Group		Subject	Semester offered
*Students will choose **one** subject per semester; **one** from Arts and **one** from Technology*	**Arts**	**Media**	Both semesters
		Dance	Semester 1
		Music	Semester 1
	Technology	**Design Technology (Food)**	Both semesters
		Digital Technology	Semester 2
		Game Development	Semester 1

2027 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).

In Year 10, students participate in regular timetabled online lessons, including a Social Emotional Learning (SEL) 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 **six subjects in each semester.**
  At the start of each semester, you will complete the Middle Years orientation program: Launch Pad (two weeks) in Semester 1 and Relaunch (one week) in Semester 2.
- 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		✓
Science		✓
Health and Physical Education		✓
Humanities	**Economics and Business** (Semester 1) **History** (Semester 2)	✓
Maths *	**Mathematics**	
	Maths for Living*	

*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.

Subject Group	Subject	Semester offered
Students will choose ***one*** *subject per semester*	**Psychology**	Both semesters
	Philosophy	Semester 1
	Research	Semester 2
	Media	Both semesters
	Dance	Semester 2
	Music	Semester 2
	Digital Technology	Semester 1
	Design Technology (Food)	Both semesters
	Skills for life	Both semesters

Senior Secondary Certificates at VSV

VSV offers two pathway programs for the VCE Senior School Certificate: 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 future study or career pathway choices.

VCE

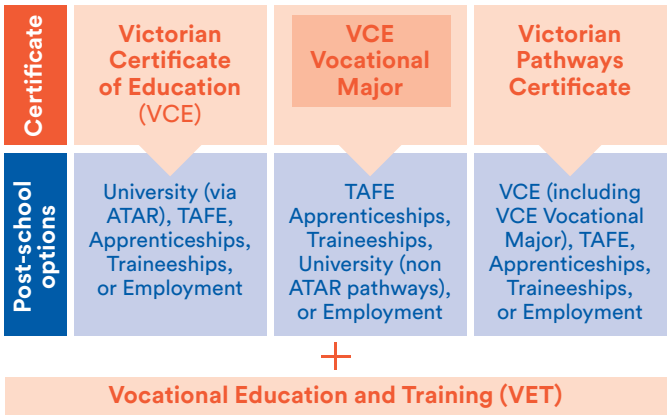
The Victorian Certificate of Education (VCE) is the certificate that marks the completion of senior secondary schooling. The VCE can be used as a credential for entry to employment and for other career opportunities, or to qualify for selection into a university, college, or Technical and Further Education (TAFE) course. Students can choose a variety of subjects to explore their interests and pursue their goals. Completing the VCE can give students an ATAR score, offering a direct pathway to university.

VCE VM

The VCE Vocational Major (VCE VM) is a vocational and applied learning program within the VCE, requiring a minimum completion period of two years. 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. 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. VCE VM can be customised to meet individual student needs and interests.

Unlike other VCE studies there are no external assessments (exams) for 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 the VCAA.

Secondary certificate choices



VET Delivered to School Students

Students have the option of including nationally recognised Vocational Education and Training (VET) delivered to school students as part of their VCE which includes the VCE VM. VET involves 'applied learning' and acquiring specialised industry-specific knowledge and skills that are directly relevant to a particular career. These skills can be applied to the workplace and further education and training.

VCE VET (VDSS) programs have been designed to contribute to a student's senior school certificate and are typically two years in length. Students are expected to:

- attend the institution or VET provider in-person on one day per week, and
- complete hands-on and applied learning tasks to achieve Units of Competencies (UoC).

VCE students have the option to include a VCE VET program as part of their senior school program.

VCE VM students are required to complete 180 nominal hours of Vocational Education & Training through a VCE VDSS Certificate II or III.

Virtual School Victoria does not deliver VCE VET programs. However, students can undertake a VCE VET (VDSS) program in conjunction with VSV through other educational institutions such as a TAFE. VCE VET (VDSS) programs can count as Units in the VCE and VCE VM. The first year of the VCE VET (VDSS) course typically counts as a Unit 1 & 2 sequence, and the second year typically counts as a Unit 3 & 4 sequence.

Please note that VCE students are required to sit exams in person, even though VSV is an online school. For further information regarding VCE, VCE VM, VPC and Exams, please see the VCAA website: **www.vcaa.vic.edu.au**

Studying VCE at VSV

VCE Minimum Requirements

To achieve the VCE:

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

- three units from the English group, two of which must be a Unit 3 & 4 sequence;
- at least three additional Unit 3 & 4 sequences.

To achieve the VCE VM:

Students will need to complete a minimum of 16 units which must include:

- 3 English/Literacy units, two of which must be a Unit 3 & 4 sequence;
- at least 3 additional Unit 3 & 4 sequences;
- 2 Mathematics/Numeracy units;
- 2 Work Related Skills units;
- 2 Personal Development Skills units;
- VET at a Certificate II or higher level (with a minimum of 180 nominal hours).

Applying to study a VET (VDSS) course

VCE Example Program

Year 11	Year 12
VCE English Units 1-2	VCE English Units 3-4
VCE Chemistry Units 1-2	VCE Chemistry Units 3-4
VCE History: Empires Units 1-2	VCE History: Empires Units 3-4
VCE General Mathematics Units 1-2	VCE General Mathematics Units 3-4
Optional: 1x Unit 1 & 2 Subject	**Optional:** 1x Unit 3 & 4 Subject

VCE VM Example Program (Standard at VSV)

Year 11	Year 12
VM Literacy Units 1-2	VCE VM Literacy Units 3-4
VM Numeracy Units 1-2	VCE VM Numeracy Units 3-4
VCE Work Related Skills Units 1-2	VCE Work Related Skills Units 3-4
VCE Personal Development Skills Units 1-2	VCE Personal Development Skills Units 3-4
VCE Cert II or III VDSS of choice	VCE Cert II or III VDSS of choice

VCE VM Example Program (Student Interest)

Year 11	Year 12
VM Literacy Units 1-2	VCE VM Literacy Units 3-4
VCE Food Studies Units 1-2	VCE VM Numeracy Units 3-4
VCE Personal Development Skills Units 1-2	VCE Work Related Skills Units 3-4
VCE Cert II or III VDSS of choice	VCE Cert II or III VDSS of choice

The role of the assessment supervisor at VSV

Students enrolled in the Direct enrolment categories must have their assessments supervised by an appropriate nominated supervisor, who can be a parent/carer. The nominated supervisor must be at least 18 years of age and must demonstrate the ability to fulfil the requirements listed below according to the VCAA assessment requirements and guidelines. We ask that supervisors take the following steps to ensure that assessments are administered correctly:

- The student receives the assessments on the day and time that has been mutually agreed.
- The student has a suitable place to complete the task.
- The student should be supervised as directed in the "Instructions for Supervisors" on the coversheet for each assessment.
- The student signs the declaration of authenticity included with the assessment, to verify that the conditions set by the teacher have been followed.
- The supervisor signs the declaration, attesting that the distribution and collection conditions have been met (where appropriate).
- The assessment is emailed or posted (as per instructions) to Virtual School Victoria by the due date specified by the teacher on the assessment material, with the appropriate coversheet.
- A copy of the assessment is kept by the supervisor.
- It is essential that students are aware of Virtual School Victoria's policies and processes regarding the successful completion of their VCE. Students can access the VCE handbook via the Lounge, in the VCE section.

Further information:

How to choose Year 11 and 12 subjects, including an exemplar: **www.vic.gov.au/choosing-year-11-and-12-subjects**

VCE and VCE VM: www.vcaa.vic.edu.au/student-guides/get-vet/how-vce-works-facts

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 of the enrolment year;
- not have been enrolled in more than seven units in the full year preceding the enrolment year.

To satisfy requirements for the award as an adult, VCE students must satisfactorily complete at least 4 sequences of Unit 3 & 4, one of which must be from the English group.

Australian Tertiary Admission Rank (ATAR)

The results of school-based and external assessments for Units 3 & 4 contribute towards a student's study score for each subject, and ultimately to 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 & 4 of an English sequence and three additional Unit 3 & 4 sequences is required for the calculation of a student's ATAR.

How a student's ATAR is calculated:

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

Further information, including the rules and restrictions about which studies can be included in your aggregate, can be found at **https://vtac.edu.au/guides/atar-scaling-guide-2027.html**

Before selecting subjects students 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**

For further information on how to choose subjects that meet 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 & 4 subject requiring a scored VCE must sit the VCAA VCE external assessments (end of year examinations) and the VCAA General Achievement Test (GAT). VSV is approved to deliver senior secondary courses and must comply with the VCAA requirements for the conduct and administration of VCE external assessments, including the GAT. VSV is responsible for ensuring that their students in Direct – full enrolments are appropriately accommodated at approved examination centres and correctly supervised for all VCE external assessments, including the GAT.

Students are required to observe VCAA rules for the conduct of VCE external assessments conducted by or on behalf of the VCAA, as well as the day-to-day rules of the institution hosting the external assessment. That is, external examinations will be conducted by VSV at approved examination centres and supervised by VCAA appointed supervisors. 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 who 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 at the commencement of the academic year in order to sit such assessments outside of Victoria.

Applying to study a VET (VDSS) course

Please note: Students who are interested in completing a VCE VET (VDSS) program must apply through the school they are currently enrolled in in the year before commencement of VCE VET study.

At VSV, prospective VCE VET (VDSS) students must do their own research and choose a VCE VET (VDSS) course that fits in with their career pathway. They are then asked to consult with their Learning Advisor and Career Practitioner at their current school regarding course suitability before submitting an application to the VSV VET team.

Newly enrolling VSV students who have organised or are currently enrolled in a VCE VET (VDSS) program will be asked to provide details of the course in the VSV online enrolment application.

Contact the VET Coordinator at the school that the student is currently enrolled in for further information regarding VCE VET (VDSS) applications.

2027 VCE Subjects Offered

Before selecting subjects, read through the Subject Information pages at **www.vsv.vic.edu.au/subjects**. VSV recommends students completing a full-time VCE program select 4 subjects, which have 2 units each (i.e. 8 units in total). For example, English Unit 1 and 2 are two units that make up 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.

Time commitment: Most VCE and 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 program over a longer period. Students should contact the relevant Student Coordinator if they have further questions.

Conditions apply and a Maximum Age Exemption may be required.

Subject	Offered
Accounting#^	Units 1-4
Agricultural & Horticultural Studies[5]	Units 1-4
Algorithmics[1]	Units 3-4
Applied Computing	Units 1-2
Applied Computing: Data Analytics	Units 3-4
Applied Computing: Software Development	Units 3-4
Art: Creative Practice[2]	Units 1-4
Art: Making and Exhibiting[2]	Units 1-4
Biology	Units 1-4
Bridging English as an Additional Language	Units 1-2
Business Management	Units 1-4
Chemistry#^	Units 1-4
Classical Studies	Units 1-4
Dance^[2]	Units 1-4
Drama[2,6,5]	Units 1-4
Economics	Units 1-4
English	Units 1-4
English as an Additional Language[2]	Units 1-4
English Language	Units 1-4
Environmental Science	Units 1-4
Extended Investigation	Units 3-4
Food Studies	Units 1-4
Foundation English[4]	Units 1-2
Foundation Mathematics	Units 1-4
General Mathematics#^	Units 1-4
Geography[6]	Units 1-4
Health and Human Development	Units 1-4
History: Ancient	Units 1-4
History: Australian History	Units 3-4
History: Global Empires	Units 1-2
History: Modern	Units 1-2
History: Revolutions	Units 3-4
Industry and Enterprise	Units 3-4
Legal Studies	Units 1-4
Literature	Units 1-4
Mathematical Methods#^	Units 1-4
Media*[2]	Units 1-4

Subject	Offered
Music	Units 1-2
Music Inquiry	Units 3-4
Music Composition	Units 3-4
Music Contemporary Performance	Units 3-4
Music Repertoire Performance	Units 3-4
Outdoor & Environmental Studies[5]	Units 1-4
Personal Development Skills[3,7]	Units 1-4
Philosophy	Units 1-4
Physical Education	Units 1-4
Physics	Units 1-4
Politics	Units 1-4
Product Design and Technologies	Units 1-4
Psychology	Units 1-4
Religion and Society	Units 1-4
Sociology	Units 1-4
Specialist Mathematics#^	Units 1-4
Systems Engineering[2,8]	Units 1-4
Theatre Studies[2,6,5]	Units 1-4
VCE VM Literacy	Units 1-4
VCE VM Numeracy	Units 1-4
Visual Communication Design	Units 1-4
Work Related Skills[3,7]	Units 1-4

#VSV recommends you satisfactorily complete Unit 1 before attempting Unit 2 of this subject.
^VSV recommends you satisfactorily complete Units 1 & 2 before attempting Units 3 & 4 of this subject.
[1] Satisfactory completion of Mathematical Methods Units 1 & 2 is recommended before attempting this subject.
[2] Pre-enrolment Subject Forms required.
[3] This subject can be selected as a part of a VCE VM program but should not be selected for any student choosing a VCE (non-VM) pathway.
[4] It is recommended that a pathways discussion is held with the Student Coordinator prior to choosing these subjects.
[5] This subject has capped student numbers.
[6] This subject requires the student to attend an excursion/incursion. See Subject Information page at **www.vsv.vic.edu.au/subjects** prior to enrolling.
[7] WRS and PDS are non-scored. Completing these subjects will not contribute to an ATAR.
[8] This subject is only available for Students in Other Schools enrolments.
* Complete a declaration for Units 3 & 4. See Subject Information page at **www.vsv.vic.edu.au/subjects** to access the form.

VCE Student Personal Details 2027

VCAA Collection Notice for VCE and VPC Students 2027

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 final VCE, VPC and GAT results (Student Results), providing services to and communicating with students in relation to its statutory functions, 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 marker
- Contact details
- Aboriginal or Torres Strait Islander 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 a student's 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 +61 3 9032 1629.

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 end of Term 3 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 on where to find enrolment information and how to enrol students.
- Current students and parents/carers are directly emailed instructions on where to find enrolment information and how to re-apply.
- 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 Team.

VIRTUAL SCHOOL VICTORIA

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