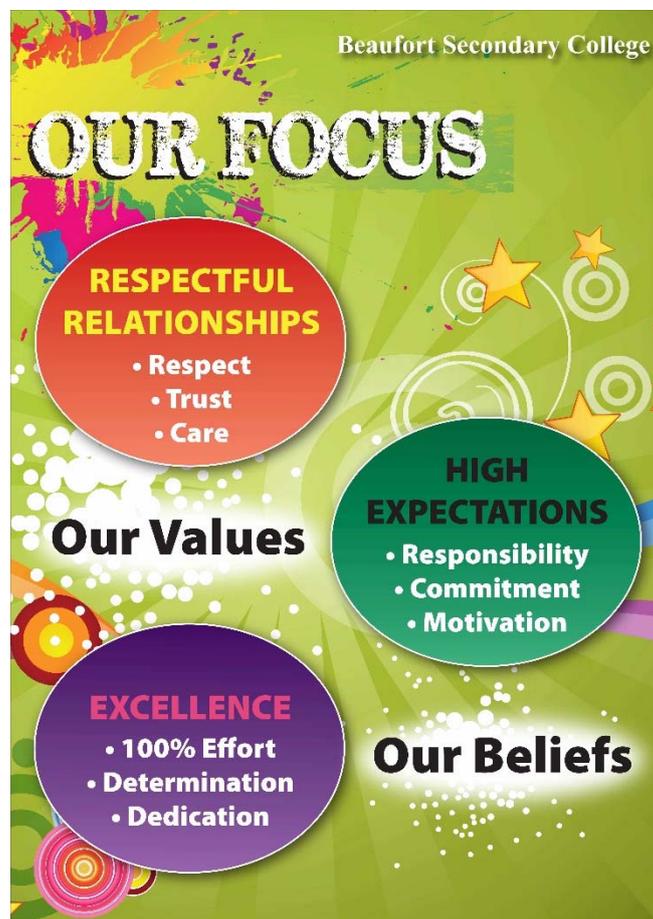


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LETTER TO PARENTS AND STUDENTS

Dear Parents and Students,

This booklet is designed to assist you to understand the commitment required in the final years of study. It is important that you read this booklet closely as it contains important information on the Victorian Curriculum and Assessment Authority's procedures, as well as suggestions to aid the organisational skills required to achieve success.

Beaufort Secondary College expects all Senior students to maximise the opportunities available to them. Our school focus areas are 'High Expectations, Respectful Relationships and Excellence.' However, sometimes circumstances arise where some students may not be able to meet these expectations. This booklet provides specific advice as to how to deal with such unforeseen circumstances.

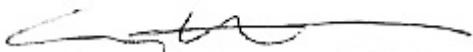
Students should always keep the school informed of problems they are experiencing as the VCAA has procedures (Special Provision Policy) to deal with these issues and the school has adopted procedures for offering appropriate assistance to students. We encourage parents to make contact if any concerns exist or if you have any questions.

As young adults, Beaufort Secondary College expects students to be self-reliant and independent in their approach to their studies. However, there are ways in which parents and guardians can assist in promoting success. These include:

1. Providing a suitable study area
2. Encourage sensible management of time and a regular study routine
3. Encourage student use of the College diary. Dates for assessment tasks are known in advance and should be included in the diary
4. Offer support and encouragement
5. Please contact us regarding any problem or issues which you feel are negatively impacting on your child's progress, as Special Provision applications made be sought
6. Encourage your child to participate fully in the life of the school as success means more than academic success.

We at Beaufort Secondary College wish your child every success in their final years with us and trust that your time as parent/guardian of a senior student is a positive one. Let us know if we can assist in providing support as we travel this journey together.

Yours sincerely,



.....
Mr Simon De Zoete-Spiero
VCE Coordinator



.....
Mr Karl Schier
Principal

IMPORTANT TERMS

Unit 1 / 2 subjects

Often referred to as “Year 11 subjects”, these are generally preliminary introductions to the more in-depth studies in each subject undertaken in Units 3 and 4. These run for one semester each (i.e. Unit 1 subjects are taught across Semester 1, Unit 2 subjects across Semester 2). Some, but not all, are pre-requisites in order for a student to undertake studies in Units 3/4 of the same subject. Although gaining a good base across both Units 1 and 2 is generally recommended, some students may complete Unit 1 of a subject and then change to study Unit 2 of a different subject in Semester 2.

Unit 3 / 4 subjects

Unlike Unit 1/2 subjects both Units 3 and 4 must usually be completed in the same calendar year (i.e. they are not stand alone Units unlike the Unit 1 and 2 subjects were). They are often referred to as “Year 12 subjects” with teachers assessing students through SACs /SATs and then the students sitting an externally set and graded exam.

Learning Outcomes

To satisfactorily complete a unit of work, a student must demonstrate certain knowledge and skills.

Assessment task

These are the usual means by which Unit 1/2 students demonstrate their knowledge and skills in relation to Learning Outcomes.

School Assessed Course Work (SACs) & School Assessed Tasks (SATs)

These are the usual means by which achievement is judged for students enrolled in Unit 3 /4 studies. SACs can take the form of a test or a graded assignment completed in class-time.

General Achievement Test (GAT)

Is a test required by all students enrolled in Unit 3/4 studies completed in June. GAT results are included in final VCE results.

Special Provision

The VCAA has a Special Provision Policy to provide all Unit 3 /4 students with the maximum opportunity to participate in and complete their senior secondary studies

Victorian Curriculum and Assessment Authority (VCAA)

The authority which sets the Policies and Procedures associated with VCE and VCAL.

Unsatisfactory Performance

Notices for “Unsatisfactory Performance” may be issued where a student has attendance issues, produces a below standard test result etc. These will be sent home with a suggested resolution.

VTAC

Victorian Tertiary Admissions Centre.

ATAR

Australian Tertiary Admission Rank. The overall ranking on a scale of 0 to 99.95 that a student receives based on his/her study scores. The ATAR is calculated by VTAC and used by universities/ TAFE institutes to select students for courses.

WHAT IS EXPECTED OF A SENIOR STUDENT?

As a senior student, you are a young adult who has selected to undertake this course of study at Beaufort Secondary College. The school will do its best to support you and you are expected to make the best use of the opportunities available to you.

Priorities

Study should be your main priority this year. Part-time employment, socialising and sport are all worthwhile activities but you need to achieve a balance so that you can do your best at school.

Attendance

It is expected you will attend all classes. Class time is crucial to assessment preparation and completion. Unexplained class absences may result in a student being failed in the unit. Students should also attend all trial examination opportunities available to them (including those held in the Term 3 break each year).

Homework

At Year 12 level students are advised to complete about 15-20 hours of homework per week. Year 11 students are advised to complete 10-15 hours of homework per week. It is important to strike a balance between schoolwork, homework, part-time employment, sport/ leisure pursuits and family responsibilities.

This year is a short and intense year where your focus should be on achieving the very best you can. Try not to lose sight of why you chose to complete these final years of secondary education.

Assessment

Assessment is ongoing throughout each semester. Unit 3 /4 Students will be given a copy of the expected assessment schedule in each subject. Students are expected to be in attendance for all assessment.

Leadership

As the senior students in the school it is expected you will demonstrate leadership and maturity in all areas of your schooling life.

Work Organisation

This will be a busy year so you are expected to organise your diary and folders to best manage the tasks and record-keeping required. It is advisable to plan ahead to avoid last-minute rushes.

Communication

One of the ways to success this year is for you to clearly communicate with your teachers and parents. It is your responsibility to seek help whenever needed. This is not a sign of weakness but a sign of intelligence!

Authentication of Work

Students must be able to demonstrate that assessment work is their own. Hence class attendance and up-to-date maintenance of class work/homework is important.



POLICY & PROCEDURES

Introduction

While the VCAA has overall responsibility for the regulations relating to the VCE and VCAL, the College is responsible for developing policies and procedures.

Beaufort Secondary College applies the following principles in delivering senior subjects.

Our policies and practices aim to be fair and reasonable and as far as possible, to assist students to succeed. If teachers and the College have made reasonable efforts to assist the students to succeed, then students must accept the ultimate responsibility for their own actions and behaviour.

In fairness to students and all teachers, there needs to be consistency in the way key procedures are carried out.

All teachers, students and parents need to know in advance the expectations, assessment criteria and work to be done in relation to all units to be taken by the students.

Students and parents need to be supplied with clear feedback, about the student's progress.

An **unsatisfactory performance notice** may be issued where a student has:

- Below expected level of work application
- Below capability/standard test/task result
- Attendance issues

Information for Students

Students are provided with course outlines and assessment timelines in all subjects. Teachers and students are expected to keep records of work set and completed. Feedback is available on assessment tasks, but an 'S' must be gained in all outcomes for the unit in order for students to 'pass' subjects. Students must retain work completed in class until the end of the year.



School Assessed Coursework / Task

(SAC or SAT) Completion Dates

Unit 3 /4 students complete SACs /SATs in class. This work will be collected and assessed by the class teacher. The assessment grade issued by the teacher contributes to the student's study score (subject to the VCAA's statistical moderation procedure).

Students are advised keep all work schedules up-to-date. If a SAC is missed due to exceptional circumstances e.g. illness (where a doctor's certificate or a relevant professional's report is supplied) or official school activity, the student will be given an alternative date.

Students must accept responsibility to attend SAC /SAT sessions. Should a student fail to attend a scheduled SAC/SAT session, he/she must apply under the Special Provision policy to the relevant teacher and Senior Studies Coordinator for permission to attend an alternative SAC/SAT time within **3 school days of returning to school**.

Such requests will need to be substantiated for approval to be given.

Where an 'N' result is issued

When a student completes a SAC task and it is subsequently marked as a 'Not Achieved' (N), then he/she has an opportunity to redeem that to a 'Satisfactory' (S) standard at the designated date negotiated with the teacher. The student's mark for that particular coursework assessment task will remain at the original grade.

In the case of **School Assessed Tasks** students must be mindful of the due date the tasks are expected to be submitted. These tasks are often completed over the course of the whole unit and the due date is not negotiable. In the event of a known absence on the due date the student should submit the task the day prior to the due date. In the event of an unforeseen absence due to illness the student should provide the Senior Studies Coordinator with a medical certificate.

VCE POLICY & PROCEDURES

Attendance and Lateness

The School provides the 50 hours plus of class work time required by the VCAA and it is policy that students attend **all** classes. This is important as it ensures that students not only receive the assistance necessary to complete all tasks, but it also fulfils the conditions necessary to establish verification of the authenticity of work.

In some subjects there are specific attendance demands in relation to sections of the coursework. The teachers will make these known to students involved.

If a student believes he/she is going to miss a substantial amount of class time in the future, he/she should make this is known to the relevant teacher(s) and the Senior Studies Coordinator. This will ensure that the situation may be reviewed for possible special provision or time extension.

(Please note students are expected to attend all scheduled classes throughout the school year. Family holidays should be avoided during term time.)

OFFICIAL DOCUMENTS

Student Personal Details

At the start of any year in which a student is enrolled into VCE/VCAL studies, the student will be asked to check a printed Personal Details Form. This records each student's name, address and seeks the student's signature, acknowledging an agreement to abide by VCAA rules.

Students undertaking Unit 3/ 4 studies should carefully read the privacy component to the form (section B) and sign it if they wish to grant approval to the VCAA to disclose study score information to newspapers and government departments. The VCAA must comply with statutory requirements under the Information Privacy Act.

VCE Rules & Regulations

These can be found by referring to the current "VCE Administration Handbook" via at the VCAA website

(<http://www.vcaa.vic.edu.au>).

Computer and Electronic Data System Use

When students use a computer or an electronic data system of any sort to produce work relating to school-assessed coursework or school assessed task, it is the

student's responsibility to ensure work is backed-up.

Hardware/software problems will not be accepted as grounds for Special Provision.

Special Provision

Special Provision may be granted for school -based Unit 3/ 4 coursework assessment and for examinations.

Special provision strategies allow schools to assist the student who has been unable to perform an outcome at an optimal level because he or she has experienced significant hardship or illness during the course of their senior studies.

Supporting medical evidence outlining the diagnosis, and the symptoms and issues which have impacted on school performance must be supplied when the student applies for a rescheduled assessment opportunity.

Students should be very aware that absences for assessment due to events such as driving lessons or license tests do not fall within the VCAA Special Provision guidelines. Similarly, taking holidays outside of the scheduled school holiday period does not fall within Special Provision guidelines.

Unit 1/2 - What if?

1. I am absent when an assessment task is completed?

- Provide your teacher with a written note from your parent explaining why you were legitimately absent. Your teacher will set you a new date provided your absence was due to illness, difficult family or environmental circumstances or a school excursion, allowing you opportunity to catch-up on preparation work and time to complete the assessment.
- If your absence is an extended one due to illness or difficult family or environmental circumstances your teacher may provide you with additional time to achieve the learning outcome or an alternative task which is within your competency to satisfactorily complete.
- Should you not be able to complete an assessment task due to circumstances beyond your control your teacher may still be able to award you with an S based on classwork previously completed.

2. There is a question raised about if work I submitted was my own?

The VCAA has special rules about students demonstrating their assessment work is their own.

You can best demonstrate work is your own by:

- Keeping notes, plans, drafts, etc.
- Discussing work in progress with your teacher.
- Attending all classes to show development of your knowledge and skills.
- Being prepared to answer questions to demonstrate your understanding of the work.

3. I find my VET program difficult to incorporate into my VCE

- See the VET Co-coordinator as soon as possible.
- Talk to your Homeroom Teacher and Subject Teachers.
- Between all of these people the problems are certain to be resolvable.

Unit 3/4 - What if?

1. What if I don't understand any part of this booklet?

See the Senior Studies Co-coordinator for assistance. Remember, communication is crucial.

2. What if I am absent when a SAC/SAT is done?

If you have a good reason which falls under the VCAA's Special Provision policy and can provide supporting details (e.g. doctor's certificate) an alternative time will be set by the Senior Studies Coordinator. If you do not have a legitimate reason your work will be ungraded.

3. What if my SAC/SAT does not reach the required standard. Can I repeat the task?

Yes, but only to receive an 'S' for the Learning Outcome. The initial grade remains as is.

4. Will I know my SAC/SAT grades?

Yes, your teacher will mark your work and return it to you with the result shown. Final results are, however, subject to statistical moderation by the VCAA. Final results are published in early December.

6. When will I find out my exam results?

Final exam results are available to students in December. Specific dates will be provided to students during the year.

GUIDELINES AND RULES FOR STUDENTS REGARDING PLAGIARISM AND AUTHENTICATION

Students may encounter problems with authentication, especially with those tasks that are not completed during class time.

A breach of these rules will mean a student may receive an ‘N’ for the unit and an ‘NA’ for School Assessed Coursework.

The dictionary defines plagiarism as “to take and use another’s work as one’s own; the act of copying another’s work and pretending it is one’s own.”

1. Copying word for word
 - From any printed medium such as a website, book, magazine, newspaper, journal, another student’s work, without acknowledging it through the use of footnotes.
2. Changing the words around
 - Even though you are not copying word for word, it can still be plagiarism if you use somebody else’s general idea, concept or fact without acknowledging it. This form of plagiarism is more subtle, but nevertheless just as serious.
3. Getting somebody to help you without acknowledging it. For example, another student or a tutor.

STUDENT DRIVING POLICY

Students with valid drivers' licences are allowed to drive their cars to school, but must firstly inform the school of their intention to do so.

The school requires that students:

- Adhere to all road rules and drive in a safe and responsible manner
- Only use their car for travelling to and from school. Students are not permitted under any circumstances to drive from the school grounds during the day or to transport other students in connection with any school program or function.
- Do not carry other students as passengers to and from school.

Student drivers must sign the **Permission and Student Agreement** Forms or the **Passenger Permission Form**

Students failing to comply with the above requirements will be either asked to leave their keys at the school office during the school day, or be forbidden from bringing the car to school altogether.

These requirements are intended to ensure the welfare and safety of students and maintain a positive image of the school within the local community. It is an expectation that students will drive to and from school in a safe and responsible manner.

STUDENT CARS

Parent Permission and Student Agreement Form

To the Principal,

My son/daughter has a valid driving licence and wishes to drive to and from school.

I understand that the vehicle can only be used to drive to and from school and may not be used at other times during school hours without permission.

Also, I agree that no passengers are to travel in the car unless the passenger's parent/guardian has signed the Passenger Permission Form.

I agree that the student will follow the road laws at all times and drive at an appropriate speed.

I request allocation of a parking space in the staff car park.

This form must be completed by any student who intends to drive to school, either occasionally or regularly.

Student Name: <i>(Please Print)</i>	
Car Make:	
Colour:	Registration Number:
<p>Note: If the student intends to drive any car other than the one registered on this form, it must also be registered with the school.</p> <p>Details: (as for car above)</p>	

Parent Permission

I give permission for *(Full name of student)* to:

Drive to and from school

Take the passenger indicated on this form *(Leave form blank if not applicable)*

I am aware of the College requirement regarding students driving to school.

.....

Signature of Parent/Guardian Date:

Parent/Guardian Name *(Please Print)*

SURVIVING EXAMS

(ref: www.headspace.org.au)

To help reduce stress and ensure that you're as organised as you can be, learn more about planning, looking after yourself and staying focused. Aim to be as ready for the exam as you can be.

Take the time to plan

- Prepare a study plan and goals for each day / week. Make sure it's balanced with other important things in your life - that way it will be easier to stick to.
- Talk to your employers early to let them know you need to limit your shifts or hours while studying.
- Create a study space that is comfortable, quiet, well lit, organised, and has no distractions nearby, such as a TV, phone, people talking, etc.
- Make sure you have everything you need for each study session as this helps you to feel more confident and organised.

Look after yourself

- Self-care is especially important when you have a big demand in your life - that way you have the energy to commit to what you need to accomplish.
- Build activities you enjoy and that bring your stress levels down into your study plan, such as sport, spending time with friends, internet, etc.
- Don't get hungry before or while studying. Grab nutritional snacks that keep you going, such as fruit/nuts/dairy, etc.
- Remember to get some exercise every day as this helps you to keep focused and energetic.

Stay focused

- Say "no" to parties during the weeks close to the exams. This will help to keep you refreshed and energised.
- When studying, switch your phone and email off to stop the distractions. Try to keep a focus on your health and wellbeing.

Rest when you need to

- Work out what times of day you have the most energy and plan to study then.
- Don't study more than 40-60 mins without a short break. Even a 5 minute break will help. A glass of water helps too!
- When you have a break do something physical or fun, such as go for a short run or play with a pet.
- Try to keep your focus on school and exams rather than other stuff happening in your life; you don't need this extra worry around relationships, friendships etc. right now.
- Relaxation is important, especially before bed, to slow the brain activity down. Try some slow, deep breathing, a shower or a bath, herbal tea etc.
- Learn more about sleeping well

Ask for help:

- Stay at school until your last day so you don't miss any important info about exams, or fun events with your peers.
- Practise writing essays and show your teachers for feedback for improvement.
- Ask teachers the best way to study for each subject; they have experience they can share with you.
- Teachers are happy to be contacted during the time leading up to the exams. Make use of this if you need to.
- Group study sessions with classmates can be a helpful and entertaining way of studying, but keep your focus on what you want to achieve with these sessions.
- Talk about what you are studying with family members and friends as this helps to retain the info more, especially names and dates, etc.

Studies available for selection in 2019

YEAR 11	YEAR 12
<p><u>English</u></p> <ul style="list-style-type: none"> • English • Literature 	<p><u>English</u></p> <ul style="list-style-type: none"> • English • Literature
<p><u>Mathematics</u></p> <ul style="list-style-type: none"> • Foundation 1 & 2 • General Mathematics 1 & 2 • Mathematical Methods 1 & 2 • Specialist Mathematics 1 & 2 	<p><u>Mathematics</u></p> <ul style="list-style-type: none"> • Further Mathematics 3 & 4 • Mathematical Methods 3 & 4 • Specialist Mathematics 3 & 4
<p><u>Science</u></p> <ul style="list-style-type: none"> • Biology • Chemistry • Physics • Psychology • Agriculture and Horticulture Studies 	<p><u>Science</u></p> <ul style="list-style-type: none"> • Biology • Chemistry • Physics • Psychology • Agriculture and Horticulture Studies
<p><u>The Arts</u></p> <ul style="list-style-type: none"> • Visual Communication Design • Studio Arts • Music Performance 	<p><u>The Arts</u></p> <ul style="list-style-type: none"> • Visual Communication Design • Studio Arts • Music Performance
<p><u>Health and Physical Education</u></p> <ul style="list-style-type: none"> • Health and Human Development • Physical Education • Outdoor Education 	<p><u>Health and Physical Education</u></p> <ul style="list-style-type: none"> • Health and Human Development • Physical Education • Outdoor Education
<p><u>Humanities and Commerce</u></p> <ul style="list-style-type: none"> • Accounting • Business Management • History • Legal Studies • Geography 	<p><u>Humanities and Commerce</u></p> <ul style="list-style-type: none"> • Accounting • Business Management • History • Legal Studies • Geography
<p><u>Technology</u></p> <ul style="list-style-type: none"> • Food and Technology • Computing • Product Design and Technology Wood • Product Design and Technology Fibres • Product Design and Technology Metal 	<p><u>Technology</u></p> <ul style="list-style-type: none"> • Food and Technology • Computing • Product Design and Technology Wood • Product Design and Technology Fibres • Product Design and Technology Metal
<p><u>VET and VCAL</u></p> <ul style="list-style-type: none"> • See available subjects on next page 	<p><u>VET and VCAL</u></p> <ul style="list-style-type: none"> • See available subjects on next page

VET COURSES AVAILABLE FOR 2019

- Agriculture
- Allied Health
- Animal Studies
- Automotive
- Aviation
- Building and Construction (Carpentry)
- Community Services – Children stream
- Community Services – Youth Stream
- Dance
- Engineering
- Equine
- Hair and Beauty Tasters
- Hairdressing
- Health Services Assistance (Nursing)
- Hospitality
- Information, Digital and Multimedia
- Integrated Technology (Electro technology)
- Media (Gaming Stream)
- Retail Make Up and Skin Care (Make-up Services)
- Musical Performance
- Plumbing
- Sport and Recreation

VCAL – VICTORIAN CERTIFICATE OF APPLIED LEARNING

A 'hands-on' accredited alternative stream of the VCE for Year 11 and 12 students.

VCAL is a recognised qualification that gives you practical work related experience, literacy and numeracy skills and the opportunity to build personal skills that are important for life and work.

VCAL is a pathway to training at TAFE, an apprenticeship or traineeship or getting a job after completing school.

VCAL is a flexible study program that suits personal interests and needs.

VCE units can be completed as part of VCAL and will be counted towards VCE.

VCAL can be integrated and interchanged to suit student needs.

VCAL has four compulsory stands:

Literacy and Numeracy Skills:

This is covered by VCAL Literacy / Numeracy Units.

Industry Specific Skills:

Students must undertake a VET program in an area of personal interest.

Work Related Skills:

Students participate in structured work place per week.

Personal Development Skills:

Students are involved in community based projects and structured activities to develop teamwork skills and self-confidence.

VCAL Levels:

There are three levels – Foundation, Intermediate and Senior.

You start and complete your VCAL at the level that matches your needs and abilities.



Entry Requirements:

There are NO entry requirements into VCAL. Students will gain a statement of results from the VCAA at the end of each year, and a certificate when successfully completing the program at the chosen level. All VCAL accordance with VCAA requirements, and is based on competency (students demonstrating and providing evidence to support their claim of being capable)

To be awarded a VCAL Certificate the learning program must

- Be made up of 10 credits
- Contain components of VCAL units, VCE units and VET units
- 5 of the units must be at the VCAL level of achievement.

To be selected into the VCAL program:

The student will undergo an interview with the Senior Coordinator and an application is completed.

Students and parents select VCAL program in consultation with the Senior Studies Coordinator.

Criteria for selection into the VCAL program will be heavily based towards student interests and direction, their past experiences at school and their level of commitment to the program. Participation in VCAL will be seen as a positive experience and a reward for strong work ethics.

