

Qualifications:

Victorian Certificate of Education

The Victorian Certificate of Education (VCE) is a senior secondary certificate of education recognised within the Australian Qualifications Framework (AQF). It is designed to be completed over a minimum of two years, and includes general education curriculum components (VCE studies) and programs from Vocational Education and Training (VET) qualifications.

Each VCE study is designed to provide a two-year program. Studies are nationally and internationally benchmarked at Unit 1 and Unit 2 level to a Year 11 standard, and studies at Unit 3 and Unit 4 level are benchmarked to a Year 12 standard. Units 1 and 2 can be completed as single units and Units 3 and 4 in each study are designed to be undertaken as a sequence.

Each VCE unit involves 50 hours of scheduled classroom instruction. In addition, it is expected that students will undertake up to 50 hours of self-directed learning for each unit. Satisfactory completion of a VCE unit is based on successful completion of outcomes. Satisfactory completion of units is determined by the school, in accordance with Victorian Curriculum and Assessment Authority (VCAA) requirements.

Levels of achievement for Units 1 and 2 are determined by schools and not reported to the VCAA. Levels of achievement for Unit 3–4 sequences are assessed using School-based Assessment and external assessments (including examinations). Each VCE study has three graded assessment components: either one School-based Assessment and two external assessments, or two School-based Assessments and one external assessment. Each of the three graded assessment components contributes to a study score. Scored VCE VET studies have two graded assessment components, comprising one School-based Assessment and one external examination. Graded assessments are reported on an 11-point scale ranging from grade A+ to E, or as UG (ungraded).

The VCE is available on two academic years: the Victorian academic year, which is delivered across a calendar year, and the Northern Hemisphere academic year (the Northern Hemisphere Timetable or NHT), which is delivered from July to June.

There is one examination period in each academic year. The General Achievement Test (GAT) is conducted in June.

See the Scored assessment: General Achievement Test section for more information about the GAT. See the Scored assessment: School-based Assessment and the Scored assessment: External assessment sections for more details on assessment of VCE units.

1 VCE program components

1.1 VCE units

Although Units 1 and 2 are benchmarked to a Year 11 standard and Units 3 and 4 to a Year 12 standard, student programs may include some Units 1 and 2 in the second or final year and/or some Unit 3–4 sequences in the first year.

VCE Units 1 and 2

Units 1 and 2 may be undertaken separately or as a pair. Schools may timetable Units 1 and 2 in a sequence that is suitable for their program. Students may enrol simultaneously in Units 1 and 2 of a study.

VCE Units 3 and 4

Units 3 and 4 of all studies must be undertaken as a sequence. A student may not enrol in Unit 4 only; see 'Atypical enrolment in VCE and VCAL' in the Administrative information: Student enrolment section for exceptions to this.

1.2 VET

The VCE can include components of nationally recognised VET qualifications from within the AQF. Training from a nationally recognised VET or Further Education (FE) qualification may contribute towards the VCE through the following recognition arrangements:

- enrolment in a VCAA-approved VCE VET program, or a School-based Apprenticeship or Traineeship
- enrolment in any other nationally recognised qualification at AQF Level II or above (Block Credit Recognition).

1.3 VCAL units

The VCE can include Victorian Certificate of Applied Learning (VCAL) units if enrolment is transferred from VCAL to VCE before completing a VCAL certificate. Intermediate VCAL units may contribute to the satisfactory completion of the VCE at Unit 1 and 2 level, and Senior VCAL units at Unit 3 and 4 level. Foundation VCAL units do not contribute to the VCE. Combinations of VCAL Senior units may contribute as a VCE Unit 3–4 sequence, but no study score is given.

2 Entry to VCE studies

Students may enter studies at the level of Unit 1, 2 or 3. In some studies, students are advised to complete either or both Units 1 and 2 before attempting Unit 3, or have equivalent experience, or be willing to undertake some preparation. The relevant advice is published in the study design for each study.

Units 3 and 4 are designed to be taken as a sequence; students must undertake Unit 3 before commencing Unit 4 of a study.

2.1 Specific eligibility requirements for VCE studies

There are specific eligibility requirements for:

- Chinese Language, Culture and Society
- English as an Additional Language (EAL)
- VCE Second Language studies in Chinese, Indonesian, Japanese, Korean and Vietnamese.

See the Administrative information: Student enrolment section for further details of these requirements.

Chinese Language, Culture and Society

A student is **not** eligible for Chinese Language, Culture and Society if they have done either of the following:

- undertaken six months or more of education in a school where Chinese is the medium of instruction
- resided for 24 months or more in any VCAA-nominated countries or regions.

English as an Additional Language (EAL)

Enrolment in EAL is available only to students who have approved EAL status. A student may be eligible for EAL status if they meet both of the following conditions:

- They have been a resident in Australia or New Zealand or other predominantly English-speaking country for no more than seven years or they are a student of Aboriginal or Torres Strait Islander descent whose first language is not English. The period of seven years is to be calculated cumulatively over the student's whole life. The calculation of time spent in Australia is made from the date of last arrival plus any previous periods of time spent in Australia or any predominantly English-speaking country. Time spent out of Australia during school vacations should be included in the accumulation towards the seven years because there would have been no disruption to education during these periods.
- English has been the student's major language of instruction for a total period of not more than seven years over the period of their education.

Special circumstances for EAL

See the Administrative information: Student enrolment section for further details.

VCE Second Languages

VCE Second Language studies in Chinese, Indonesian, Japanese, Korean and Vietnamese cater for students who have learnt all they know of the language in an Australian school or similar environment. All enrolments in VCE Second Language studies in Units 3 and 4 must be approved by the VCAA.

Chinese Second Language	A student is not eligible for Chinese Second Language if they have done either of the following: <ul style="list-style-type: none"> • had 12 months or more of education in a school where Chinese is the medium of instruction • had three years (36 months) or more of residence in any of the VCAA-nominated countries or regions (China, Taiwan, Hong Kong and Macau).
Chinese Second Language Advanced	A student is eligible for Chinese Second Language Advanced if: <ul style="list-style-type: none"> • they have had no more than seven years of education in a school where Chinese is the medium of instruction • the highest level of education attained in a school where Chinese is the medium of instruction is no greater than the equivalent of Year 7 in a Victorian school.
Indonesian Second Language	A student is eligible for Indonesian Second Language if they have had no more than seven years of education in a school where Indonesian or Malay is the medium of instruction.
Japanese Second Language	A student is eligible for Japanese Second Language if they have had no more than seven years of education in a school where Japanese is the medium of instruction.
Korean Second Language	A student is eligible for Korean Second Language if they have had no more than seven years of education in a school where Korean is the medium of instruction.
Vietnamese Second Language	A student is eligible for Vietnamese Second Language if they have had no more than seven years of education in a school where Vietnamese is the medium of instruction.

3 Eligibility for award of the VCE

The VCE is awarded on the basis of satisfactory completion of units according to VCE program requirements. For VCE Units 3 and 4, evidence of achievement is collected by the teacher through a range of tasks, including School-based Assessments that are designated for the study. The decision about satisfactory completion of a unit is distinct from the assessment of levels of achievement. School-based Assessment may be used to determine both satisfactory completion of the unit and assessment for a study score.

A student may be eligible for the award of the VCE if they have submitted School-based Assessments for satisfactory completion of units, but have not been assessed for levels of achievement in the study and have not completed examinations. In these cases, the teacher judges that the student has achieved the outcomes for a study based on the work provided by the student, without assessing for levels of achievement. A student must be assessed for levels of achievement in two of the graded assessments in order to receive a study score.

If a result is not provided for the unit, the student will not receive a study score. When making their enrolment selection, students should consider the requirements for satisfactory completion and the award of the VCE. Not achieving graded assessments may limit a student's options for further training, study and work. Students should be encouraged to attempt all graded assessments, as much as possible.

The VCE is normally completed over two years, but students may accumulate units over any number of years. It is possible for students returning as adults, and students who have received credit equivalent to a full Year 11 in another jurisdiction, to complete their VCE in a single year.

3.1 Minimum requirements

The minimum requirement is satisfactory completion of 16 units, which must include:

- three units from the English group, including a Unit 3–4 sequence
- at least three sequences of Unit 3–4 studies other than English, which may include any number of English sequences once the English requirement has been met.

The [Victorian Tertiary Admissions Centre \(VTAC\)](#) advises that satisfactory completion of a scored Unit 3–4 of an English group sequence is required for the calculation of a student's Australian Tertiary Admission Rank (ATAR).

Students undertaking atypical programs may have their previous studies or experience counted towards the awarding of the VCE. These students are adult students with no Year 12 results, adult students with Year 12 results prior to the VCE, students with credit from interstate and overseas studies, and students with previously attained VET qualifications or credit from a VCAL qualification.

3.2 English requirement

The minimum English requirement is three units from the English group, including a Unit 3–4 sequence. English units may be selected from Bridging English as an Additional Language Units 1 and 2, Foundation English Units 1 and 2, English Units 1 to 4, EAL Units 3 and 4, English Language Units 1 to 4, and Literature Units 1 to 4.

The English group at this level comprises English Units 1 and 2, Bridging English as an Additional Language Units 1 and 2, Foundation English Units 1 and 2, English Language Units 1 and 2, and Literature Units 1 and 2. English Units 3 and 4 and EAL Units 3 and 4 are equivalent sequences, so only one sequence may be counted towards the award of the VCE.

Units from the English group may also contribute to the sequences other than English requirement. In calculating whether students meet the minimum requirements for the award of the VCE, the VCAA first calculates a student's English units. Once a student has met the English requirement, or satisfied an English sequence, any additional sequences from the English group will be credited towards the requirement for sequences other than English.

Adult students, students with credit from interstate study, and students with credit from overseas study can use their previous studies to satisfy the English requirement.

The following table provides examples of how the English requirement will apply in 2018 for students who are not adults and have no credit from interstate or overseas study and have not previously attained their Intermediate or Senior VCAL.

Possible unit combinations from the English group

	English group Units 1 and 2 satisfactorily completed	English group Units 3 and 4 satisfactorily completed	Is the English requirement met?	Sequences other than English	Units contributing to minimum 16-unit count	Notes
1	English Units 1 and 2	English Units 3 and 4	Yes	0	4	
2	English Units 1 and 2	Literature Units 3 and 4	Yes	0	4	
3	English Units 1 and 2	Literature Unit 3	No	0	3	The student needs a Unit 3–4 sequence from the English group to meet the English minimum requirement.
4	Literature Units 1 and 2	Literature Units 3 and 4	Yes	0	4	
5	English Language Units 1 and 2	English Language Units 3 and 4	Yes	0	4	
6	English Units 1 and 2	English Language Units 3 and 4	Yes	0	4	
7	English Units 1 and 2	English Units 3 and 4; English Language Units 3 and 4	Yes	1	6	The study scores for both Unit 3–4 sequences can be included in the primary four for the ATAR.*
8	Foundation English Units 1 and 2	EAL Unit 3	No	0	3	Because there is no S for EAL Unit 4, minimum requirements have not been met.
9		English Units 3 and 4; English Language Units 3 and 4	Yes	1	4	The study scores for both Unit 3–4 sequences can be included in the primary four for the ATAR.*

	English group Units 1 and 2 satisfactorily completed	English group Units 3 and 4 satisfactorily completed	Is the English requirement met?	Sequences other than English	Units contributing to minimum 16-unit count	Notes
10		English Units 3 and 4; Literature Units 3 and 4	Yes	1	4	The study scores for both Unit 3–4 sequences can be included in the primary four for the ATAR.*
11	Literature Units 1 and 2; English Units 1 and 2		No	0	4	Only two of these units count towards the English requirement. The student needs at least one S from a Unit 3–4 English study.
12		English Units 3 and 4; English Language Units 3 and 4; Literature Units 3 and 4	Yes	2	6	Only two study scores from Unit 3–4 sequences can be included in the primary four for the ATAR.* The third study score can contribute as an increment.
13	English Units 1 and 2	English Unit 3; English Language Units 3 and 4	Yes	0	5	
14	Bridging EAL Units 1 and 2; English Units 1 and 2	EAL Units 3 and 4	Yes	0	6	Only two units from Unit 1 and 2 level count towards the English requirement.

* VTAC advises that for the calculation of a student's ATAR, satisfactory completion of a scored Units 3–4 of an English sequence is required.

3.3 Equivalent studies

Some VCE studies consist of more than four units. There are no restrictions within these studies on the number or combinations of units that students may undertake. For example, in VCE Computing, students may obtain credit for Units 3 and 4 of both Informatics and Software Development. However, to obtain credit for a sequence, students must satisfactorily complete both Units 3 and 4 from the one study. For units that are deemed to be equivalent, there are restrictions on credit that may be gained towards satisfactory completion of the VCE.

Rules about combinations of studies or units satisfied before 2001 are not set out in detail in this document. Schools are expected to run a VCE Student Eligibility Report in the Victorian Assessment Software System (VASS) for all students, and should contact the VCAA's Student Records and Results Unit if there are any concerns about the report.

Australian and Global Politics

The *VCE Australian and Global Politics Study Design (Accreditation Period 2018–2022)* replaced the previous study of VCE International Politics. There are two Unit 3–4 sequences in Australian and Global Politics: Australian Politics and Global Politics. Students who have satisfactorily completed:

- Units 1 and/or 2 of International Politics cannot count Units 1 and/or 2 of Australian and Global Politics towards satisfactory completion of the VCE
- Units 3 and 4 of International Politics cannot count Units 3 and 4 of Global Politics towards satisfactory completion of the VCE
- Units 3 and 4 of National Politics cannot count Units 3 and 4 of Australian Politics towards satisfactory completion of the VCE.

Computing

The *VCE Computing Study Design (Accreditation Period 2016–2019)* replaced all previous study designs for Information Technology. Students who have completed any Information Technology units prior to 2016 and who subsequently enrol in Computing cannot count Units 1 to 4 of Computing towards satisfactory completion of the VCE.

Food Studies

The *VCE Food Studies Study Design (Accreditation Period 2017–2021)* replaced all previous study designs for Food and Technology. Students who have completed Food and Technology units prior to 2017 and who subsequently enrol in Food Studies cannot count Units 1 to 4 Food Studies towards satisfactory completion of the VCE.

Languages

There are 49 languages available for VCE enrolment. Students may study more than one language; however, students cannot count the same units of Chinese First Language, Chinese Second Language, Chinese Language, Culture and Society, and Chinese Second Language Advanced, or Indonesian First Language and Indonesian Second Language, or Korean First Language and Korean Second Language, or Japanese First Language and Japanese Second Language or Vietnamese First Language and Vietnamese Second Language towards satisfactory completion of the VCE. Students who are enrolled to study the same language in both a VCE Languages study and a Certificate II or III VET language qualification (either simultaneously or sequentially) will receive credit for only the VCE Languages study.

3.4 New VCE studies in 2018

Chinese Language, Culture and Society Units 3 and 4

Chinese Language, Culture and Society focuses on developing an understanding of the language, social structures, traditions and contemporary cultural practices of diverse Chinese-speaking communities. Units 3 and 4 are available for enrolment in 2018; Units 1 and 2 were implemented in 2017.

3.5 Recognition of VCE VET programs in the VCE

VCE VET units only make a contribution towards satisfactory completion of the VCE if no significant duplication exists between a VCE VET program and VCE studies or other VCE VET programs. If there is significant duplication, students may enrol in the VCE VET program, VCE studies or other VCE VET programs identified, but a reduced VCE VET unit entitlement will apply. Schools should refer to VCE VET program booklets on the VCAA website for further information on the duplication between VCE VET programs and VCE studies or other VCE VET programs.

Duplication between VCE VET programs and other VET or FE qualifications available through Block Credit Recognition will be taken into account when determining the amount and level of credit towards the VCE.

Industry Pathways in the VCE

Industry Pathways provides recognition for students who choose to complete a VCE or Senior VCAL program of study in a specific vocational area. Industry Pathways is a two-year program that commenced in 2015.

3.6 Recognition of Higher Education studies in the VCE

Satisfactory completion of an approved Higher Education study (HES) within the VCE will contribute towards the satisfactory completion of the VCE as an unscored Unit 3–4 sequence. Students can undertake only one Higher Education study as part of their VCE program. The VCAA publishes the list of approved Higher Education studies annually on the [VCAA website](#).

It is the school's responsibility to:

- advise a student that only one HES can be undertaken as part of their VCE program
- ensure the student has met the prerequisite or co-requisite requirements for their selected HES.

The Higher Education studies are offered by Higher Education institutions and are designed for independent, high-achieving VCE students. Two types of study, Extension and Advanced Standing, are offered through this program.

An Extension and Advanced Standing study is:

- equivalent in content and assessment in every respect to one or more current first-year university studies and constitutes at least 20 to 25 per cent of a full-time first-year university course
- of a level for a high-achieving student and commensurate in workload with an additional VCE study
- of a level that will normally allow the student, on successful completion, to proceed to second-year study in that discipline at the Higher Education institution.

An Extension study is:

- a clear advance on an existing VCE Unit 3–4 sequence
- comprises curriculum not available in any current VCE Unit 3–4 sequence.

Students must be approved by their school principal for participation in the program. The school principal will certify that selected students meet the guidelines provided by the Higher Education institutions, which may include specific tests. Where a school principal determines that there is a need to further extend a student, they should contact the VCAA to discuss the possibility of additional Higher Education studies enrolments.

If students have completed the VCE prerequisite of the Higher Education study, in a previous year, they are required to have an active enrolment, and satisfactorily complete at least one Unit 3–4 sequence towards the VCE, in the same year in which they enrol in the Higher Education study. Usually, for enrolment in Higher Education studies, students will have demonstrated high achievement across all studies and have a VCE study score of 40 or more in the preparatory study, if applicable. In some instances, however, students are allowed to enrol in the prerequisite VCE study concurrently with the Higher Education study.

ATAR increment

If a student successfully completes a Higher Education study, and if applicable co-requisite or prerequisite conditions were met, the study can contribute to the student's ATAR as a fifth or sixth study, subject to the restricted combinations outlined in [Victorian Tertiary Entrance Requirements \(VICTER\)](#), which are set by VTAC.

If a student withdraws from, or fails to satisfactorily complete, the VCE preparatory study (either as a prerequisite or concurrently) that is a requirement of the Higher Education study, they will not be eligible for a Higher Education study increment in their ATAR calculation, regardless of their performance in the Higher Education study.

3.7 VCE (Baccalaureate)

The VCE (Baccalaureate) is an additional form of recognition for those students who choose to undertake the demands of studying both a higher level mathematics and a language in their VCE program of study.

To be eligible to receive the VCE (Baccalaureate), the student must satisfactorily complete the VCE and receive a study score for each prescribed study component.

The VCE program of study must include:

- a Unit 3–4 sequence in English or Literature or English Language with a study score of 30 or above; or a Unit 3–4 sequence in EAL with a study score of 33 or above
- a Unit 3–4 sequence in either Mathematical Methods or Specialist Mathematics
- a Unit 3–4 sequence in a VCE Language
- at least two other Unit 3–4 sequences.

Upon satisfactory completion of the VCE (Baccalaureate) program of study, the student will receive an appellation on their VCE certificate. If a student has previously satisfied their VCE and received a VCE certificate, they will not automatically receive a subsequent VCE Baccalaureate certificate.

3.8 Repeating VCE units

There are no restrictions on students repeating units, but they may obtain credit only once for each unit. Students who repeat a unit are required to repeat the full unit, including all assessments for the outcomes specified for the unit, in the current study design for the year of repetition.

4 Atypical VCE programs

Students may vary the usual VCE program requirements if they:

- are adult students returning to study
- have transferred from interstate or overseas
- have results from an incomplete VCAL
- are exchange students
- have previously been enrolled in the International Baccalaureate (IB).

4.1 Completion of VCE units without calculation of a study score

Schools are encouraged to support all students to undertake scored assessment wherever possible. Scored assessment provides a more detailed record of student achievement and is the best way to maximise opportunities and pathways to further education and training.

The VCE does provide the flexibility to satisfactorily complete units without completing all or any graded assessments (two graded assessment scores are required to achieve a study score).

In some exceptional cases, where students are at risk of not completing or have other valid reasons for not undertaking scored assessment, a school may advise them to undertake one or more VCE units without completing all the graded assessments or sitting examinations. In this case a study score will not be calculated for the study.

Schools are well placed to advise parents and students in individual cases where students may benefit from this option. It is important, however, that when students, with parental support, make the decision to complete a unit without a study score, schools remind them of the possible restriction this places on future pathways and that students fully understand the greater number of pathways available when scored assessment is completed.

4.2 Adult students returning to study

Students must meet two criteria to be enrolled as an adult. They should:

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

Examples of adult enrolment in the VCE

Schooling	Age requirement	VCE with adult status
No senior secondary program in the full year preceding enrolment as an adult	18 years of age or over as at 1 January in the year of enrolment as an adult	Yes
No senior secondary program in the full year preceding enrolment as an adult	Not yet 18 years of age as at 1 January in the year of enrolment as an adult	No
Not enrolled in more than seven units in the full year preceding enrolment as an adult	18 years of age or over as at 1 January in the year of enrolment as an adult	Yes
Not enrolled in more than seven units in the full year preceding enrolment as an adult	Not yet 18 years of age as at 1 January in the year of enrolment as an adult	No

Adult students with no previous Year 12 results

To satisfy requirements for the award of the VCE, adult students with no previous Year 12 results must satisfactorily complete at least eight units, including:

- a Unit 3–4 sequence from the English group
- three sequences of Units 3 and 4 in studies other than English.

Example of program for an adult student with no previous Year 12 results

Total units satisfied	English requirement	Three sequences other than English	Satisfies VCE
Business Management Units 3 and 4 English Units 3 and 4 Accounting Units 3 and 4 Psychology Units 3 and 4	English Units 3 and 4	Business Management Units 3 and 4 Accounting Units 3 and 4 Psychology Units 3 and 4	Yes

Adult students with credit for interstate or overseas studies or Block Credit Recognition from VET/FE training

For these students, at least five of the eight units required for satisfactory completion must be VCE units or credit from nationally recognised VET/FE training, of which four units must be at Unit 3 and 4 level.

Adult students claiming results prior to their current year enrolment

Students who wish to attain their VCE using previous VCE, VCE (HSC), VCE (TOP) or VCE (T12) results must accumulate satisfactory results for eight units, including a Unit 3–4 sequence from the English group, provided that all units are taken at Unit 3 and Unit 4 level (Year 12). These students are exempt from all requirements for sequences other than English. VET qualifications may contribute units to the award of the VCE.

4.3 Student transfer and credit from interstate studies

Credit is available at all unit levels for equivalent studies completed interstate. The requirements for satisfactory completion for students with credit for interstate studies are the same as the requirements for other VCE students, with the following exceptions:

- Students who have credit granted at any level for studies undertaken interstate must satisfy the following requirement for English: three units from the VCE English group, including a Unit 3–4 sequence.
- At least five of the minimum 16 units required for satisfactory completion must be VCE units or credit from nationally recognised VET/FE training, of which four must be at Unit 3 and 4 level. The requirement for three sequences other than English may be met using credit granted at Unit 3 and 4 level.

Students must apply to the VCAA through the Victorian school at which they are enrolled using the **Application for credit towards the VCE/VCAL** form. Credit will only be granted if students have completed the equivalent of a unit or a full year of study in one or more subjects. Partially completed subjects will not be considered for credit. Credit granted will specify the number and level of units, but will not state the titles of studies or subjects, unless the study is English. The VCAA is able to grant a maximum of 12 units of credit at Unit 1 and 2 level and Unit 3 and 4 level to each student.

At the level of Units 1 and 2, schools will recommend the amount of credit to be granted, on receipt of an interstate school or authority transcript and after consulting the equivalent qualification guidelines. Credit recommended by the school will be entered on the application form. The student's previous school reports and certificates should be attached. Decisions on the amount of credit to be granted at Unit 3 and 4 level will be made by the VCAA. Credit granted will be recorded at the VCAA and may be viewed by the school on VASS.

All applications for credit must be accompanied by copies (certified by the principal) of statements of results or certificates. Original documents must not be submitted. Credit granted will be reported by the VCAA on the Statement of Results.

4.4 Student transfer and credit from overseas studies

Credit is not granted at Unit 3 and 4 level for studies undertaken overseas. Credit from overseas is available at Unit 1 and 2 level only.

The requirements for satisfactory completion for students from overseas who have been granted credit for equivalent study undertaken at Unit 1 and 2 level will be the same as for continuing students, except that the student must satisfy:

- three units from the English group, including a Unit 3–4 sequence.

Students must apply to the VCAA through the Victorian school at which they are enrolled, using the **Application for credit towards the VCE/VCAL** form. Credit will be granted only if students have completed the equivalent of a unit or a full year of study in one or more subjects. Partially completed subjects will not be considered for credit.

Credit granted will specify the number and level of units, but will not state the titles of studies or subjects, except for English. The VCAA is able to grant up to 12 units of credit to each student. Decisions on the amount of credit to be granted will be made by the VCAA. Credit granted will be recorded at the VCAA and may be viewed by the school on VASS.

All applications for credit must be accompanied by copies (certified by the principal) of statements of results or certificates. Original documents must not be submitted. All accompanying documentation must be in English, or have been translated into English by a recognised translation authority. Credit granted will be included on the student's Statement of Results.

Overseas students who have not completed Year 11

If a student from overseas wishes to undertake Year 12, but has not completed the equivalent of Year 11, the principal can make a recommendation on the student's readiness. The principal should ask to see the student's reports and other documentation from overseas and, based on this, recommend the number of units of credit to be awarded at Unit 1 and 2 level, including those for English. The VCAA may accept this advice and grant up to six units of credit. A signed statement from the principal, documenting the student's circumstances, should be sent to the VCAA with the application for credit. This credit provision is primarily aimed at students who have suffered major disruption to their education.

4.5 Students enrolling in VCE with previous VCAL enrolment

Recognition for VCAL completion

Students who have successfully completed a Foundation VCAL and who enrol in the VCE in a subsequent year will be required to meet the normal VCE satisfactory completion rules. VCE units and VET/FE Certificate II or above, completed as part of a Foundation VCAL, will contribute to the VCE in the subsequent year.

Students who have successfully completed the VCAL at Intermediate or Senior level and who enrol in the VCE in a subsequent year will be eligible to complete the VCE if they satisfactorily complete:

- a Unit 3–4 sequence from the English group that has not been undertaken in the previous VCAL qualification
- three sequences of VCE Units 3 and 4 in studies other than English that have not been undertaken in the previous VCAL qualification.

Credit for VCAL units when a student transfers to VCE

If a VCAL student who has not yet completed a VCAL Intermediate or VCAL Senior certificate transfers to the VCE, they must meet the minimum VCE requirements of 16 units which must include:

- three units from the English group, including a Unit 3–4 sequence
- at least three sequences of Units 3 and 4 in studies other than English.

They may count VCAL and VCE units successfully completed.

Studies completed as part of a VCAL learning program will contribute towards the VCE as follows:

- Intermediate VCAL units contribute towards satisfactory completion of the VCE at Unit 1 and 2 level
- Senior VCAL units contribute towards the VCE at Unit 3 and 4 level.

Senior VCAL units can be accumulated towards a VCE Unit 3–4 sequence in the following ways:

- two Senior VCAL units from the Personal Development Skills strand and Literacy and Numeracy Skills strand
- a combination of any Senior VCAL Personal Development Skills/Literacy and Numeracy Skills unit and 90 nominal hours of appropriate FE training at AQF Level III and above that meet the Literacy and Numeracy Skills strand requirements
- two Senior VCAL units from the Work Related Skills strand
- a combination of any Senior VCAL Work Related Skills unit and 90 nominal hours of appropriate VET training at AQF Level III or above.

4.6 Exchange students

Returning Victorian exchange students

Returned exchange students may apply to the VCAA to receive credit for study undertaken overseas. The procedure and level of credit available is identical to those for students from overseas. If students have undertaken a full Year 12 course of study overseas and have been awarded a formal qualification, they may apply to the VCAA for a Statement of Equivalent Qualification to the VCE.

Overseas exchange students

Overseas exchange students may enrol in Unit 3, Units 3 and 4, or Unit 4 only. These students may complete some or all graded assessments and have their grades reported, but a study score is calculated only if Units 3 and 4 are completed in the same academic year.

4.7 Credit from the International Baccalaureate (IB)

Students may transfer from the IB to the VCE. In general, students may not enrol in a mix of IB and VCE studies concurrently on the VCAA database. However, if a curriculum area cannot be studied as part of the IB, students may enrol in a single VCE study. In such cases the school should write to the Student Records and Results Unit at the VCAA detailing:

- the student's current curriculum program within the IB
- the proposed VCE study to be enrolled in.

The letter needs to display school letterhead and be signed by the principal. Following receipt, Student Records and Results will assess the request and enrol the student in the VCE study where appropriate.

IB students enrolled in Year 11 may transfer from the IB to the VCE after completing two units of study. These students will be eligible for credit towards their VCE based on their IB results, providing they have not undertaken any unapproved VCE units at the same time. Students transferring from an IB program in Year 11 to the VCE in Year 12 may receive credit towards the relevant number of VCE units at Unit 1 and 2 level and Unit 3 and 4 level on the basis of their IB results (including any Year 12 IB subjects) obtained in Year 11.

Credit will be granted only if students have completed the equivalent of a unit or a full year of study in one or more subjects; partly completed subjects are not considered. Credit granted specifies the number and level of units, but will not state the titles of studies or subjects except for English. The VCAA is able to grant a maximum of 12 units of credit at Unit 1 and 2 level and Unit 3 and 4 level to each student.

Decisions on the amount of credit to be granted will be made by the VCAA. Credit granted will be recorded at the VCAA and may be viewed by the school through VASS. All applications for credit must be made on the **Application for credit towards the VCE/VCAL** form and be accompanied by copies (certified by the principal) of statements of results or certificates. Original documents must not be submitted. Credit granted will be reported by the VCAA on the Statement of Results.

5 VCE on a Northern Hemisphere Timetable

Schools can apply for authorisation to deliver selected VCE studies on this alternative academic year. Information about the studies available and the curriculum and assessment are available on the [VCAA website](#).

The external assessment results for the NHT academic year are subject to equating to ensure comparability with the results of the cohort assessed in the preceding calendar year. Key dates and other administrative requirements are available to authorised schools on VASS.

In order to satisfy VCE requirements, students may accumulate units on both timetables, subject to the following requirements:

- Units 3–4 must be undertaken as a sequence within the same academic timetable.
- Students cannot be enrolled in the same Unit 3–4 sequence in overlapping academic timetables.
- Enrolment in and completion of a Unit 3–4 sequence cannot be extended over 18 months (using the two academic timetables) unless Interrupted Studies applies.
- Students can enrol in the same study in the next academic timetable; however, they must undertake all graded assessments.

The VCAA is committed to ensuring that all VCE students are treated fairly and equitably, whether they study on the November examination timetable or the June examination timetable.

This is achieved by:

- developing June examinations that are compared with the previous November's, to ensure they are of the same standard and difficulty
- using the same pool of VCE qualified assessors marking the June examinations as the previous November examinations
- having an additional equating process that means that scores for the June examinations are equivalent to the scores from the previous November examinations.

This process ensures that all students' study scores fairly and accurately reflect their achievement.