

VCAA Training Session

Applying for authorisation as a single study language provider

Sunday 7 July 2019

The Victorian Curriculum and Assessment Authority

Who we are

The VCAA is an independent statutory body responsible to the Victorian Minister for Education, serving both government and non-government schools.

The mission of the VCAA is to provide high quality curricula, assessment and reporting to enable learning for life.

The Victorian Curriculum and Assessment Authority

What We Do

The VCAA provides high quality curriculum, assessment and reporting for all Victorian students and learners by developing and implementing the:

- Victorian Early Learning and Development Framework (VELDF)
- Early Years assessment
- Victorian F-10 Curriculum and assessment
- National Assessment Program – Literacy and Numeracy (NAPLAN)
- Victorian Certificate of Education (VCE)
- Victorian Certificate of Applied Learning (VCAL)

Minimum requirements for authorisation

The VCAA is the accredited owner and authorising body of the Victorian Certificate of Education (VCE) qualification.

Minimum requirements

Providers applying for authorisation to deliver VCE studies must demonstrate capacity to comply with the associated registration minimum standards and the conditions set by the VCAA:

- Student Learning Outcomes
- Student Records and Results
- Teaching and Learning

What this means

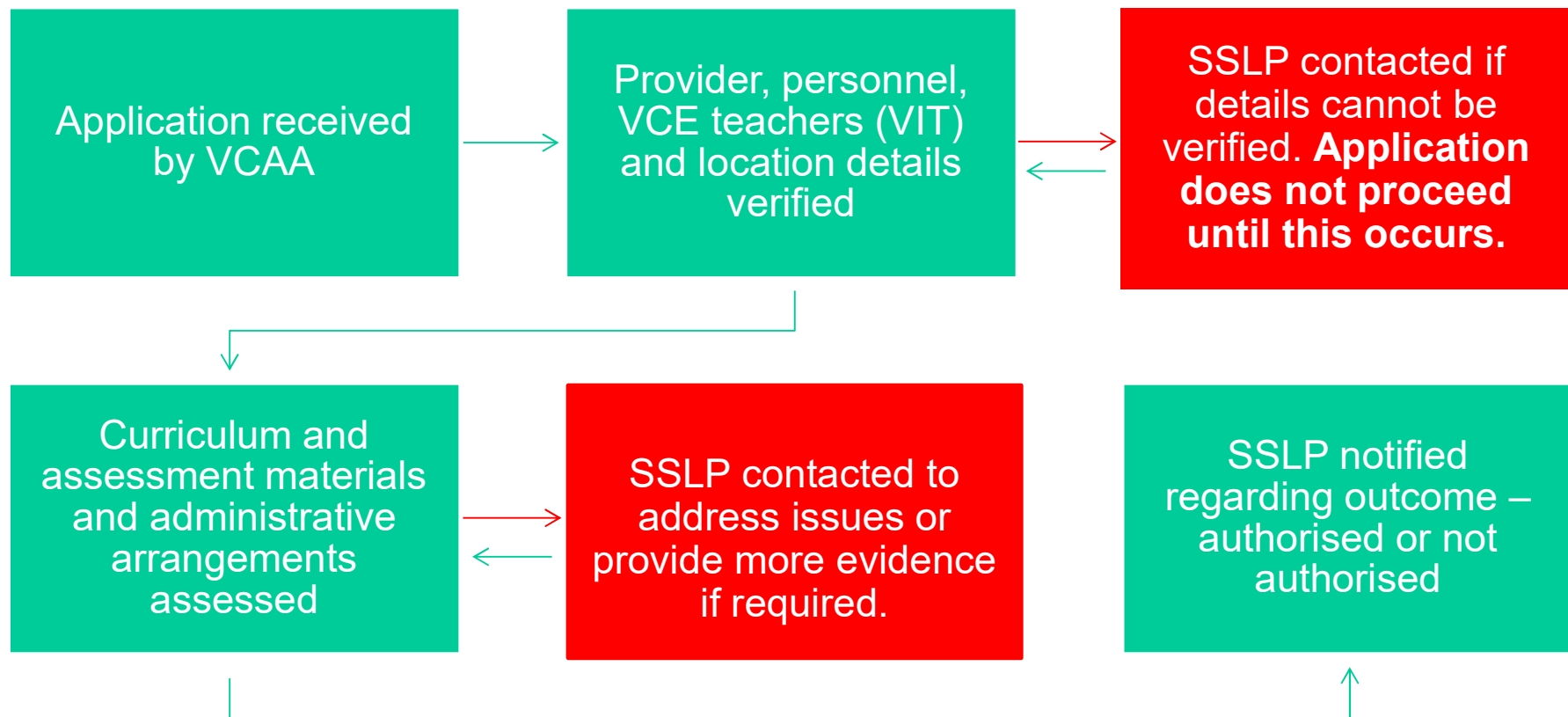
SSLPs need to show that they can deliver a VCE language study so their students have the same opportunities to learn and achieve as all other students in Victoria.



Required evidence for the application

- Compulsory first stage application form
- SSLP Curriculum and assessment plan
- SSLP Curriculum assessment task plan

VCAA process for authorising SSLPs



Ways to help your application

The VCAA will provide authorisation notifications to SSLPs during Term Four

- Completed and accurate applications will probably be authorised sooner
- Applications with errors will not be approved until the VCAA receive compliant material. VASS will not be made available until the VCAA are able to authorise an application
- If there are issues with the curriculum, assessment and/or administrative material, resubmissions will be due one week later
- If in doubt, provide the information

Process reminders

- Applications are due: **Friday 9 August**
[This due date is not negotiable](#)
- Submit the application by email to:
vcaa.authorisations@edumail.vic.gov.au
- Email is preferable as receipt of USB can be difficult at the VCAA

If you plan to send the USB in the mail, we recommend you using registered post to make sure it reaches the VCAA by the submission date

Authorisation on the VCAA website

The screenshot shows the VCAA website homepage. At the top left is a 'Menu' icon. The top center features the VCAA logo and the text 'VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY'. To the right is a search bar labeled 'Site search'. Below the header is a dark navigation bar with 'Subscribe' and 'Contact us' links. The main banner is a large blue area with a colorful geometric pattern on the right. The text on the banner reads: 'VCE SEASON OF EXCELLENCE BOARD AWARD WINNERS ANNOUNCED'. Below this, it says: 'The Board Appreciation Award recognises student works that are impressive aesthetically and show innovation.' and 'Read more >'. Below the banner is a section titled 'What are you looking for today?' with a search input field. At the bottom is a navigation grid with three columns: 'VCE', 'VET', and 'VCAL'. Each column has a list of links with right-pointing chevrons.

VCE	VET	VCAL
Study designs	VCE VET programs	About VCAL
VCE examinations and reports	Structured Workplace Learning	VCAL curriculum

SINGLE STUDY PROVIDERS

All single study providers intending to deliver a VCE study must comply with the associated minimum standards for registration and the conditions set by the VCAA (*Education and Training Reform Regulations 2017*, Schedule 8).

A Single study provider delivers a single VCE study to students who are completing their VCE or VCAL qualification through another school.

Single study providers enable students to undertake VCE studies their home school may not make available.

Single study providers seeking authorisation to deliver VCE Dance, VCE Music or VCE Language courses must be authorised by the VCAA.

Authorisation advice and process VCE Languages

Providers must apply for registration prior to authorisation.

Single study language providers (SSLPs) may apply for registration to deliver a VCE Language either:

- through the Victorian Registration and Qualifications Authority (VRQA) to deliver a single study as a Non-school provider.

OR

- Single study language provider within the registration of Community Languages of Australia.

Authorisation from the VCAA is required before delivery commences.

Non-school providers are authorised for a period of five years.

If a provider wishes to expand their course offering in this period, they must apply for authorisation to do so.

Providers need to apply for re-authorisation and re-registration at the end of this period.

Visit the [Victorian Registration and Qualifications Authority \(VRQA\)](#) to find out more.

Evidence requirements

All Single study language providers need to provide evidence to demonstrate their capacity to deliver the curriculum and assessment of the VCE.

Provider's compulsory first stage

New and existing Single study language providers intending to deliver VCE languages need to complete this application form **each year** and submit a copy of the school's VRQA or Community Languages of Australia site registration.

This information will be audited against the providers VRQA or Community Languages of Australia registration information.

Complete and submit this document:

 [Compulsory first stage application for a single study language provider](#)

Curriculum second stage application for a Single study language provider

New and selected Single study language providers that are required to apply for reauthorisation must submit information about curriculum and assessment and/or administrative processes.

SSLPs selected for Curriculum second stage reauthorisation may fall into the following categories:

- authorisation period is expiring
- VCE authorised studies have been reaccredited
- the VCAA School-based Assessment Audit requirements were not met
- changes or issues with the Provider's operating management or administration.

Providers required to submit information in the second stage will be advised by email.

The documents for completion in the second stage are:

 [SSLP Curriculum and assessment plan](#)

 [SSLP Curriculum assessment task plan](#)

Timeline

VCE Single study language providers

Date	Activity
9 August 2019	Authorisation applications due to the VCAA by this date. Please note: if the application is submitted earlier in the year, the VCAA's assessment will commence upon receipt.
October 2019	VCAA assess evidence for compliance. If further evidence is required, the VCAA will assist the provider with one resubmission. VCAA communicates outcomes to provider.

Contacts at the VCAA

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