

YEAR 12 VCE

STUDENT
PARENT
HANDBOOK



ST JOSEPH'S
COLLEGE MILDURA

VCE UNITS 3 AND 4

ADMINISTRATIVE POLICIES AND PROCEDURES
FOR THE CONDUCT OF THE VICTORIAN CERTIFICATE
OF EDUCATION VCE (UNITS 3 AND 4)

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This document is intended to provide information to students currently undertaking VCE Units 3 and 4 studies and their parents/caregivers. It should be read thoroughly and kept handy for easy reference.

KEY CONTACTS

PRINCIPAL	MRS MARG BLYTHMAN
DEPUTY PRINCIPAL: LEARNING AND TEACHING	MR GREG KLUSKE
DEPUTY PRINCIPAL: STUDENTS	MR HEATH McCLAER
DIRECTOR OF LEARNING & TEACHING	MR EMMET BROWN
HEAD OF VCE/VET/VCAL	MR MEL FICARRA
CAREERS PRACTITIONER	MS FIONA DIMASI
VET & TTC COORDINATOR	MRS ADELE KENNEDY
VCE & VASS ASSISTANT	MS ELIZA WEAVER
WELLBEING TEAM	DR TONY FINN MS SOPHIE MALONEY MR NICK MAZZA MR SAM DE LUCA MRS JANE SPARKS

COMMON ACRONYMS RELEVANT TO THE VCE

ACRONYM	DESCRIPTION/MEANING
VCE	Victorian Certificate of Education. An accredited senior secondary qualification. This requires a minimum of two years of schooling typically taken over Years 11 and 12. This is usually used as preparation for University or Technical and Further Education (TAFE) study, but can also lead to employment.
VCAL	Victorian Certificate of Applied Learning. An accredited senior secondary qualification. This is an alternate pathway instead of the VCE and typically prepares participants for the workforce or TAFE studies in the future.
VCAA	The Victorian Curriculum Assessment Authority. This is the State Government body that administers the conduct of the VCE and VCAL certificate courses of study.
VTAC	Victorian Tertiary Admissions Centre (VTAC). Acts on behalf of universities, TAFE and other providers facilitating and coordinating the joint selection system. VTAC calculates and distributes the ATAR for each VCE student.
ATAR	Australian Tertiary Admission Rank (ATAR). The overall ranking on a scale of zero to 99.95 that a student receives based on his/her study scores. The ATAR is calculated by VTAC and used by universities and TAFE institutes to select students for courses.
TAFE	Technical and Further Education. This is an institution that offers courses of study that are usually regarded as post secondary or pre-employment studies.
VASS	Victorian Assessment Software. The secure internet based computer system that all schools use to report and record student VCE enrolments and results which is linked directly into the VCAA central database.

ACRONYM	DESCRIPTION/MEANING
VET	Vocational Education and Training. Nationally recognised vocational (workplace based) certificates. These certificates may be integrated within a VCE or VCAL program.
VCE VET	Nationally recognised vocational (workplace based) certificates which have been developed into full programs of study within the VCE and which contribute to the satisfactory completion of the VCE just like a regular VCE unit would.
VET FE	Vocational Education and Training Further Education.
AQF	Australian Qualifications Framework.
GAT	General Achievement Test (GAT). A test of knowledge and skills in writing, mathematics, science and technology, humanities and social sciences and the arts. Can be used for Statistical Moderation of SAC marks or calculation of DES.
SAC	School-Assessed Coursework. A school-based assessment that is reported as a grade for either a VCE Unit 3 and 4 sequence or Unit 3 and Unit 4 individually. School-Assessed Coursework consists of a set of assessment tasks that assess the student's level of achievement of VCE Units 3 and 4 outcomes.
SAT	School-Assessed Task. A school-based assessment for a VCE Unit 3 and 4 sequence, set by the VCAA and assessed by teachers in accordance with published criteria. Schools' assessments of tasks are subject to review by a panel appointed by the VCAA.
DES	Derived Examination Score (DES). Provision available for students who have missed an examination or whose examination performance has been impaired due to illness or other personal circumstances. Application for this is made by the student through the Head of VCE/VET/VCAL.

GLOSSARY OF KEY TERMS

RELATING TO THE VCE

TERM	DESCRIPTION/MEANING
UNIT	A semester of study in a subject area. Typically, Units 1 and 2 would be studied during semester 1 and 2 of Year 11. Units 3 and 4 are typically studied during semesters 1 and 2 of Year 12.
ASSESSMENT TASK	A task set by the teacher to assess students' achievements of unit outcomes for School-Assessed Coursework (see also Outcomes).
EMPLOYABILITY SKILLS	A set of eight skill areas that employers have identified as desirable in all employees in all workplaces across Australia.
EXAMINATIONS	External assessments set and marked by the VCAA. All VCE Unit 3 and 4 studies have at least one examination. Most written examinations are held in October and November, with a small number in June. Performance examinations and oral components of Languages Other Than English (LOTE) examinations are held in October.
EXTERNAL REFERENCE SCORE	A common measure of performance in external assessments against which the schools' School-Assessed Coursework scores for a particular study are statistically moderated. It is formed from the students' examination scores for each study and, for some studies, the component scores from the General Achievement Test (GAT).
GRADED ASSESSMENT	All VCE studies have up to three Graded Assessments for each Unit 3 and 4 sequence, except for scored VCE VET programs, which have two. Each study includes at least one examination, most have School-Assessed Coursework, and some have School-Assessed Tasks.
OUTCOMES	What a student must know and be able to do in order to satisfactorily complete a unit (get an 'S' for) as specified in the VCE study design or VCAL unit. The number of outcomes to be completed varies from subject to subject. These are usually assessed via SAC's (School Assessed Coursework) tasks that are completed during class time.

TERM	DESCRIPTION/MEANING
REVIEW COMMITTEE	The VCAA committee responsible for hearing cases of breaches of examination rules and student appeals against penalties imposed by the school for breach of rules for school assessment.
SATISFACTORY COMPLETION - VCE	The school decision that a student has demonstrated achievement of the outcomes for a VCE unit. Students receive an 'S' for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an 'N'. Students qualify for the VCE when they satisfy sufficient units which meet the program requirements.
SEQUENCE	VCE Units 3 and 4 are designed to be taken as a sequence. This usually occurs over one calendar year.
SPECIAL PROVISION	Arrangements that are made at a school level to allow students who are experiencing significant hardship to achieve learning outcomes and demonstrate their learning and achievement. Application for this is made by the student through the Head of VCE/VET/VCAL.
SPECIAL EXAMINATION ARRANGEMENTS	Arrangements that are approved by the VCAA (upon Application by the student by the set deadline) to meet the needs of students who have disabilities, illnesses or other circumstances that would affect their ability to access their examinations.
STATISTICAL MODERATION	The process used to ensure that schools' assessments are comparable throughout the State. It involves adjusting each school's School-assessed Coursework scores for each study to match the level and spread of the external reference scores for the students in that school enrolled in that study. External reference scores are usually examination scores, but can also include some aspects of the GAT which relate to a particular study (subject area).

TERM	DESCRIPTION/MEANING
STUDENT NUMBER	The unique 8 - digit number automatically assigned to each student enrolled in VCE, VCE VET and VCAL, by the VASS computer system.
STUDIES	The subjects available in the VCE.
STUDY DESIGN	A study design for each VCE study is published by the VCAA. It specifies the content for the study and how students' work is to be assessed across the state. Schools and other VCE providers must adhere to the requirements in the study designs.
STUDY SCORE	A score from zero to 50 which shows how a student performed in a VCE study, relative to all other Victorian students enrolled in that same study in a result year. It is derived from the student's results in school assessments and examinations.
SCALING	A process applied to Study Scores in different subject areas by VTAC. This is used in determining the student's ATAR score. It is designed to reflect the relative degree of competitiveness in completing different subjects. Some subjects are scaled up slightly whilst others are scaled down, however, this should not form the basis of subject choice.
AGGREGATE	The combined total of all eligible scaled study scores for subjects attempted by a student. This is then used to determine the ATAR; with the highest scaled aggregate scores state-wide being allocated to the highest ATAR of 99.95.

IT IS IMPORTANT THAT YOU FULLY UNDERSTAND THE FOLLOWING DETAILS AS YOU BEGIN YOUR SECOND YEAR OF VCE STUDY.

VCAA REQUIREMENTS

- The minimum requirement is satisfactory completion of 16 VCE units which must include:
- Four units from the English group, with at least one sequence Units 1 and 2 and one sequence Units 3 and 4.
- At least three sequences of Units 3 and 4 studies other than English, which may include any number of other English sequences once the English requirement has been met.
- A study score for a subject will not be awarded unless 'S' results are obtained for both Unit 3 and Unit 4 in the one calendar year, except for students with "Interrupted Studies status".
- There are no restrictions on students repeating units, but students may obtain credit (towards minimum VCE completion) once only for each unit.
- Students who repeat a unit are required to repeat the full unit, including outcomes specified for the unit as accredited in the year of repetition in order to get an 'S' for that repeated unit.

ST JOSEPH'S COLLEGE REQUIREMENTS

RELIGIOUS EDUCATION REQUIREMENTS

Year 12 students will be required to successfully complete at least one unit of Religious Education (RE).

This unit may be selected from those VCE RE units offered for students of Years 11 and 12 or it may be a unit comprising 20 hours of Community Service. Students can also elect to Study Units 3 and 4 RE and these students are not required to complete Community Service in that year.

There will also be a Year 12 Retreat at Anglesea. This is renowned as a highlight of Year 12, with the opportunity for personal and communal spiritual development.

The Community Service program will engage students in at least 20 hours of involvement in an activity which can be seen to be contributing positively to the needs of the wider community or to particular groups in society. It is a chance to respond to the needs of others in the light of gospel values. This Community Service ensures that students plan, participate and reflect on their experiences.

Year 12 students will participate in three compulsory Seminar Days, all held in semester one. These days will focus on issues relevant to the lives of developing young adults who are searching for their own sense of identity, spirituality, wellbeing and personal growth. All Year 12 students are expected to attend all of these compulsory days, in order to satisfy their RE requirements.

STUDY LOAD

Full time students of the College studying under normal conditions and without need for special consideration would:

- At Year 12 VCE: undertake five sequences (subjects) of Units 3 and 4 studies including English or Literature (or both in some cases), irrespective of the number of 3 and 4 units studied at Year 11, it would be expected that all students undertake five (5), Units 3 and 4 sequences during Year 12.
- Clearly, under normal conditions, access to career counselling and close monitoring of a student's previous performance would dictate the particular study and number and level of units chosen.

THE COLLEGE EXPECTS THAT SENIOR STUDENTS WILL CONDUCT THEMSELVES IN A RESPECTFUL, COOPERATIVE AND COURTEOUS MANNER AT ALL TIMES. SHOWING THE RESPECT REQUIRED OF THEIR FELLOW STUDENTS AND THE ENTIRE COLLEGE COMMUNITY AND THUS DEMONSTRATING THAT THEY ARE THE LEADERS OF OUR COLLEGE IS VITAL.

We expect students to always wear their uniform appropriately, to attend College regularly and on time and to uphold all of the College values and regulations as per their signed Student Learning Agreement. It is also anticipated that all Year 12 students will be involved in all the activities that form the day to day life of the College and that they do so as leaders of the College Community. This includes their full involvement in homeroom every morning and pastoral care activities during Pastoral Care Time.

BEHAVIOUR

As College leaders, there is an expectation that the behaviour of our senior students will be excellent and that they will be worthy role models for younger students. VCE teachers take on the role of facilitators rather than educators and they need to develop a close working partnership with their students. This essential relationship can be seriously damaged if teachers need to enter into conflict with students over behaviour that should not occur. Furthermore, we feel it is our responsibility to send our students out into the workplace and wider community with impeccable manners, respect for authority and a generosity of spirit, which enables them to work well with others. The manner in which students address their peers and teachers, the way they behave in public and their wearing of the College uniform should be respectful and responsible.

UNIFORM

The College uniform needs to be worn with pride and according to the rules specified in the Uniform Policy. Breaking even seemingly minor uniform regulations in the name of individuality is immature and unacceptable. Senior students should have the maturity and depth of character to show their individuality in positive ways through their successes, leadership and in what they give to our community.

MOBILE PHONES AND SMART WATCHES

Mobile phones and smart watches should not be used as per the established College Student Mobile Technology policy.

YEAR 12 PRIVILEGES COMMON ROOM AND LIBRARY STUDY ROOM

These areas have been designed to enhance our Year 12 students' ability to study and to cater for different study styles. They are not lounge or relaxation areas designed for socialising. The common room is a large open area designed for collaborative study and reading. The library Study Room is designed for private silent study.

YEAR 12 COMMON ROOM

This room is located in Langtree Park and is reserved for Year 12 students only. Students are permitted to use this space and the facilities during recess and lunchtime or during scheduled study periods (not during academe). This area is under video surveillance. The common room will be closed if students are not following the guidelines and expectations.

EXPECTATIONS

- Students must respect the space and behave in a responsible manner.
- Kitchen facilities (benches, sandwich press, microwave etc.), to be wiped down after use.
- Area to be kept clean with no damage to any equipment, furnishings or décor.
- No take away food is permitted or to be ordered and delivered to the common room (or College).
- The tables in the common room are not to be moved. Chairs must be pushed in.
- During study periods, the room should be used for effective study. Noise should be respectful of other users and kept to a minimum.
- Books and other personal items are to be stored in lockers not the common room.
- The clothing hooks and pigeonholes should be used only as options for temporary storage.

LIBRARY

The study room is located in the library and is available for Year 12 students during recess, lunchtime, before and after College and study periods. This is a quiet study area. Students may also use the small study room or main library area for study if available.

EXPECTATIONS

- Students are to respect and follow all instructions given by library staff.
 - Areas are to be kept clean.
 - Students must be working quietly, productively and independently on their own work/study.
 - No phones are to be used in study room.
 - If a student has private study periods, they are expected to attend the study room or timetabled Academe.
- Study room behaviour will be monitored by the House Leaders and the Deputy Principal Students. Students' study habits will be overseen by the Head of VCE/VET/VCAL. Students who are not working, disrupting others and/or refusing to follow instructions of supervising teacher will be banned from using the study room until further notice.

VEHICLES

- The College does not openly encourage students to drive private vehicles to the College. Students who drive to and from the College may not use vehicles during the day unless leaving the College with parental permission to go home for the day.
- Students are not permitted under any circumstances to transport other students in private cars in connection with any College program or function, whether held during normal College hours or at other times. Cars driven to College by students are not to be parked in the Sacred Heart Parish carpark as this is a permit parking area.

EXPECTATIONS OF STUDENTS

CONTINUED

SECTION

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- Cars parked in the Sacred Heart Parish carpark without permits will be classified as being parked illegally and they can/will be towed at the owners/drivers expense. Students that intend to drive to the College will need to complete and submit the necessary St Joseph's College Student Driver Registration form.

ST JOSEPH'S COLLEGE ATTENDANCE REQUIREMENTS

It is a College expectation that you attend all classes unless you have medical certificates, a College related activity or note from a parent explaining illness etc.

VCAA requires the College to establish a minimum attendance requirement and to publish this requirement.

Substantive breaches of the rules regarding attendance can result in an 'N' being awarded for the Unit. This could have serious implications for the successful completion of your VCE.

Where a student has an attendance level in any subject (Unit) that falls below this minimum 95% level, the student and parents/caregivers will receive written notification of this and will be directed to attend a meeting at the college with the Homeroom Teacher and Head of VCE/VET/VCAL to investigate the reasons behind the ongoing absence.

At this point a support group would be set up with the Homeroom Teacher and College Wellbeing Counsellor to rectify any problems to try and avoid future attendance lapses in that subject (Unit).

If after this initial meeting, future attendance continues to be a problem in that same subject (Unit), a second written notification will be sent with a request for a second meeting with the Homeroom Teacher, Deputy Principal Students and the Head of VCE/VET/VCAL. The purpose of this meeting will be to try and resolve any lingering attendance issues. This is to avoid the student potentially failing that subject (Unit) through any further lack of attendance after this second meeting.

If the attendance problems still continue in that same subject after this second meeting, the student will be deemed to be in "Substantive Breach of Attendance" in that subject. At this point unless a suitable explanation can be given in detail to the Deputy Principal Learning and Teaching in writing, the student will be given an 'N' result for that subject (Unit). This will be applied as a last resort, after having exhausted all possibilities to remediate the situation for the student. Notifications of an 'N' being awarded because of a "Substantive Breach of Attendance" will be given in writing after this time.

SUBMISSION OF WORK AND ATTENDANCE

WHAT DOES THIS MEAN IN TERMS OF ACTUAL CLASS ATTENDANCE?

Firstly, each period counts and attendance is important for students to get maximum benefit.

The theoretical maximum number of classes possible in one semester is about 80 periods in 1st Semester and 70 periods in 2nd semester. (This does not allow for classes lost due to public holidays or College events).

The maximum number of periods that a student can miss per semester without notification would be four. That is only two double periods, so it is vital that students attend all scheduled classes. In reality because of the impact of Public Holidays, Curriculum Days and other College interruptions, students will have approximately 70 Teaching Days in Semester 1 before the GAT exam and approximately 66 Teaching Days in Semester 2 before end of year exams.

ABSENCES DURING SAC'S AND SAT'S

- Absence during periods where assessment activities are to be completed is problematic and to be strictly avoided if possible. Not only do students miss the opportunity to undertake the work, issues of authenticity will also need to be considered by the teacher.
- Students who miss a SAC or SAT due to illness or important unavoidable commitment, must notify the College by 8.45am on the day of the absence from the SAC or SAT at the latest and will need to lodge an Application for SAC/SAT Alternate Arrangement form with the Head of VCE/VET/VCAL immediately upon their return to College, to make alternative arrangements to complete the missed assessment task. In such cases students must be able to supply documentary evidence such as a Medical Certificate to substantiate their absence.
- These are available in common room or SJC hub.
- Students who are absent from SAC or SAT assessment tasks without supplying appropriate documentary evidence to verify their absence, will not be given the opportunity to re-sit such tasks (in order to get a mark or grade) and will only be able to redeem such tasks in order to gain a satisfactory result or 'S' for that task. This situation could severely disadvantage them by lowering the potential standard of their final VCE results.

- If a student does not redeem a missed SAC or SAT task or does not apply for SAC/SAT Alternate Arrangement in a timely manner and receives an 'N' for such a task, this could jeopardise their ability to satisfy the requirements of that subject and ultimately their VCE.
- SAC/SAT Alternate Arrangement is the only means by which permission for extra time or an alternate time or conditions to complete missed SAC or SAT tasks will be granted, but only if the conditions of your application are approved and able to be substantiated.

REDEMPTION PROCESS FOR SAC'S, SAT'S OR CLASSWORK MORE BROADLY

- In some instances if a student is unable to attain a set minimum standard of achievement in their SAC/SAT or classwork to satisfy a given task, they will be asked to re-sit that task or sit an alternate task in order to demonstrate their ability or understanding and gain a satisfactory result 'S' for that task.
- Redemption will not allow students the opportunity to improve their initial grade for any SAC/SAT or classwork tasks, but will give them the chance to show what they really understand about a task or set work and to improve their own knowledge also.
- The redemption process will still require students to complete the task to set minimum standards in order to successfully demonstrate their understanding and get their 'S' result.

ACADEME, STUDY PERIODS, EARLY DEPARTURE AND PASSES DURING THE DAY

WHAT IS ACADEME?

ACADEME is an initiative that has been implemented for all Year 12 students.

Academe is from a Latin word meaning:

1. the academic environment.
2. any place of instruction; school.
3. a scholar.

- All Year 12 students have 10 study periods per week. Academe forms 5 of these 10 periods with the other periods known as Private Study.
- The time set aside for Academe allows all Year 12 VCE students to be in designated supervised study areas as indicated on their timetable. All year 12 students must attend these sessions when they are at the College on these days. An attendance roll will be kept.
- On some occasions the Academe times on these days may be used for meetings or opportunities for completion of SAC Redemption or SAC Special Provision (Catch up), as well as running study skill sessions and organised study groups.
- One of the privileges afforded to all VCE students is the option of leaving the College early when they have timetabled Private Study periods in the afternoon (periods 6 and 7), provided they have completed the necessary application form and been granted permission to do so; in these cases, we ask that they sign out at the Student Office when this applies to them.
- This is not an automatic right, but a privilege that all Year 12 VCE students can apply for should they have Private Study periods at the designated times only.
- Upon being granted Early Departure permission the expectation is that students sign out at the Student Office prior to departure if leaving early. This is a College attendance requirement. Early Departure is intended for students to go home and complete Private Study there, instead of on campus.
- Students who fail to follow this process appropriately and do not sign out as required, will find that the privileges of Early Departure will be revoked and they will be asked to attend supervised study during all of their Private Study periods instead.
- There is no late arrival for VCE students. We expect all VCE students to be here for the start of the day each day and engaged in their Private Study or Academe sessions as they occur on their respective days.

- If a VCE student has to leave the College grounds at other times of the day for some pre-arranged reason, they should come with a note from their parent/caregiver and have a leave pass filled in during homeroom time by their homeroom teacher, then sign out and back in as is normally required through the Student Office.
- If students leave the College grounds at any time of the day without following the correct process, they will find that the privileges of Early Departure will be revoked, they will be asked to attend supervised study during all of their Private Study periods instead and they may also be given a Detention on a Thursday night as a consequence.

BREACHES OF RULES

- If you do something that is in breach of the VCAA rules for completion and submission of any work then consequences will follow and a process of interviews will occur.
- Similar regulations apply to breaches that may occur in examinations such as being in possession of a mobile phone in the exam room or bringing in unsolicited materials.
- For breaches of the mobile phone rules in examinations, the student's phone will be confiscated, and an investigation will ensue. The mobile phone may be kept for up to two weeks or more until the matter has been fully investigated and the student interviewed.
- VCAA will then use all of the evidence to make a decision about the course of action they will take in relation to that incident. This will cause you much unnecessary stress!
- This could lead to a zero score for a task (SAC's, SAT's and Exams included) and this could put at risk your chances of getting a study score for your subject and ultimately could jeopardise your completion of VCE.
- Don't put yourself in that position. Follow all rules, don't be tempted to copy work from other people or try and cheat, think very carefully about what you do and the effect it may have. It really is not worth it!

STRESS/TIME MANAGEMENT AND MANAGING YOUR WORK LOAD

Success in this your final year is entirely dependant on how well organised you can be and ultimately how stress free being organised can make you.



Balance the demands of social life, part time work and sport commitments, neither should dominate each other.

The key here is using your time wisely and productively.



MAKE SURE THAT HOMEWORK IS SUBMITTED FOR ASSESSMENT.

This gives you valuable feedback that aids your overall learning.

GET PLENTY OF SLEEP.

Don't stay up to the wee small hours of the night for whatever reason. This is unhealthy practice and we are all far less productive when we do not sleep well.

KEEP FIT, EAT WELL AND EAT REGULARLY.



EAT BRAIN FOOD.

Lots of fresh fruits, vegetables, nuts and seeds. Steer clear of the fatty/sugary junk foods, or even the energy drinks and caffeine, they really don't help!

TALK TO SOMEONE.

Talk to your family and friends. Use their experiences and wisdom to help you through your situation.



Managing stress comes with managing time and the demands on your time.

Use your planner and establish a homework timetable that clearly sets out a routine for completing all of your work on a daily basis and clearly shows what needs to be done and when.



YOU SHOULD BE SPENDING UP TO BETWEEN 2-4 HOURS PER NIGHT DOING HOMEWORK AND STUDY.

If you are finding this all too difficult, consult your homeroom teacher, the Head of VCE/VET/VCAL and the wellbeing team to seek out help.

DON'T JUST BOTTLE UP YOUR FEELINGS.

The Careers Practitioner forms a vital link between you the student and your future beyond College. The bottom line is: "If you have a Careers or Further Study related question (however trivial you think it is) go and ask Ms Dimasi and she will endeavour to answer it for you. And if she can't, then she will find out for you!"

Check the regular Careers Newsletter that is sent via email. The expectation is that every senior student will read it and respond to anything in it that relates to them.

Parents – if you want to have the careers newsletter emailed to you at your home email address, please let Ms Dimasi know by email fdimasi@sjcmda.vic.edu.au and she will add you to the list of recipients.

IMPORTANT DATES

February	UCAT registration opens
Early June	UCAT registration closes
Late July	Year 12 TIS Information Evening (Date TBC)
Early August	VTAC applications open
Early August	SATAC applications open
Early August	SEAS applications open for VTAC
Late September	VTAC and SATAC timely applications close (Exact Dates TBC)
Early October	SEAS / Scholarships applications close for VTAC

VTAC, SATAC, UAC, QTAC are just some of the university admission centres that your students may be applying to at the end of the year. VTAC (Victorian Tertiary Admissions Centre) and SATAC (South Australian Tertiary Admissions Centre) are the main two.

We strongly recommend that students start their research early as to potential courses of study they may wish to pursue and to ensure they seek assistance from Ms Dimasi when undertaking this process.

UCAT

WHAT IS UCAT?

(University Clinical Aptitude Test)

UCAT is an admissions test used by the UCAT ANZ Consortium of universities in Australia and New Zealand for their medical, dental and clinical science degree programmes.

The test helps universities to select applicants with the most appropriate mental abilities, attitudes and professional behaviours required for new doctors and dentists to be successful in their clinical careers. It is used in collaboration with other admissions processes such as interviews and academic qualifications. It is also an opportunity to stand out from other applicants and demonstrate aptitude for a demanding programme of study.

UCAT is a two-hour computer-based test which assesses a range of mental abilities identified by universities as important to practicing in the fields of medicine/dentistry/clinical sciences. It consists of five separately timed subtests which each contain a number of questions in a multiple-choice format. Once started the test cannot be paused for a break but before each subtest there is a time instruction section.

We recommend that students undertake their own research early to be sure if a potential course of study they may wish to pursue requires completion of the UCAT or not as part of the entry process. If you are not sure consult Ms Dimasi prior to the end of Term 1.

The UCAT is designed to assess general attributes and abilities gained through prior experience and learning; specifically, the acquisition of skills in critical thinking and problem solving, understanding people and abstract non-verbal reasoning. These abilities are considered important to the study and later practice of professions in the health sciences.

The UCAT is an aptitude test. It is not a personality or IQ test. It is not curriculum-based and presupposes no particular subjects of study at secondary level. It does not require any knowledge or skills in mathematics or sciences, or in any other area of the curriculum. It is designed to complement your academic results, not to replicate them.

WHEN IS THE UCAT HELD?

It is usually held at the Mildura Senior College – date TBC.

WHEN DO UCAT REGISTRATIONS OPEN?

Registrations for the 2020 UCAT are now open at ucat.acer.edu.au. All students that register for the UCAT are asked to advise Ms Dimasi of having done so upon completion of your registration. Please note that UCAT registrations close by 5.00pm EST.

Date to be confirmed by Ms Dimasi. No late registrations are possible.

UCAT PREPARATION COURSE

The Sunraysia Careers Association has organised the UCAT preparation course for the last number of years and it is held in Mildura.

We believe that students who wish to enter medicine, dentistry or a health science related field should have the same opportunities to prepare for the UCAT as their city counterparts. We use MedEntry and you can access information on them from www.medentry.com.au. We have had very positive responses from students who have undertaken the preparation course in past years.

Date TBC

Venue TBC

Cost TBA (See Ms Dimasi promptly to get information)

IT IS IMPORTANT TO NOTE THAT IT IS NOT COMPULSORY TO DO THIS COURSE.

SEAS

Special Entry Access Schemes (SEAS) is the umbrella program for all special entry schemes conducted by tertiary institutions participating in the VTAC system.

(This is Specific to Victorian institutions via VTAC)

There are two distinct and separate schemes:

ACCESS AND EQUITY

YEAR 12 SPECIAL CONSIDERATION

SEAS ACCESS AND EQUITY

SEAS Access and Equity is open to applicants whose education has been adversely affected by their life circumstances. This application is comprised of four categories covering areas identified by the Commonwealth Government as designated equity groups. This scheme includes scholarships (see below).

SEAS ACCESS AND EQUITY CONTINUED

Applicants may apply for SEAS consideration in any category they qualify for:

Category 1: Personal information and location

Category 2: Difficult circumstances

Category 3: Disadvantaged financial background

Category 4: Disability or medical condition

APPLYING FOR SCHOLARSHIPS THROUGH SEAS

The following institutions all provide access and equity scholarships through VTAC: Charles Sturt University, Deakin University, La Trobe University, Monash University, RMIT University, Swinburne University of Technology, Victoria University. Unless the separate scholarship Section of the VTAC application are completed, an application under SEAS does not automatically constitute an application for a Commonwealth Scholarship and/or an institutional equity scholarship at participating universities.

For institutional specific scholarship information at Victorian Universities go to:

Australian Catholic University	http://www.uac.edu.au/
Charles Sturt University	www.csu.edu.au/scholarships
Deakin University	www.deakin.edu.au/scholarships
Federation University	https://federation.edu.au/current-students/starting-at-feduni/scholarships
La Trobe University	www.latrobe.edu.au/scholarships
Monash University	www.monash.edu/scholarships
RMIT University	www.rmit.edu.au/scholarships
Swinburne University of Technology	www.swinburne.edu.au/scholarships
Victoria University	www.vu.edu.au/study-with-us/scholarships

SCHOLARSHIPS AT NON-PARTICIPATING INSTITUTIONS

Applications for scholarships at institutions other than at the participating institutions listed above are made directly to the institution. Applicants must contact each institution for further information about their specific application process.

YEAR 12 SPECIAL CONSIDERATION

Year 12 Special Consideration is aimed at assisting those students who have experienced circumstances that can be demonstrated to have had an adverse impact on their performance in the final year of secondary school.

NB: If you feel that you qualify for any of the above SEAS categories please contact Ms Dimasi ASAP so that we can determine if you do qualify and what you need to have in place at the time of application.

CHANCES FOR CHILDREN

Most of you would be aware that the Mildura region has the “Chances for Children Scholarship”. This scholarship “was founded to ensure that the absence of money does not stand in the way of a child or young person’s ability to achieve their maximum potential, be it in terms of their formal education or the social and cultural pursuits which contribute to the realization of their potential.” If you feel that you might fit into this category, please see Ms Fiona Dimasi to discuss it further. This application must be completed and returned by early October in order to be considered.

OPEN DAYS

All Universities and TAFE’s and Private Providers conduct Open Days mostly during August. It is a great opportunity to have a look at what they have on offer. It is strongly recommended that you attend the Open Day at the University of your First Preference. You need to have a look and see if this is the course you want to do and the place where you want to do it! The Open Day dates will be published in the Careers Newsletter as soon as they become available.

WORK EXPERIENCE

We recommend that students undertake work experience in the areas of their choice during this year. Students mostly undertake this during their school holidays. If you are interested in arranging work experience contact Ms Dimasi in advance to let her know where and when you are doing it as it may take up to four weeks to finalise the necessary paperwork to register you for involvement in a Work Experience program. This must be done prior to commencing any work experience program.

FOR FURTHER INFORMATION

Ms Fiona Dimasi Careers Practitioner
fdimasi@sjcmda.vic.edu.au

Where do I get my VCAA student number from?

Head of VCE/VET/VCAL will provide you with your student number upon request if needed. In examinations your student number will be provided to you by the exam supervisors.

Do I need to wear College uniform?

Yes. All College uniform regulations apply for the duration of the exams and during swot-vac when visiting the College for revision.

Where do we do our exams?

All of the Unit 3 and 4 Written Exams are conducted at the Enright Campus both mid-year and end of year.

When should I arrive for my exam/s?

Students should aim to arrive no later than at least 20 minutes prior to the published start of reading time as shown on their individualised exam timetables, preferably students should arrive at least 30 minutes prior to the start of reading time.

How do I get to/from the exam venue?

It is the student’s responsibility to ensure they are able to get to and from the exam venue in time for their exam/s.

How do I know what I can and can’t take into each exam?

Each year (usually around mid-September) students will be given a copy of the “VCE Exams Navigator” booklet that details all of this information as well as a copy of the times for all written exams in it. Please ensure that you keep this in a safe place once you receive it.

What do I do if I am away on the day a SAC task is being completed?

Please have your parent/caregiver notify the subject teacher, the student office and the Head of VCE/VET/VCAL of this absence and the reason for your absence. A medical certificate would be preferred to explain your absence if for illness. Upon return to the College you need to go and see the Head of VCE/VET/VCAL to start the process of applying for Special Provision.

COMMON QUESTIONS CONTINUED

How do I apply for Special Provision?

The application form for this can be collected from the Head of VCE/VET/VCAL and will need to be filled in, in detail by the student concerned. This will then be processed by the Head of VCE/VET/VCAL and the student advised of the outcome of their application, through the Head of VCE/VET/VCAL.

How do I apply for Special Examination Arrangements?

The application form for this can be collected from the Head of VCE/VET/VCAL. It will need to be filled in, in detail by the student concerned as well as being completed by other relevant professionals such as your doctor (if required) and submitted along with any necessary documentary evidence required by the due date to the Head of VCE/VET/VCAL. This will then be processed and sent to the VCAA who will assess the application and then advise the College of the decision and arrangements allowed.

What if I am sick on the day of my exam?

Our advice is that no matter how sick you think you might be you should still attend the exam, unless you are hospitalised or totally incapacitated. You must let the Head of VCE/VET/VCAL know straight away in such cases so that arrangements can be made for you. Often in such circumstances Emergency Special Exam Arrangements can be organised at quite short notice to accommodate any special needs. If students attend the exam but then feel that they have performed very poorly they can apply for a Derived Exam Score after having sat their exam.

How do I apply for a Derived Exam Score?

The application form for this can be collected from the Head of VCE/VET/VCAL and will need to be filled in, in detail by the student concerned. You will need to provide evidence to substantiate your claim for a Derived Exam Score. This form is then sent to the VCAA usually within 7 days of the student's last exam in any exam period. That is then assessed by a panel who will then advise the College, and the student of their decision. Should you wish to appeal any decision then you are able to do so.

What do I do if I have more than one exam in one day?

In this situation (should it arise) students will be required to sit each exam at its scheduled time. Even if there are three exams scheduled for the same day, these must all be completed on the day they are scheduled.

What do I do if I have more than one exam at the same time in a given day?

Don't panic, come and see the Head of VCE/VET/VCAL as soon as you become aware of this situation and we will look at what special emergency exam arrangements can be made. But the standard practice will be that all exams will be completed on the same day one after the other in such cases. Students will need to be supervised during the break time in between their exams in this case. The order in which exams are done will be determined by the VCAA in such cases.

How do I do my University Applications?

These are all completed online at the VTAC website referred to by Ms Dimasi in the Careers section of this document. Ms Dimasi will run information sessions to guide students through this process at the relevant time in the year.

How do I do my SEAS application?

These are all completed online at the website referred to by Ms Dimasi in the Careers section of this document. Ms Dimasi will run information sessions to guide students through this process at the relevant time in the year.

I'm uncertain about something to do with my VCE course?

Come and see or contact the Head of VCE/VET/VCAL.

I feel like I'm not coping and the stress is getting to me?

Go and talk to the College Wellbeing Services staff, your Homeroom teacher, your subject teacher or the Head of VCE/VET/VCAL.

I have a friend who is having problems with school work and is generally not coping?

Talk to them about what you have noticed and then let their family know. It would also be wise to talk to the Wellbeing Services staff, the Homeroom teacher, their subject teacher/s or the Head of VCE/VET/VCAL.



ST JOSEPH'S
COLLEGE MILDURA

ENRIGHT CAMPUS

154 TWELFTH STREET, MILDURA VICTORIA 3500

MERCY CAMPUS

CORNER RIVERSIDE AVENUE &
ELEVENTH STREET, MILDURA VICTORIA 3500

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