

VCE / VCAL Administrative Processes Policy and Procedure

1. Purpose

To document the mechanisms and processes whereby the additional and specific governance requirements of Senior Secondary College registration and how they interact with overall Institute operations and governance as a public education provider.

2. Scope

This procedure applies to all staff involved in the management of the Institute's VCE and VCAL programs, whether directly employed in the program or supporting the program.

The Senior Secondary College planning takes into account program specific resources to ensure they are fully financed, the approval process runs in tandem with approval of budgets for support services provided within the Education Directorate and through Student Experience and Commercial Business Directorates, and the Operations Directorate to the College.

3. Definitions

The following terms and abbreviations are specific to this procedure:

Key personnel: Senior College Principal, Head of Centre for Culinary Education and Training, Executive Director of Education.

4. Overview / principles

The Institute is committed to the ongoing improvement of its VCE and VCAL programs, through monitoring and analysing our VCE and VCAL programs across all phases of the student lifecycle to ensure ongoing program satisfaction and financial viability.

4.1 Monitoring

The Senior College Principal will work with the Institute's Senior Business Analyst and Student Feedback Systems Administration to gather and analyse data, establish trends and benchmark against other providers. The data will then be used as an input to the next Annual Course Review. Aggregated data of student outcomes will be reported in the Institute's Annual Report.

Student Participation and Engagement

Student attendance will be recorded as documented in the Attendance Policy and Procedure. The overall trends associated with withdrawal and attendance will be actively monitored by the Senior College Principal at program level as a key measure of student engagement.

In consultation with the Student Feedback Systems Administrator, feedback on the VCE and VCAL programs will be sought from both students and their parents / guardians, on at least an annual basis via stakeholder surveys.

Data from course level attendance reviews and stakeholder surveys will be used as an input of the annual course review, by the Senior College Principal and Head of Centre for Culinary Education and Teaching.

Participation measures:

- Attendance rates
- Withdrawal rates

- Satisfaction rates

Student Outcomes

Student outcomes will be monitored and analysed against two metrics – completion and progression

Completion measures:

- Completion rates
 - VCE Year 11
 - VCE year 12
 - VCAL Introductory level
 - VCAL Intermediate levels
 - VCAL Senior level

Progression measures

- Number of students progressing to employment
- Number of students progressing to tertiary study (VET and/or University)

4.2 Annual Program Planning

Course Review

Each quarter the Senior College Principal, in consultation with the Head of Centre for Culinary Education and Teaching, and Head of Program Support, is responsible for preparing performance data:

- Student enrolment numbers
- Withdrawal rates
- Application numbers for upcoming intakes
- Performance to budget
- Planned changes (eg new curriculum, new sites)
- Capital equipment and facilities requirements

This data is presented to Institute Executive as part of the ongoing course performance review program to monitor how programs are performing against their budget, and meeting institute and customer needs.

CET Applications

To support the ongoing growth and development of the program and ensure the program is resourced to a high standard and meets current and future student needs and expectations, the Senior College Principal in consultation with the Head of Centre for Culinary Education and Teaching is responsible for identifying and preparing CET applications by August each year, for:

- New delivery equipment
- New delivery resources
- New facilities required by the program

Annual Budget

By September each year, the Senior College Principal in consultation with the Head of Centre is responsible for establishing a draft annual budget for the following calendar year considering:

- Course offerings
 - Approved programs and subjects to be delivered
 - Approved delivery locations
 - Planned groups
 - Projected student numbers
- Projected revenues
- Required resources to meet the obligations for the planned course offerings:
 - staffing – teaching
 - staffing – specialist program support
 - physical resources
 - expenses

By September each year, the draft budget is presented for review to the Head of Program Support and Executive Director Education.

The draft annual budget is then presented to the Head of Finance and Facilities and Chief Finance Officer, prior to presentation to the Institute’s Board for approval as part of the Institute’s overall operating and capital expenditure budgets.

4.3 Monitoring and Reporting Changes

Proposed changes to the VCE / VCAL programs will be presented by the Head of Centre for consideration and approval by the Institute’s Board of Studies at least six months prior to their proposed implementation, and prior to relevant external approvals being sought.

Following Board of Studies endorsement of the proposed changes, the Senior Secondary Principal, in consultation with the Quality Assurance Manager, shall submit relevant approval requests / notifications as required. Proposed changes must be submitted for:

- Program delivery structure to VCAA for new subject curriculum approval.
- Delivery sites will be submitted to VRQA for approval

Following any changes to key governance personnel of the senior secondary college, the Quality Assurance Manager will notify the VRQA of the changes and in liaison with the Board Secretary will ensure that VRQA Fit and Proper Person Declarations are completed and submitted to the VRQA with the change notifications.

6. Responsibilities

POSITION	GOVERNANCE / RESPONSIBILITY
Senior College Principal	Establishing budgets which allow the Institute to deliver Senior Secondary programs which meet the needs of students, Institute and regulators. Monitoring and reporting on key performance data in relation to the Senior Secondary Programs
Head of Centre, Culinary Education and Teaching	Ensuring budget are established, and performance is measured, monitored and analysed to drive continuous improvement of the Senior Secondary programs.
Quality Assurance Manager	Facilitate applications for changes and notifications to program delivery to the VCAA and VRQA.

7. Key aligned internal documents

- VCE / VCAL Attendance Policy and Procedure SSC PR 01*
- VCE / VCAL Assessment Policy and Procedure SSC PR 02*
- VCE / VCAL Authentication Policy and Procedure SSC PR 03*
- VCE / VCAL Special Provisions Policy and Procedure SSC PR 04*
- VCE / VCAL Satisfactory Completion Policy and Procedure SSC PR 05*
- VCE / VCAL Management of Medical Conditions Procedure SSC PR 07*
- VCE / VCAL Student Records Management Policy and Procedure SSC PR 08*
- Board Governance GOV PR 02*
- Financial Management Policies FIN PO 01*
- Capital Expenditure Team (CET) Annual Procedure BS PR 01*
- Stakeholder Surveys QA PR 07*

8. Key aligned external documents

VCE and VCAL Administrative Handbook (VCAA)

Guide for Non-School Senior Secondary Education Providers (VRQA)

9. Review and approval

	POSITION	AREA
Business Process Owner	Head of Centre	Culinary Education and Teaching
Review schedule:	This procedure will be reviewed every 3 years (or earlier as required)	
Last reviewed / updated:	19 August 2021	

