

## VCAA Requirements

### **PCLC VCAL provider obligations to the VCAA**

The PCLC Principal Executive Officer of a VCAL provider is the formal authority for many important procedural and managerial requirements in VCAL. PCLC will indicate to the VCAA each year, through student enrolments, the detailed programs that PCLP will offer. In so doing, the Principal Executive Officer undertakes to ensure that students are provided with access to adequate facilities and resources to complete any VCAL study offered by the Centre.

### **Communication from the VCAA to Centre staff**

The VCAA uses email, fax, the VCAA Bulletin VCE, VCAL and VET and the VCAA website as means of official communication with PCLC. PCLC has procedures in place so that official emails and all correspondence are forwarded to the appropriate PCLC staff promptly. Information is usually forwarded via email or copies of correspondence are left in teachers' pigeon holes. The VCAL Coordinator and VASS Administrator (PCLC Education Manager) receives and has access to copies of all official notices to schools / RTOs, including official notification of changes to VCAL procedures.

Teachers receive or have access to copies of:

- VCAL curriculum planning guides
- VCAL Unit Assessment planning Guides
- VCAL Handbook
- VCAL curriculum guidelines
- VCAL / VET program booklets
- VCAL / VET assessment guides
- VCE and VCAL Administrative Handbook 2015
- VCAA Bulletin
- VCAA Notices to Schools

Teachers and VASS Administrators are kept informed of VCAA administrative and assessment requirements, including official notification of changes to VCAL procedures.

VCAL teachers and students are provided with this policy and all that this policy entails, upon enrolment / employment induction. Students and staff are also provided with the PCLC VCAL Handbook at commencement of employment and enrolment. This handbook has detailed information and documentation concerning VCAL. VCAL teachers and students are provided with any further, updated VCAA requirements, course standards, timelines, timetables, and qualification requirements in line with the current VCAA, VCE/VCAL Administrative Handbook. This handbook should be read in conjunction with the PCLC 2015 Staff and Student Handbook.