

# HIGHVIEW COLLEGE

## VCE COURSE SELECTION POLICY

Person Responsible – VCE Co-ordinator



### Rationale

At Years 11 and 12 Highview College offers studies in the Victorian Certificate of Education (VCE). These courses involve significant academic rigor and require commitment and a strong work ethic from students. Highview College does not offer Foundation courses at VCE level.

There are Pathways with more accessible studies, such as the Victorian Certificate of Applied Learning (VCAL) which are often selected to support Vocational Education and Training courses (VET). Highview College is not large enough to offer both pathways. Staff can assist students in making a selection which best serves their abilities, interests and intended career pathways.

### Aims

- To encourage all students in VCE to select as broad a range of subjects as possible
- To foster optimum academic achievement, and the ability to think logically and creatively
- To facilitate and encourage the development of each student's gifts and talents
- To aid the development of self-confidence within a safe, happy and nurturing community

### Implementation:

#### 1. Broad Range of Subjects

In Years 7-10 students experience a broad range of subjects. In VCE they may specialize, but are encouraged to maintain a breadth in their choices.

#### 2. Early access to VCE Courses/Subjects

Year 10 students may apply to do a VCE subject, and will be accepted into the course depending on their work ethic and academic performance in that area during Year 9. These applications must be approved by the VCE Co-ordinator or Principal, who will consult with the relevant teachers, parents and eligible students. Acceleration would not be recommended for students achieving lower than a B in English or Maths in Semester 1 of Year 9.

#### 3. Promotion of Self Esteem

We attempt to be mindful of students' interest and abilities when forming classes and recommending pathways.

#### 4. Range of Subjects

By offering a comprehensive range of subjects at all levels, including VET and VCE courses, it provides access into a very wide range of post-secondary courses and careers. Subjects offered at lower levels provide sufficient background for students to be able to access these studies at VCE level.

#### 5. Course selections

As part of the course selection process, year level specific information evenings are held for students moving into Years 10-12. Following these evenings all students will attend an interview with a staff member to receive advice and guidance on subject choices. Subject selections will occur online and will be co-ordinated by the Timetabler. Parents will be

required to sign a form at the completion of the online selection process to indicate their agreement with the subjects selected.

## **6. Change of subject**

Any changes to subject selection must be made within the first two weeks of the semester. Students will need to:

- See the appropriate year level coordinator to discuss the change of subject and, if the change is approved, collect a *Change of Subject form*.
- Complete the *Change of Subject form*, and return the form to the Timetabler.
- Final approval will be given by the Timetabler, taking into account recommendations from the VCE Co-ordinator and availability of placement into the desired class.
- Students will receive a new timetable and affected staff notified by email when the change has occurred.

Policy developed by J Boyle – 2012  
Updated by M Low – 2013  
Updated by Wendy Pickering-Tyers – 2016