



VPC Student Handbook



Overview- What is the VPC?

The Victorian Pathways Certificate (VPC) is for students in Years 11 and 12 who learn best with extra support and a program made just for them.

The VPC is at a level that is easier to access than other senior school programs. It helps students build skills step by step in a way that suits how they learn.

Students learn by doing real-life, hands-on tasks. This helps them get ready for future pathways like more study, training, or a job.

The VPC is flexible, so each student can have a learning plan that fits their needs and goals. Most students do the VPC in Years 11 and 12, but this can change depending on the student.

Students can also try different types of learning, like some VCE subjects or job training courses (VET), as part of their program. The VPC is a supportive and practical way for students to grow their skills, build confidence, and work towards their future.

What is the purpose of the VPC?

- Build important skills, knowledge, and values for life
- Help students become confident, creative, and active members of their community
- Support students to become lifelong learners
- Help students make informed choices about their future
- Provide real workplace experiences to explore different jobs and pathways
- Support students to achieve their personal goals
- Prepare students for a world that is always changing

VPC Structure

The VPC has 4 core subjects:

- Literacy
- Numeracy
- Work Related Skills
- Personal Development Skills

And 3 elective subjects:

- Digital Literacy
- Art and Design
- Food Studies

Note- We are offering the VPC Art and Design elective in 2026, and will be seeking student input to determine which VPC elective we offer in 2027.

Sample VPC Timetable

Sample VPC Timetable

		Monday	Tuesday	Wednesday	Thursday
HG	8:45-9:05	Homeroom	Homeroom	Homeroom	Homeroom
		N2 Mrs Ryan	N2 Mrs Ryan	N2 Mrs Ryan	N2 Mrs Ryan
1	9:05-9:55	Work Related Skills	Assembly	VPC Art and Design	Numeracy
		09 Mr Seide	Mrs Ryan	03 Mrs Nisbet	T2 Mrs Austermann
2	9:55-10:45	Work Related Skills	Numeracy	VPC Art and Design	Numeracy
		09 Mr Seide	T2 Mrs Austermann	03 Mrs Nisbet	T2 Mrs Austermann
R	10:45-11:10				
3	11:10-12:00	Literacy	Literacy	VPC Art and Design	Cert Active Volunteering
		T1 Mr Kelaart	T1 Mr Kelaart	03 Mrs Joshan	T2 Mr Berry
4	12:00-12:50	Literacy	Literacy	School Volunteering	Cert Active Volunteering
		T1 Mr Kelaart	T1 Mr Kelaart	Library	T2 Mr Berry
L	12:50-1:35				
5	1:35-2:25	Numeracy	Numeracy	School Volunteering	Personal Development Skills
		T2 Mrs Austermann	T2 Mrs Austermann	Grade 1/2	T1 Mrs Penwarden
6	2:25-3:15	Personal Development Skills	Numeracy	School Volunteering	Personal Development Skills
		T2 Mrs Penwarden	T2 Mrs Austermann	Grade 1/2	T1 Mrs Penwarden

Minimum requirements

Students need to complete at least 12 units to finish the VPC:

- At least 2 Literacy units (VPC or VM)
- At least 2 Numeracy units (VPC or VM)
- At least 2 VPC Personal Development Skills units
- At least 2 VPC Work Related Skills units

The last 4 units can be chosen from other VPC subjects, some VCE or VCE VM subjects, or job training courses (VET)

Successful Completion of Units

VPC UNIT RESULTS

- A VPC unit is finished when all of its modules are completed
- Each unit has 1 to 3 modules
- Each module has learning goals that explain what students need to learn and do
 - » Students must show they have reached these learning goals to complete the module.
 - » Students show their learning through a range of assessment activities and tasks
- The subject teacher decides if a student has met the learning goals
- Students get an S (Satisfactory) when they have:
 - » Produced work that demonstrates achievement of the learning goal(s)
 - » Submitted work that is clearly their own
- Unfinished work is labeled **N (Not Yet Complete)**.

WHERE TO SUBMIT WORK

- All work must be submitted online using the correct VPC unit page on Canvas
- Students can upload photos of non-computer based work, like posters and handwritten stories
- Any hard copies should also be given to the teacher.

WHEN TO SUBMIT WORK

- The due dates for work submission can be found on the relevant Canvas page
 - » Note: due dates are a guide to help you pace your work throughout the year. If your teacher feels that you need extra time to complete your work they will extend the deadline. You can also request extra time to complete your work.

REQUESTING AN EXTENSION

- To request extra time to complete your work, complete the [Application for Extension Form](#) and submit it to your subject teacher. They will decide how much extra time you might need to finish work, and will also check in with you to see if you need additional support to complete the task, or any additional modifications to be made.
- If you need extra help with your work, or help requesting an extension for your work, talk to or email the VPC Coordinator.

LOST WORK

- If work is lost, stolen, or damaged, the teacher or student must write a statement explaining what happened
- The statement must be signed, dated, and kept at the school
- The school keeps a record of the incident
- The school does not need to report it to the VCAA
- The Principal will decide the student's result using school records and advice from the teacher

REDEEMING A UNIT: WHEN A STUDENT RECEIVES A 'N'

- 'N' stands for 'Not yet complete'. It is used when a student has not met all modules in the unit. **VPC units with an N result are not reported on a student's Statement of Results.**
- The school will delay the satisfactory completion decision to give the student additional time to submit further work
- The student will be given at least two additional opportunities to demonstrate satisfactory completion of the module
 - » These additional opportunities will include at least one alternative activity, allowing the student to show understanding a different way
- The teacher will also look at other work the student has done to see if that can be used to show an understanding the learning goals
- The school may give the student more time to finish or improve their work

Authentication Policy

- All student work must be their own work and subject to VCAA authentication requirements.
- Students must acknowledge other work that has contributed or influenced their work
- The responsibility is on the student, if required, to supply drafts and evidence of background work in the event of an appeal.

BREACHES OF RULES AND INVESTIGATIONS

If a breach of authentication or academic integrity is suspected, the following procedures will be followed:

- The teacher will gather evidence, including the student's work, drafts, and any related documentation, to establish whether there is a potential breach.
- The student will be notified of the concern and invited to attend a meeting to discuss the issue. During this meeting, the student will have the opportunity to explain their work and address the concerns raised.
- If it is determined that the work does not meet authentication requirements, consequences may include:
 - » Resubmission of the task under supervised conditions.
 - » Completion of an alternate task to achieve the learning objectives
 - » If the student is unwilling to complete additional work, a 'N' will be given
- In cases of a significant or repeated breach, the matter will be escalated to the VPC Coordinator and Head of Secondary.

COMPLAINTS AND APPEALS

A student can appeal a school decision on the grounds of procedural unfairness or if they feel a judgement was harsh, unjust or unreasonable. In order to ensure transparency and procedural fairness, all appeals are elevated to the Appeals Committee.

APPEALS PROCESS

1. Informal Discussion

- » The student should first discuss the matter with their subject teacher to seek clarification and resolution.

2. Lodging a Formal Appeal

- » If the issue is not resolved informally, the student may submit a written appeal to the VPC Coordinator within five school days of receiving the result or the decision.
- » The student should complete the VPC Appeal Form and submit it to the VPC Coordinator.

3. Review by the Appeals Panel

- » The VPC Coordinator will convene an Appeals Panel, which will typically consist of the following members:
 - **VCE Coordinator**
 - **Head of Secondary**
 - Potentially another relevant subject teacher (not directly involved in the decision under appeal)
- » The panel will review the appeal, considering:
 - The student's submission.
 - Relevant assessment criteria and/or evidence.
 - → Any applicable VCAA policies and guidelines

4. Outcome

- » The student will be notified of the panel's decision in writing within five school days of the review.

5. Appealing to the VCAA

- » If the matter remains unresolved or pertains to VCAA-regulated assessments (e.g., breaches of assessment rules), the student may lodge a formal appeal directly with the VCAA.
- » The VPC Coordinator will provide guidance on this process

Special Provisions

Special provisions are available to support students with disabilities, impairments, or other circumstances that may impact their ability to participate in assessments. These provisions maintain fairness and uphold the integrity of the assessment process.

The VPC Coordinator will hold Student Support Group meetings at the beginning of Term 1 and Term 3 to develop an Individual Education Plan (IEP) for each VPC student. This plan outlines the supports and adjustments that each student requires to allow them to participate fully in their subjects. Once the IEP is completed and signed by the student's parents, it will be shared with all of the student's teachers.

IEPs will be reviewed in Terms 2 and 4, with additional meetings scheduled as needed.

THE VPC COORDINATOR WILL:

- Check that arrangements to help students in their learning and assessments are consistently applied across the school. This includes arrangements for classroom learning and school-based assessments, which are approved at a school level.

THE EDUCATION SUPPORT COORDINATOR WILL:

- Manage applications for, and approvals of, special provision, with supporting documentation
- Liaise with VCAA with regards to special provisions
- Ensure that students can sit the [General Achievement Test \(GAT\)](#). While it is not compulsory for VPC students to sit the GAT, if students wish to complete the GAT to achieve a Literacy and/or Numeracy result, they may choose to sit it.

General Achievement Test (GAT)

VPC students are not required to complete the GAT. Any VPC student who wishes to sit the GAT will be supported if they choose to do so. The Education Support Coordinator will discuss the GAT with VPC students and make any necessary arrangements.

If a student or parent would like to review or adjust the provisions and support their student is given at school, they can contact the Education Support Coordinator or the VPC Coordinator at any time.

School-based Volunteering

VPC students participate in school-based volunteering at the College on Wednesday afternoons. Placements are created to suit the individual student. This experience provides students with the opportunity to develop important life and employability skills such as teamwork, communication, time management, and problem solving. Through working in the supportive and familiar school setting, students build confidence, take on responsibility, and develop a stronger sense of self. School-based volunteering also encourages students to reflect on their experiences, set personal goals, and prepare for future pathways.

VET Course Enrollments

Students in VPC have the option of completing a Vocational Education and Training (VET). VET courses provide practical, industry-specific skills that contribute to the successful completion of the Victorian Pathways Certificate.

APPLICATION PROCESS

1. Students interested in enrolling in a VET course must first consult with the Careers and Pathways Coordinator to discuss their options and ensure the course aligns with their academic and career goals.

2. Students must complete a VET Enrollment Application Form, providing details of their chosen course, training provider, and reasons for enrollment. The application must be signed by a parent or guardian.
3. The Careers and Pathways Coordinator, in consultation with the training provider, will review the application to ensure the course fits within the student's overall program and timetable. Students will be notified of their enrollment status upon approval.
4. VCE applicants are required to sign the VCE-VET Student Agreement form.

COMMITMENTS AND EXPECTATIONS

Attendance

Due to the practical nature of VET courses, students must prioritise attendance. If a student is unable to attend a scheduled VET class, they must notify both the trainer and the Careers and Pathways Coordinator in advance. Students are responsible for arranging their own transport to and from the course.

Costs

Costs of VET courses will be communicated during the application process. The payment deadline for all courses is the end of Term 1.

VET Course Withdrawal

Students intending to withdraw from a VET course must provide written notice by the designated withdrawal deadline, typically the end of February. Withdrawals after this deadline will result in the student incurring the full course costs.

Timetable Adjustments

Most VET courses for VCE students are scheduled on Wednesday afternoons. VPC students who choose to complete a VET course will complete the VET course in lieu of school-based volunteering.

Friday Study Help

Though there are no scheduled classes on Fridays, VPC students are welcome to come to the STEP Support hub. Please let the VPC Coordinator know if you are planning on coming in.

VPC Uniform

As VPC includes a variety of hands-on and out of the classroom activities, students are permitted to wear sports uniform or the standard uniform.

Key Contacts

Name	Title	Email
Rebecca Nisbet	VPC Coordinator VPC Art and Design	rebecca.nisbet@baysidecc.vic.edu.au
Ken Berry	VM Coordinator	ken.berry@baysidecc.vic.edu.au
Matthew Kelaart	VPC/VM Literacy	matthew.kelaart@baysidecc.vic.edu.au
Ulli Austermann	VPC/VM Numeracy	ulli.austermann@baysidecc.vic.edu.au
Megan Penwarden	VPC/VM PDS	megan.penwarden@baysidecc.vic.edu.au
James Siede	VPC/VM WRS	james.siede@baysidecc.vic.edu.au
Naomi Joshan	VPC Learning Support	naomi.joshan@baysidecc.vic.edu.au
James Kumnick	Head of Secondary School	james.kumnick@baysidecc.vic.edu.au
Stephan Munyard	Principal	stephan.munyard@baysidecc.vic.edu.au

VPC Attendance

VPC classes are held four days a week. On Monday, Tuesdays and Thursdays, VPC is run within VCE-VM classes. On Wednesdays, VPC electives run Period 1-3, followed by school-based volunteering for Periods 4-6. It is expected that students attend all scheduled classes to the best of their ability. Students requiring additional support are welcome to visit the STEP room on Friday afternoons for optional study help.

Each VPC unit requires 100 nominal hours, of which at least 50 hours will be scheduled classroom instruction. A student must demonstrate sufficient class attendance to fulfil the time and work requirements of the unit.

The College is required by law to maintain accurate attendance details. The Homegroup teacher will mark the roll first thing every morning and class teachers will mark the roll throughout the day. If your child will be absent due to illness, appointments or for other reasons, please ring the College Absence Line and leave a message:

Absence Line: 5971 6798

absences@baysidecc.vic.edu.au

An excused absence is one pertaining to health, medical, legal or family reasons. Students arriving late or leaving early must sign-in and out at College Reception. If you choose to holiday during school term, staff may not be able to make alternative arrangements for assessment items. If an extended absence is required, in addition to notifying Reception, it is advised students and parents communicate directly with individual teachers concerning work missed.

Prolonged Absences

When a student is absent from school for prolonged periods or has been unable to complete all tasks because of illness or other special circumstances, the school may, upon application from the student, grant special provision for classroom learning. In these instances, the

student should not be penalised for lack of attendance. Special provision may allow a student to work from home for a period of time. Students are required to keep records of their work process, such as drafts and planning documents. This helps the school confirm that the work submitted is their own.

2026 Term Dates

Term One: Wednesday 28 January to Friday 2 April

Term Two: Tuesday 21 April to Friday 26 June

Term Three: Wednesday 15 July to Thursday 17 September

Term Four : Tuesday 6 October to Tuesday 8 December

Have questions or need help?

Please raise any questions with the subject teachers or the VPC Coordinator, who will be happy to assist.

*“For I know the plans I have for you,” declares the LORD,
“plans to prosper you and not to harm you, plans to give you
hope and a future.”*

Jeremiah 29:11 NIV



120-128 Robinsons Road
Langwarrin South VIC 3911

(03) 5971 6709
info@baysidecc.vic.edu.au
baysidecc.vic.edu.au

