# ISP Unscored VCE Policy

## Purpose

This policy provides guidance for international students holding a subclass 500 Student – Schools visa (international students or students) who are considering undertaking an Unscored Victorian Certificate of Education (VCE).

This policy is for Department of Education (DE or the department) International Education Division (DE (IED)) staff, international students, parents, legal guardians and schools.

## Scope

This policy is applicable to international students enrolled in the International Student Program (ISP) where a student is considering undertaking an Unscored VCE. Permission may be granted by the school to undertake an Unscored VCE.

## Policy

* In assessing the student’s suitability to undertake an Unscored VCE, schools should check that they have:
  + Met responsibilities regarding monitoring course progress and implementing intervention strategies under the [ISP Course Progress Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Policy.docx) and student learning and wellbeing support under the [ISP Student Support Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Student_Support_Policy.docx).
  + Assisted students and their parents to make an informed decision by advising them of the post-secondary school pathways available for students who have completed an Unscored VCE.
* Where a student undertakes an Unscored VCE, schools continue to adhere to all ISP policies and procedures in relation to the student, including the [ISP Attendance Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Attendance_Policy.docx), [ISP Course Progress Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Policy.docx) and [ISP VET Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Policy.docx).
* Schools must submit the completed and signed [ISP Unscored VCE Application and Consent Form](mailto:ISP%20Unscored%20VCE%20Application%20and%20Consent%20Form) to DE (IED) at: [international.school.support@education.vic.gov.au](mailto:international.school.support@education.vic.gov.au).

## Roles and responsibilities

* The **Executive Director, IED**, is responsible for the approval of this policy as the nominated Principal Executive Officer of the department as a Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered provider.
* The **Manager, School Support Unit, IED**, is responsible for the maintenance and updating of this policy.
* **School staff** (e.g. the school’s International Student Coordinator (ISC)), are responsible for ensuring the student and the student’s parents are fully informed about Unscored VCE post-secondary school pathways, for seeking informed consent from the student and/or the student’s parents to change study plans and submitting the consent form to DE (IED).

## Legislation

* *Migration Act 1958* (Cth)
* *Education Services and Overseas Students Act 2000* (Cth) (ESOS Act)
* *ESOS National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth)
* *Education Training and Reform Act 2006* (Vic)

## Associated documents

* [ISP Unscored VCE Application and Consent Form](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Unscored_VCE_Form.docx)
* [ISP Attendance Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Attendance_Policy.docx)
* [ISP Course Progress Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Policy.docx)
* [ISP Student Support Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Student_Support_Policy.docx)
* [ISP VET Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Policy.docx)

## Definitions

* **DE** or the department means Department of Education in Victoria.
* **DE (IED)** – Department of Education – International Education Division. IED is the division in the department that administers the ISP in Victorian government schools. IED is not a separate entity to the department, which is the CRICOS-registered provider.
* **International students or students** for the purpose of this policy are defined as secondary school students participating in the ISP under a subclass 500 Student – Schools visa.
* **ISP** means International Student Program.The ISP is administered by DE (IED).
* **Parent** refers to the parent(s) or legal guardian(s) of an international student.
* **School** means any Victorian government school accredited by DE (IED) to deliver the ISP.
* **VCE** means Victorian Certificate of Education

## Policy contact and maintenance officer

Manager, School Support Unit

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## Authorised

Executive Director, International Education Division

**Date of authorisation**: 24/03/2023

Date last reviewed: 24/03/2023

**Review frequency**: This policy will be reviewed at minimum every 24 months or when any changes arise impacting its currency, including legislative or regulation change.