



CATHOLIC COLLEGE SALE

STUDENT VCE SUBJECT WITHDRAWAL POLICY

PURPOSE

Catholic College Sale (CCS) dedicates time and resources to ensure pathway planning and subject advice is available to all students prior to subject selection. However, each semester some VCE students request to withdraw from subjects they have selected to complete as part of their course of study and the school needs to ensure this process is regulated.

AIM

- To ensure that the integrity of the parent/student information sessions, course selection process and pathways advice remains consistent and clear
- To ensure student subject withdrawals are made for the appropriate educational reasons
- To ensure that all changes to student learning are approved by the appropriate school leaders

GUIDELINES FOR SUBJECT WITHDRAWALS

The Victorian Certificate of Education (VCE) is the certificate that the majority of students in Victoria receive on satisfactory completion of their secondary education. The VCE provides diverse pathways to further study or training at university or TAFE and to employment. The best advice is for students to choose studies that:

- They need to get into their desired course/career.
- They enjoy.

Students in Year 11 are required to undertake 12 units of study consisting of 6 units in Semester 1 and 6 units in Semester 2. These units may be a mix of Unit 1-2 and Unit 3-4 studies.

Students need to ensure that they undertake a Year 11 Program that follows through to a sufficient number of subjects to constitute a full program at Year 12 in the following year.

Students in Year 12 are required to undertake 10 units consisting of 5 units in Semester 1 and 5 units in Semester 2. Unit 3 and 4 studies need to be taken as a sequence.

A SUBJECT WITHDRAWAL WILL NOT BE PERMITTED IN THE FOLLOWING CIRCUMSTANCES:

- The student does not like the teacher or certain classmates.
- The student indicates that they did not know what the subject was about when they selected it.
- The student's performance is due solely to a lack of application.
- The student feels they require more time for their other subjects
- The student needs the subject to meet the unit requirements to successfully complete their VCE
- A withdrawal would put the student at risk of not receiving their VCE Certificate

YEAR 11

STUDENTS PERMITTED TO DO 10 UNITS (5 SUBJECTS) IN YEAR 11

Students will be exempted from the requirement to take 6 subjects in Year 11 if:

- They have committed to a 3 year VCE plan with the guidance of the VCE VET Coordinator and Pathways Coordinator.
- they are undertaking additional study such as SBAT, TAFE or a University subject outside of CCS
- There are Special Provision arrangements in place
- They are undertaking a special program outside of school necessitating significant amounts of training and/or competition and/or absence from school (eg. Elite Sport) that could not reasonably be put off until after VCE.

AND their VCE program will not be disadvantaged by the omission of a subject.

In addition to the above, in special circumstances, students are permitted to undertake just 5 subjects at Year 11 only with the permission of the VCE VET Coordinator and the Assistant Principal Learning and Teaching.

YEAR 12

STUDENTS PERMITTED TO DO 8 UNITS (4 SUBJECTS) IN YEAR 12

Students will be exempted from the requirement to take 5 subjects in Year 12 if:

- They have committed to a 3 year VCE plan with the guidance of the VCE VET Coordinator and the Pathways Coordinator.
- They have already successfully completed 2 Unit 3-4 subjects in Year 11
- They are undertaking additional study such as SBAT, TAFE or a University subject outside of CCS
- There are Special Provision arrangements in place
- They are undertaking a special program outside of school necessitating significant amounts of training and/or competition and/or absence from school (eg. Elite Sport) that could not reasonably be put off until after VCE.

AND their VCE program will not be disadvantaged by the omission of a subject.

In addition to the above, in special circumstances, students are permitted to undertake just 4 subjects at Year 12 only with the permission of the VCE VET Coordinator and Assistant Principal Learning and Teaching.

Year 12 students must attend their regular Pastoral as normal as well as all required study periods in the Ratisbonne Centre or other school study space as directed.

SUBJECT WITHDRAWAL TIMES

In Years 9 to 11 subject selection occurs for both semesters of the year in the first week of Term 3 in the previous year.

- In most instances CCS expects to make subject withdrawals in the published timeframe. No subject withdrawals will be permitted after this time unless there are extenuating circumstances. Any such changes will need to be approved by the VCE VET Coordinator, Pathways Coordinator and Assistant Principal Learning and Teaching.

INTERNAL INFORMATION

- The Pathways Coordinator will access SIMON to review student selections, provide advice on selections and make suggestions for the student, if a subject withdrawal is requested by a student.
- 'Student VCE Subject Withdrawal Forms' are available from the VCE VET Coordinator only.
- A request to withdraw from a subject does not mean that the request will be automatically granted.
- Students may submit a completed 'Change of Subject/Withdrawal Application Form' to the VCE VET Coordinator during recess, lunch or before and after school during the published timeframe.
- Students will know if their application for a subject withdrawal has been approved when they receive a confirmation email from the Timetabler responsible for subject withdrawals.
- No Classroom teacher can remove a student from their classroom roll without the prior notification of the VCE VET Coordinator.
- No students are permitted to stop attending a class when they are on the classroom roll, even if they have applied for a subject withdrawal.

Ratified: July 2020