About the Victorian Curriculum and Assessment Authority

Governance

Establishment

The VCAA came into operation on 1 March 2001 and was the successor to the Board of Studies. The VCAA Board steers the VCAA on behalf of the Minister for Education while the Chief Executive Officer (CEO) manages the VCAA on behalf of the Minister. The CEO is responsible to the VCAA for policy and operational matters and to the Secretary for budgetary, personnel and other administrative matters. The VCAA is accountable to the Minister for Education.

Objectives

The Education and Training Reform Act 2006 (the Act) sets out the following objectives for the VCAA:

- to develop high-quality courses and curriculum and assessment products and services
- to carry out functions as a body registered under Chapter 4
- to provide linkages that will facilitate movement between those courses and other courses.

The VCAA must act within the scope of the functions and powers conferred upon it by the Act and other relevant legislation. The functions and powers of the VCAA are set out in sections 2.5.3 and 2.5.5 of the Education and Training Reform Act 2006.

VCAA Board

Board membership

The 13 members of the VCAA Board are drawn from educationists and community representatives.

The members of the Board for the reporting period were: Esmerelda Bamblett, Tony Coppola, Professor Peter Dawkins, Polly Flanagan, Tony Larkin, John Maddock, Professor Peter McPhee, Vicki Miles, Glen Pearsall, Debra Punton, Professor Adam Shoemaker, Helen Staindl, Professor Collette Tayler and Professor Sue Willis.

During 2009–10, a new Board Chair, Professor Adam Shoemaker, was appointed for a three-year term from 15 December 2009; Professor Peter McPhee resigned from the Board as Chair on 22 August 2009; Polly Flanagan and Tony Larkin were each reappointed for a further three-year term in August 2010; and John Maddock served as Acting Chair from 29 September 2009 to 15 December 2009.

1. Pursuant to s. 4.3.10 of the Act, the VCAA is registered for a five-year period, commencing 30 September 2007, as a body that awards, confers and issues registered qualifications (VCE and VCAL) with the VRQA.
VCAA committees

Executive Committee

The Committee, established under section 2.5.7 of the *Education and Training Reform Act 2006*, provides recommendations to the Board and acts under the delegation of the VCAA’s power in matters of urgency and matters related to overseas programs, Review Committee decisions, issues with sectoral implications, approval for use of common seal for contracts over $100,000, legislative compliance, and confidential and sensitive matters.

In 2009–10, the Executive Committee comprised the VCAA Chair, Professor Adam Shoemaker; Chief Executive Officer, John Firth; Debra Punton; Tony Larkin; and Professor Peter Dawkins.

Audit Committee

In 2009–10, the VCAA Audit Committee comprised three Board members: John Maddock (Committee Chair), Tony Coppola and Tony Larkin, and two co-opted external members, Stuart Alford and Peter McMullin.

The Audit Committee is responsible for governance, risk management and business assurance of the VCAA.

The prime functions of the Committee are to:

- foster an ethical culture within the VCAA in conjunction with senior management and the VCAA Board
- monitor compliance with relevant acts and regulations, and with any agreements negotiated with funding bodies
- provide advice to the VCAA Board on governance matters
- monitor, improve and maintain the credibility and objectivity of the accountability process (including financial reporting)
- provide a formal forum for communication between the VCAA Board and senior financial management
- improve the effectiveness of the internal and external audit functions, providing a forum for communication and reporting between the VCAA Board and the internal and external auditors
- monitor the quality of internal and external reporting of financial and non-financial information
- respond to the VCAA Board on matters referred by the VCAA Board to the Committee for further consideration or advice.

Early Years–10 Curriculum and Assessment Committee

The Early Years–10 Curriculum and Assessment Committee comprised VCAA Board members plus the following co-opted members: Professor Jillian Blackmore and Tony Mackay.

The Committee provides expert advice and makes recommendations to the Board on:

- policies, standards and criteria for the development of curriculum and assessment programs for students in Early Years to Year 10
- the implementation of the Australian curriculum
- the relationship between VEYLDF and the P–10 curriculum, and the P–10 curriculum and the post-compulsory pathways in education and training, including the VCE, VETiS (VET in Schools) and VCAL
- the administration of the NAPLAN program (Years 3, 5, 7 and 9)
- the monitoring and reporting of student participation and performance in Early Years–10 assessment programs
- the provision of resources for schools and teachers to support the implementation of VCAA Early Years–10 curriculum and assessment programs
- research on matters relating to Early Years–10 curriculum, standards and assessment at a national and international level.
Post-compulsory Curriculum and Assessment Committee

The Post-compulsory Curriculum and Assessment Committee comprised VCAA Board members plus the following co-opted members: Professor Jillian Blackmore, Tony Mackay and Professor Peter Stacey.

The Committee provides expert advice and makes recommendations to the VCAA Board on:

- the development, evaluation and approval of curriculum and assessment in the post-compulsory years
- policies, criteria and standards for curriculum, assessments and courses designed to be undertaken in the post-compulsory years
- policy and procedures for the design, delivery and evaluation of assessments and assessment products and services for the VCE, VCAL and other post-compulsory qualifications available to students
- patterns of participation and quality of outcomes relating to courses of study in the post-compulsory years, including related professional development and research
- the provision of material for schools, and of professional development for teachers to support the implementation of post-compulsory curriculum and assessment programs
- research on matters relating to post-compulsory curriculum and assessments.

Review Committee

The Review Committee consists of three persons who are either members of the VCAA Board or staff of the VCAA. A Board member chairs Review Committee hearings. The Review Committee acts on the VCAA Board’s behalf and is responsible for:

- hearing student appeals against penalties imposed by schools on students for breaches of rules relating to school-assessed tasks and school-assessed coursework
- hearing charges alleging serious breaches of rules relating to VCE examinations and imposing penalties where appropriate
- when necessary, cancelling or altering student results.

Appeals Committee

A student affected by a decision of the Review Committee, other than a decision made under section 2.5.2.1 of the Education and Training Reform Act 2006, may apply for a review of the decision by the Appeals Committee on the grounds that the decision was unreasonable and/or the penalty imposed was too harsh.

The Appeals Committee is an independent body with panel members appointed by the Minister for Education. Members must not be members of the VCAA Board or staff.

VCE Study Review Panels and Teams and Study Reference Groups

VCE Study Review Panels and Teams are established to review and evaluate VCE studies and to prepare proposals for new and revised studies for the approval of the VCAA Board. These panels and teams include practising VCE teachers from each sector, academic and curriculum experts, and business and training sector representatives (see Appendix 1).

VCAA Study Reference Groups oversee the development of new VCE studies.