



VCE 2013 POTENTIAL NON-ACHIEVEMENT OF AN OUTCOME

Date: _____

Dear Parent / Guardian

For satisfactory completion of a VCE unit, a student must demonstrate achievement of each of the outcomes for that unit as specified in the Study Design.

Currently _____ is in danger of not achieving an outcome / not satisfying the attendance policy in _____ because of:

- difficulties with key skills / key knowledge
- low level performance on an assessment task / school assessed coursework task
Task and related outcome: _____
- inconsistent attendance (not attended ___ out of ___ lessons to ___ / ___ /2013)
- inconsistent application to, or non-completion of, set tasks
Task and related outcome: _____
- ineffective use of class time

In order to improve his / her chances of satisfactorily completing the outcome _____ must:

- ask for teacher assistance
- attend classes more regularly
- use class time more effectively
- complete the following work by _____
- other

Should you require further information re _____ situation please contact _____ (study teacher's name).

NB. If serious illness/environmental factors have influenced the student's performance/application, the relevant House Student Managers must be notified promptly to discuss a possible extension of time, or other appropriate arrangements.

All applications for extensions of time etc. must be substantiated by medical certificates and/or other supporting documentation.

The STUDENT MANAGER will receive a copy of this form.

Principal

Study Teacher

Heads of House

Please acknowledge receipt of this communication by signing the attached proforma and please ensure that it is returned to the study teacher.

VERMONT SECONDARY COLLEGE
VCE 2013

**ACKNOWLEDGEMENT OF NOTIFICATION OF
POTENTIAL NON-ACHIEVEMENT OF AN OUTCOME.**

Student's Name _____ *Form* _____

Study _____

Teacher _____

I / We received the notification, dated _____ regarding the potential non-achievement of an outcome / potential failure to meet the attendance requirements by _____ in _____.

I / We understand that if the actions specified on that notification are not followed through then non-satisfactory completion of the unit may result.

I / We also understand that non-satisfactory completion of Unit 3 or Unit 4 of a VCE study means that a study score is not supplied for that study and it is not included in the calculation of the student's ATAR (Australian Tertiary Admission Rank).

Signed: _____ *Date:* _____

PLEASE RETURN TO THE STUDY TEACHER: _____