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ABN 82 628 957 617

24 October 2019

Peter Diachevsky
PO BOX 166
BENTLEIGH EAST VIC 3165

Dear Peter

Your school has been authorised by the Victorian Curriculum and Assessment Authority (VCAA) as fulfilling the requirements of a VCE Single Study Languages Provider.

School Name: **Malvern Russian Community School**

VCAA School ID Number: **01920**

Malvern Russian Community School is authorised to deliver at the following Site Address/ addresses only:

65a Tooronga Road MALVERN EAST

Your authorisation as a VCE Provider is effective for a two years period from:

1 JANUARY 2020 to 31 DECEMBER 2021

Please note that this is only for the provision of your VCE Russian - as failed audit Units 1 – 4, as per your application for authorisation.

Your school has only been granted authorisation to teach VCE at the above site address/addresses. You have to notify the VCAA immediately if you intend to move from your current site address/addresses. If your school teaches a VCE Language study at a different campus/school, you must inform the VCAA **immediately** as the VCAA has only granted authorisation at the **site** address/addresses stated above.

Please reference the Important Administrative Dates which are available on the VCAA website as a priority (www.vcaa.vic.edu.au).

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Any updates to information in the *VCE and VCAL Administrative Handbook 2020* are published in the *VCAA Bulletin* and may also be communicated by e-mail or memoranda. It is essential that you check the *VCAA Bulletin* regularly which is published on our website. You may subscribe to receive the VCAA Bulletin online. You can subscribe by completing the information on the VCAA website:

<https://www.vcaa.vic.edu.au/Footer/Pages/Subscribe.aspx>

As a VCE Single Study Language Provider you must ensure that:

- A **correct** e-mail address is provided so that the VCAA can send important memoranda and notices. **You will need to ensure your email account is checked regularly as this is the preferred tool for correspondence between your school and the VCAA.** If you change email addresses, please notify the VCAA immediately.
- Student study and result information is entered via VASS on or before the dates specified in the *Important Administrative Dates 2020*.

VASS and VASS Training

Your school needs to ensure it complies with the hardware/software requirements to be able to operate VASS as specified on the VCAA's website:

<https://www.vcaa.vic.edu.au/administration/schooladministration/vass/Pages/Index.aspx>

- New Single Study Languages Providers are required to attend a VASS training session.
- Please ensure you update your provider's information through VASS to ensure that the Authority has accurate details for your provider.

Please ensure that you retain this authorisation letter to provide to Department of Education & Training in the year of delivery.

If you have any further queries please contact Ms Connie Todorovski on 9032 1740.

Yours sincerely



Joe Pellegrino
Executive Director
Assessment and Reporting