

The essentials for VCE SAC Writing & Assessment –

A guide for teachers of Units 1 – 4

Join us for a day of networking and support in writing and assessing VCE assessment tasks. This interactive, hands-on day is designed for all teachers of VCE Accounting, Business Management, Economics and Legal Studies.

By the end of the day, you should feel confident in designing, writing and assessing the work of your VCE Units 1 - 4 students in a variety of task types, including and not limited to short-answer structured questions, media analysis, blog posts, a case study and a debate. This full-day workshop is designed to provide VCE teachers with advice, guidance and practice in designing, writing, and marking a range of VCE School Assessed Coursework (SACs) and Outcomes. Participants will:

- learn the VCE assessment principles,
- learn about the design and assessment of lower, middle and higher-order assessment questions,
- learn how to assess various assessment types,
- explore the use of rubrics when marking assessments consistently,
- learn moderation processes.

Monday 11 May, 2026

DATE Monday 11 May
TIME 9 am – 3 pm
VENUE Victorian Academy of Teaching and Leadership

5A Little Ryrie Street, Geelong

Victorian Academy of Teaching and Leadership
Is located 850 metres from Geelong Railway Station. Please note that there is limited street parking

Program

9:00 am	Registration, arrival tea & coffee
9:15 am	Welcome & Overview of the Day <i>Michelle Mitchell, Executive Officer, VCTA</i>
9.30 am	Session 1 Presentation Session 1 will set the scene for the day. Teachers will unpack command terms and study designs, which are the foundations for well-written assessment tasks.
10:30 am	Break
11:00 am	Session 2 Workshop 1 Session 2 will see teachers work with their colleagues and VCTA staff to write structured short and long answer questions using the information presented in Session 1. By the end of the session, teachers will walk away with at least one assessment task they have contributed to the writing of.
12:30 pm	Lunch
1.15 pm	Session 3 Workshop 2 Session 3 will see teachers write an alternative assessment type for their subject area. They will explore assessment options, the benefits of offering alternatives to the traditional short-answer question for the teacher and their students to determine best practice for marking and moderating these alternative assessment types.
3.00 pm	Close

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BOOKINGS

To access member rates, please ensure that:

- You have joined or renewed your membership for 2026.
- **You are logged in** (by using your own personal username and password) before registering for an event.
- You do not use the login details of your colleagues – this also applies to school members.

Register online at
www.vcta.asn.au

Enquiries:
P: (03) 9417 3555
E: registration@vcta.asn.au

FEES per person (incl GST)

Payment must be received by VCTA before the program. Your registration is acceptance of our offer, and as such, you are liable for the payment irrespective of whether you attend.

Member Type	Price
VCTA Individual Member (non-school)	\$141
VCTA School Member	\$165
Pre-Service Teacher/Concession	\$113
Non-Member	\$278

- For payments by Bank Deposit, quote your Invoice Number as your transaction description
National Australia Bank
BSB: 083 522
Account: 63053 7099
- Credit Card: Pay by website at www.vcta.asn.au or by phone 03 9419 9622

The Australian Professional Standards for Teachers

The Victorian Institute of Teachers has implemented the Australian Professional Standards for Teachers.

Please note it is the responsibility of each teacher to keep their own professional learning records and, after each event, to reflect upon and note the learning acquired.

For this professional learning program, VCTA identifies the following standards as applicable.

2. Know the content and how to teach it

2.2 Organise content into coherent, well-sequenced learning and teaching programs.

2.3 Design and implement learning and teaching programs using knowledge of curriculum, assessment and reporting requirements.

3. Plan for and implement effective teaching and learning

3.2 Plan and implement well-structured learning and teaching programs or lesson sequences that engage students and promote learning.

3.4 Select and/or create and use a range of resources, including ICT, to engage students in their learning.

6. Engage in professional learning

7. Engage professionally with colleagues, parents/carers and the community

7.4 Participate in professional and community networks and forums to broaden knowledge and improve practice.