



CURRICULUM FRAMEWORK POLICY

1 SOURCE OF OBLIGATION

The Victorian Registration Standards (sch 4 cl 6) require that a framework must be in place for the organisation, implementation and review of the College's curriculum and teaching practices and to ensure that, taken as a whole, the learning areas in Schedule 1 of the Act are substantially addressed and to provide for the review of the curriculum and teaching practices.

The Victorian Registration Standards (sch 8 cl 5(c) and (d)) require that a senior secondary education provider must have processes to:

- ensure the consistent application of assessment criteria and practices; and
- oversee the conduct of assessments of courses including processes to conduct investigations and hearings and, if necessary, amend or cancel assessments.

2 OUR CURRICULUM PLAN

The College has developed a whole-school Curriculum Plan, in accordance with the Victorian Curriculum F-10 and the Victorian Certificate of Education that outlines how the curriculum will be organised and how the learning areas will be addressed.

Being an Islamic school, we also offer Quran and Islamic Studies.

Daily timetables are made available to each year group and set out the hours allocated for instruction. Time allocations across the learning areas and focus capabilities are decided upon annually and reflect College-specific priorities to support and improve student achievement.

The College has a system in place for continuous improvement of the curriculum and teaching practice that includes regular review and adjustment of the curriculum framework, teaching programs and learning and assessment approaches.

In doing so, the College uses internal and external performance data.

3 POLICIES AND PROCEDURES

The College maintains documentation to ensure the consistent application of assessment criteria and practices to oversee the conduct of assessments of the learning areas/courses that we offer.

If we share responsibility for a senior secondary course with another provider (for example Virtual School Victoria, formerly Distance Education Victoria), we maintain a copy of the written agreement between the providers stating how the requirements of the teaching and learning standards will be met.

4 DOCUMENTATION

This documentation is maintained by the Head of School. The Head of School is responsible for keeping updated copies of all curriculum documents on a shared network drive.

The College maintains documentation that shows:

- an explanation of how appropriate time is allocated across the eight learning areas
- an explanation of how and when curriculum and teaching practice is reviewed
- an outline of how the College delivers its curriculum
- a whole-school curriculum plan showing how the curriculum is organised.

Where appropriate, we also maintain documentation that shows:

- yearly curriculum program plans for each cohort of students
- an indication of how the eight learning areas are addressed across the years of schooling.

The Head of School may delegate some of the responsibilities to the Curriculum Specialists or Curriculum Coaches.

5 IMPLEMENTATION

Minaret College has set up a series of compliance tasks to ensure that key obligations under the Victorian Registration Standards are managed effectively.

DOCUMENT CONTROL

Doc ID: POL-CAR-03

Version 1.1

Reviewed: March 2022

Approved: March 2022