



VCE SAC STORAGE PROCEDURE

PURPOSE

The purpose of keeping files in a central repository is to ensure that SACs are kept for a full year as required by VCAA.

SCOPE

This procedure applies to VCE Teachers and the VCE Learning Team Coordinator

PROCEDURAL STEPS

- VCE teachers to keep the current academic year's SACs in their own secure location for the duration of the academic year, for their own reference
- The VCE Coordinator will make storage boxes available for each VCE subject if needed
- Teachers can dispose of the previous year's SACs securely, a week before the end of the current academic year
- On the last day of current academic year, teachers will place their SACs into their storage box and keep in a safe and private area. Teachers may keep SACs for further reference at their discretion.