

Victorian Challenge and Enrichment Series- Schools

Registration Guide

The Victorian Challenge and Enrichment Series (VCES), supported by the Department of Education and delivered by Royal Botanic Gardens Victoria, is designed for high-ability students, to offer them enrichment and extension outside of their normal classroom setting.

Registration requirements

By submitting this registration, you confirm that the students meet all following requirements as outlined:

- Demonstrates readiness and an ability to complete the activity.
- Have parent/caregiver consent to participate in the activity.
- Have shown evidence of high ability in the activity curriculum area.

All information in the school registration form will be provided to the **Royal Botanic Gardens Victoria (RBGV)**.

Evidence of high ability

We do not require schools to provide evidence of high ability to support the registration, however data/evidence must be provided on request.

Collection Notice

The form will be collecting your name, email, phone number, school name, school number and information about the students you are registering for the VCES activity. This information will be used for the purposes of registering students into the VCES activity, managing their registration in the activity, and to facilitate contact with you should any clarification or further information be required. The **Department of Education (the department)** also encourages schools to collect additional optional student demographic and health information from parents/caregivers, which will be used by the department to understand program reach and impact, and for the purposes of program evaluation to support improvements. This demographic and health information is used to evaluate the demographic breakdown of participants in the program, the effectiveness of the program, and to help the department understand how the program might be changed in the future to further increase student participation across different cohorts of students. Your answers to this form may be used in reporting within the department about the VCES program. Aggregated information will be included in the report, which will aggregate the information by school and year level in a way that does not identify your students.

If not all the information is provided in the form, RBGV may not be able to register the students or follow up on any submitted information.

Information provided in the form will be stored securely in RBGV systems in accordance with [our privacy policy](#), with access restricted to those administering the VCES program, staff that need to provide required technical system assistance.

Information provided to the department will be stored securely in the department's systems, with access restricted to those administering the VCES program and staff that need to provide required technical system assistance and also any staff that need to know in accordance with the department's [privacy policy](#). All information will also be handed in accordance with the Department's [Records Management Policy](#).

Deidentified data may be shared with external organisations for the purposes of evaluating the program.

Your information will be handled in accordance with this Privacy Notice or where otherwise authorised or permitted by law.

All information will be handled in accordance with Victorian privacy and records laws.

For further information on this Notice or how personal information is handled, or to request access and correction of personal information, please contact RBGV's Learning Team on learning@rbg.vic.gov.au

Contact Us

If you have any questions about registration, please contact RBGV's Learning Team on learning@rbg.vic.gov.au