

SUNBURY
COLLEGE

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VCAL GUIDE
2019

2019

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WELCOME TO VCAL

The Victorian Certificate of Applied Learning (VCAL) is a Victorian school certificate that offers an alternate completion of secondary schooling to VCE. VCAL is offered at three certificate levels: Foundation, Intermediate and Senior. VCAL will be offered for Year 11 at the Intermediate level and for Year 12 at the Senior level.

There are four curriculum strands within a VCAL certificate:

1. Literacy and Numeracy Skills – Studies related to literacy (English) and numeracy (Maths)
2. Industry Specific Skills - Vocational Education and Training (VET) units of competency (See below the section on VET courses).
3. Work Related Skills – This could be in the form of structured Workplace Learning, a School Based Apprenticeship, Part-time work or units or modules that help prepare you for work like interview skills etc.
4. Personal Development Skills unit - Students participate in community-based projects, voluntary work and/or structured activities that will help develop your self-confidence, teamwork skills and other skills important for life and work.

What must students do to receive a VCAL qualification?

A student is awarded a certificate when they gain credits for 10 units that fulfil the minimum requirements for their learning program. A credit is gained for successful completion of a unit of study. At Sunbury College, a unit of study can be:

- one VCAL unit
- 90 hours for VET modules or units of competence and/or Further Education (FE) modules.

Each unit of study must be justified against the purpose statement for one of the four VCAL curriculum strands.

A student's VCAL learning program must include:

- at least one literacy unit*
- at least one numeracy unit
- at least one unit from the Industry Specific Skills strand (at the Intermediate and Senior level this must include a unit of study from a VET qualification)
- at least one unit from the Work Related Skills strand
- at least one unit from the Personal Development Skills strand
- at least six credits at the level or above, of which one must be literacy and one VCAL

SELECTION CRITERIA FOR ENTRY INTO VCAL

Entry to the Year 12 Senior Certificate Level is based on performance in Year 11. Students must meet the following requirements for promotion interview:

- Be a current Year 11 student at Sunbury College
- Satisfactory completion of current VCAL program and ability to continue in a VET subject
- Participation in VCAL activities related to Personal Development and Work Related skills.
- Minimum Work Habit Rating of 3.00 in Semester 2 of the current year.
- A demonstrated commitment to improving their Literacy and Numeracy skills
- Minimum of 80% attendance in class.
- Completion of MIPS online to a high standard
- Organisation and participation in Structured Workplace Learning

To be considered for an interview for the Sunbury College Year 11 Intermediate VCAL program students must first submit a written application and meet the following entry requirements:

- Be a current Year 10 student at Sunbury College
- Minimum Work Habit Rating of 3.00 in Semester 2 of the current year
- A demonstrated commitment to improving Work Habits rating in English and Maths
- Minimum of 80% attendance in class.
- Completion of MIPS online to a high standard



If selected to go through to the interview stage for consideration into the Sunbury College VCAL program, students must provide evidence of the following:

- An identified vocational pathway
- Keen interest in a VET program relevant to their career aspirations either through Work Experience at Year 10, investigation in career paths through MIPS Online, discussion with the Careers team.
- A demonstrated hands-on learning style
- A demonstrated ability to work positively with class mates and teachers in group activities
- A demonstrated history of working to potential
- Their positive contribution to the school community
- A commitment to personally organise work placement.

Positions in the VCAL program are limited, with the school decision being final. Once selected for the program an individual learning program will be created.

The following is how the learning program at Sunbury College meets the requirements for the VCAL Certificate

-Strand	Intermediate	Strand	Intermediate
Literacy Skills / Numeracy Skills	VCAL literacy Units 1 and 2: Reading, writing and speaking skills VCAL Numeracy unit 1: Workplace maths, business records; arithmetical skills and concepts.	Work Related Skills	VCAL Work Related Skills Units 1 and 2: Investigation into OHS in work related contexts, communication skills and work place conditions and employee entitlements.
Industry Specific Skills	External VET certificate: (eg. Electro technology or Building and construction)	Personal Development Skills	Personal Development Skills unit 1 and 2: Participation in group projects; completion of personal achievements like first aid or fitness tests.

HOW VCAL MIGHT LOOK AT SUNBURY COLLEGE Year 11- Semester 1- Intermediate VCAL

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1	Numeracy	Work Related skills	VET EXTERNAL	Numeracy	Literacy
2	Numeracy	Work Related skills		Numeracy	Literacy
3	VET Business	Numeracy		VET Business	Personal Development
4	VET Business	Literacy		VET Business	Personal Development
5	Literacy	Connect		Personal Development	Work Related skills
6	Literacy	Personal development		Work Related skills	Work Related skills
7		Personal development			



Year 11 Semester 2- Intermediate VCAL (

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1	Numeracy	Work Related skills	VET: EXTERNAL	Numeracy	STRUCTURED WORKPLACE LEARNING
2	Numeracy	Work Related skills		Numeracy	
3	VET Business	Numeracy		Literacy	
4	VET Business	Literacy		Personal Development	
5	Literacy	Connect		Personal Development	
6	Literacy	Personal Development		Work Related skills	
7		Personal Development			

Year 12 Senior VCAL (full year)

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1	Numeracy	Work related skills	VET - EXTERNAL	Numeracy	STRUCTURED WORKPLACE LEARNING
2	Numeracy	Work related skills		Numeracy	
3	Work related skills	Numeracy		Literacy	
4	Work related skills	Literacy		Literacy	
5	Literacy	Connect		Personal Development	
6	Literacy	Personal Development		Personal Development	
7		Personal Development			



EXPLANATION OF VOCATIONAL EDUCATION AND TRAINING [VET] COURSES

VET Certificate courses provide students with specific training for work in a variety of industries and recognition of their competency to undertake work tasks. The courses are more practical in structure than traditional curriculum. The courses offered by schools range from Certificate II to III level under the Australian Qualification Framework, are nationally recognised and often delivered under the auspices (guidance) of a Registered Training Organisation e.g. TAFE. Completion of parts or all of a certificate program can contribute towards the successful completion of the VCAL. The level of contribution varies according to the hours undertaken in the program. Some can contribute to a student's Australian Tertiary Admissions Rank. Most courses require a student to undertake structured workplace learning with an employer. Students must be prepared to be flexible to meet the demands of courses.

Students who would like to pursue a career interest while they are still studying at school can also apply to undertake a School Based Apprenticeship or Traineeship (SBAT). SBATs allow students to learn skills in a particular industry by combining school studies, training and paid employment. These are available to students from 15 years old who are enrolled in the VCAL and permanent residents of Australia. Students undertaking an SBAT will sign contracts which combine training, schooling and employment. Training can be delivered on-the-job, off-the-job or a combination of both. Off the job training is done with TAFE colleges or other approved training providers. Students are in training and employment for a minimum of 13 hours per week and spend the rest of their time at school. Students currently undertake SBATs in Aged Care, Automotive, Business Administration and Early Childhood through the school.

WHY CHOOSE A VET COURSE?

Students elect to undertake a VET course for the following reasons:

- Students are able to explore work related interests without leaving school.
- For some students, the VET course builds on their casual work experiences.
- They are able to undertake a more practical style of learning that includes a structured workplace experience.
- Results from a VET course can contribute to a VCAL program.
- They are able to obtain a dual qualification – a VET Certificate and a VCAL award.
- Many students appreciate the opportunity to make links with other training providers while still at school.

THE DEMANDS OF A VET COURSE

Students and parents need to take particular note of the following factors that will impact on the decision to choose a VET course as part of a year 10-12 program

- Courses are often restricted by limits imposed by outside providers. Classes delivered at TAFE colleges are much smaller than normal classes so places are limited. Some courses require attendance at a briefing seminar and then an interview as part of the enrolment process. Students from other schools are 'competing' for places in these courses.
- Courses often attract significant costs (payment to TAFEs etc and materials costs) not covered by funding. **Note that VET at TAFE courses have higher materials charges than school subject charges. These must be paid in advance and are not refundable once the course has commenced. All TAFE materials charges are due at the end of week one, term 1.**
- Students may have to complete courses outside traditional school hours.
- Attendance at VET programs is crucial as courses are based on nominal hours. Students often have to give up other interests like sport, to attend TAFE. They will also be required to attend TAFE if their course day falls on a school student free day. Students must attend TAFE even during school examination periods and must sit their school exams on alternate days and times.
- Courses are competency based and students must demonstrate their competency across a range of criteria. Inability to demonstrate competency in one area means the certificate will not be awarded.
- The work is generally not 'hard' but is constant and demanding. Students are meant to develop strategies for independent learning. The focus is more on student drive and determination to attain new skills rather than teacher directed learning.



FURTHER INFORMATION ON VET STUDIES

Further information can be gained from the Careers/VET Leader: **J. Fitzgerald**

VET COURSES OFFERED OUTSIDE THE COLLEGE THAT VCAL STUDENTS ATTEND AT TAFE (USUALLY ON A WEDNESDAY)

VCAL students attend a Registered Training Organisation e.g. TAFE (generally Kangan Batman TAFE and Victorian University), mostly on a Wednesday. Courses offered include: Allied Health, Aged Care, Animal Studies, Automotive, Beauty Services, Carpentry, Community Services, Electro-technology, Engineering, Equine, Hairdressing, Plumbing and Retail Cosmetics. Students must be able to independently travel to the Registered Training Organisation. These locations include: Broadmeadows, Sunshine and the city.



All courses are open to both males and females.

A requirement for all TAFE/VET courses is that the student undertakes a work placement relevant to their course. Students are required to organise their own work placement but can receive help from the Careers Department for letters requesting placements etc.

First year enrolment is only open to prospective Year 11 VCAL students.

TAFEs often have a requirement that students need to attend a full complement of classes to be deemed competent. Students involved in college sport and the Debutante Ball often need to be aware that missing too many classes for school activities may make them ineligible to pass. Students are also subject to the discipline rules of the individual TAFE colleges.



SCHOOL-BASED APPRENTICESHIPS

School Based Apprenticeships and Traineeships (SBATs) are a distinct pathway within Vocational Education and Training in Schools (VETiS). They are available to secondary school students over 15 years old and enrolled in the Victorian Certificate of Applied Learning (VCAL).

A SBAT offers students the option of combining part-time employment, school and training. The program is undertaken under a training contract with an employer, has a Training Plan signed by the school and formally registered with the Victorian Registration and Qualifications Authority (VRQA) and leads to a nationally recognised qualification. A SBAT forms an integral part of the student's school learning program and study timetable and a minimum of one day of the normal school week (which may be averaged over three periods of four months duration in each year of the training contract) must be spent in employment and/or structured training as an apprentice or trainee. Schools will only endorse a Training Plan for a SBAT under these circumstances.

Endorsement of the Training Plan by the school will indicate that it is undertaking responsibility to enrol the student on Victorian Assessment Software System (VASS) so that credit for the training within the VCE or VCAL can be awarded to the student.

Like other VETiS offerings, the vocational training components of SBATs also contribute credit towards a senior secondary certificate. Many school based apprentices and trainees move on to a full-time contract with their employer after leaving school, while others choose to continue their education and training at a Registered Training Organisation or university.

SBAT students must undertake at least 7 hours of employment and 6 hours of training per week which may be averaged over three periods of four months in each year of the program. Training should be averaged over three periods of four months duration in each year of the training contract.

WORK-BASED TRAINING [not a subject but another option that can count towards your VCAL]

Do you have a part time job? Does your employer provide you with training that is registered with a TAFE college or industry training organisation?

In some instances this training may qualify to be considered as a **Part Time Traineeship** through your part-time work.

What does this mean? Some employers are able to claim a subsidy from the Federal Government if they provide recognised training for their employees. This subsidy can help employers to minimise wages costs. If the training requires you to enrol in a training certificate (e.g. Certificate II Retail Operations, Certificate II Hospitality– Kitchen Operations) then you may be eligible to have this training credited towards your VCE. The training may qualify you for one or more VCE units. In some instances, training may qualify you for a bonus to your tertiary entrance score – the ATAR at the end of year 12.

How do I find out if my training is eligible to be counted as a Part Time Traineeship? Talk to your employer. Ask them for a copy of the details of your traineeship course. You will need to obtain from them: full course name; registration number for the course; name of employer and a contact name and telephone number; name of the training organisation; a list of the competencies that comprise the course and their registration number. Later on you will need to bring in a statement of results from your employer. Note that statements of results must be entered by a due date – the school does not follow up for results. The College will enter this information into its VCE/VCAL computer system and will run an eligibility check and inform you of the number of units you are entitled to receive credit for. Note: that the College requires all of the above information to run the eligibility check.

Further Information can be found at:

Overview: <http://www.vcaa.vic.edu.au/vet/programs/newapprent.html>

Frequently asked questions: <http://www.vcaa.vic.edu.au/Pages/vet/faqs.aspx>

