2016
VICTORIAN CERTIFICATE
OF
APPLIED LEARNING
(VCAL)
HANDBOOK
YEARS 11 & 12

THIS HANDBOOK SHOULD BE READ IN CONJUNCTION WITH THE YEAR 10-12 CURRICULUM HANDBOOK AND THE VET COURSE INFORMATION BOOKLET
VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)

The Victorian Certificate of Applied Learning (VCAL) is a senior school certificate designed to sit alongside the VCE, providing an alternative pathway for Years 11 and 12 students seeking vocationally oriented career options such as apprenticeships, traineeships, training or moving on to employment. Those considering VCAL are:

- Students who are seeking a vocational pathway on completion of school
- Students who learn best where learning is practical, experiential, 'hands-on' or 'applied'.
- Students who are self-motivated and are keen to excel in their chosen pathway.

VCAL provides students with a more flexible approach to their education and training. It aims to provide the skills, knowledge and attitudes to enable students to make informed choices regarding work and further education. Personal development and the use of individual student interests are important components of the VCAL.

Students cannot complete the VCE Certificate while undertaking VCAL.

Campus Offerings

VCAL will be offered only at the Notre Dame Campus. Students from the St Paul's Campus have the opportunity to move to the Notre Dame Campus to complete this qualification but like all students across the College they must submit an application and have an interview with the Leader of VET/VCAL and the Curriculum Coordinator.

VCAL Levels

VCAL at Emmanuel College has three levels; Foundation, Intermediate and the Senior Certificate. These certificates are based on the student’s ability to work independently and may change as the student progresses.

VCAL Curriculum Strands & Selection

VCAL has 4 strands in the Foundation, Intermediate and Senior programs to ensure balance and state-wide consistency as documented in the VCAA guidelines:

- Literacy and Numeracy skills
- Industry specific skills
- Work related skills
- Personal Development skills

*VCAL is an integrated program where Personal Development, Work Related Skills, Literacy and Numeracy are taught at the College. In addition all VCE and VCAL students undertake Religion Education unit in the Foundation and Intermediate programs. Students undertaking the Senior Certificate will complete Life and Faith.
1. Literacy and Numeracy Skills

In Year 11 students undertake VCAL school-based units in Literacy and Numeracy in both the Intermediate and Senior Certificates. This will require students to be engaged in project learning designed to meet the VCAL Literacy and Numeracy outcomes. Students will still need to develop both their English and Mathematics skills in order to complete tasks.

2. Industry Specific Skills

As a VCAL student it is compulsory to complete a VET Certificate. Emmanuel College students are offered a range of certificates by the Hobson's Bay VET Cluster or other external providers including Kangan and Victoria University. School-Based Traineeships (ASbT) and Apprenticeships (ASbA) are also available for VCAL students. Before enrolling into any VET Certificate, ABST or ABSA, students must consult the VET Handbook which can be obtained from the Leader of VET/VCAL. It is also recommended that students considering VCAL should attend the Pathway Expo held during Term 3. Local companies will be on show to present what is on offer for 2016.

3. Work Related Skills

VCAL Students are expected to undertake 100 hours of Structured Workplace Learning (SWL). Students engaged in ASbA or ASbT will have applied learning hour’s recognition for their Work Related Skills Unit.

Students complete SWL at year 11 and 12 Intermediate levels which will specifically prepare students for the world of work. SWL is on-the-job training during which a student is expected to master a set of skills or competencies, related to their particular VET certificate or chosen professional pathway.

Students will undertake two types of SWL throughout the year. A one day a week placement that begins the first Friday in March (04/03/16) and a two week block during the College exam period (30/05/16 to 10/06/16). Students are expected to find their own placements and during the two week placement VCAL students must still attend their VET training day. VET training days can only be missed for a VCE unit 3 or 4 Examination. So therefore VCAL students VET certificate should not be effected by absences as an attendance rate of 90% is expected.

4. Personal Development Skills

Students undertake units in Personal Development skills which can include community involvement and community based projects that are designed to develop teamwork skills, self-confidence and life skills. Student’s own involvement in the community can be recognised e.g. voluntary work, outside coaching; leadership and involvement in a range of activities can be recognised in the VCAL. Students will also have the opportunity to gain additional VET qualifications including Vocational Preparation and Outdoor Education.
A TYPICAL VCAL PROGRAM MAY CONSIST OF:

**Intermediate Certificate Year 11**

- Personal Development Skills
- Literacy
- Numeracy
- Religion Education
- VET (Industry Skills)

SWL is conducted every Friday within the fortnightly timetable. It is expected that the students’ workplace is in an industry related to their VET program.

Students are also enrolled in the Work Related Skills unit. This unit is fused into the VCAL program and the assessment is completed via a student log book that must be completed after every SWL placement.

**Senior Certificate Year 12**

- VCAL
- Literacy
- Numeracy
- VCE Elective
- Life and Faith

VCE Electives should align with the industry specific choice of each student from those available at the College.

SWL is at a workplace in an industry related to the VET program.

**Please note**

- The provision of the VCAL program, like all other VCE options, will be dependent upon the number of enrolments and the capacity of the College to timetable this option.

- Applications for VET subjects delivered by the Hobsons Bay VET Cluster or other provider will be confirmed by them and not all subjects offered may run if demand is low or the provider is unable to make this option available. The decisions regarding these options are not made by Emmanuel College.

- All VET subjects incur a substantial additional cost and range from $300 to $1000 in 2015. Once these costs are confirmed families will be informed of the charges. Students who withdraw from a course after the second week of Term 1 will be required to pay the full amount of the course fee for which they are enrolled.

- Students interested in VCAL must see the VET/VCAL Co-ordinator to obtain the VET Handbook and an application form. All students will be expected to meet with the VET/VCAL Co-ordinator to ensure that they comply with all of the requirements for VCAL.
VCAL Application Form

This form should be completed and returned to Mr Lunardelli or Mr Crimi by August

Student Name:_______________________________________________________

Homeroom:________________________________________________________

Please answer all of the following questions

1. What are your interests once you have finished school? (eg. Apprentice motor mechanic, TAFE Course, employment).

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2. Do you currently hold a part-time job? Yes/No
   If yes what job do you do and how many hours per week?

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3. Are you involved in any community or sporting activities? (E.g. volunteer work, sport).

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4. Please indicate the VET and VCE subjects you would like to complete as part of your VCAL program.

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5. What are your expectations of VCAL? What do you think it will be like?

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Student Signature:________________________________________________

Parent Name:____________________________________________________

Parent Signature:_______________________________________________