



LIFE TO THE FULL

**Emmanuel
College**

2018

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**

Key Personnel

VCAL/VEt Co-ordinator	Bobbie Evans
Campus organiser SPC	Stephen Lunardelli
Campus organiser NDC	Vince Crimi
Leader Teaching and improvement SPC	Michael Flaherty
Leader Teaching and improvement SPC	Leanne Matheson
Curriculum Co-ordinator NDC	Belinda Flynn

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 Year 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.

Access to VCAL

VCAL is offered at Notre Dame Campus. Students from St Paul's Campus may transfer to Notre Dame Campus in order to be part of the program. Student who wish to take the VCAL program submit an application and attend 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 is offered as an applied learning program which requires student to attend a VET and Structured Workplace Learning. These are supported by the College and is not a reduction in College obligations but rather a different model of learning.

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 Religious Education units 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 ~~VCE~~-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 ~~have~~ will have applied learning hour's recognition for their Work Related Skills Unit.

Students complete SWL at year 11 and 12 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 (03/03/17) and a two-week block during the College exam period (05/06/17 to 16/06/17). 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 Employment Pathways, Business and Creative Industries.

A TYPICAL VCAL PROGRAM CONSISTS OF:

- Personal Development Skills
- Literacy
- Numeracy
- Religion Education (in Year 11) or Life and Faith (in Year 12)
- VET (Industry Skills)

In a typical VCAL program, Structured Workplace Learning (SWL) is conducted each Friday within the fortnightly timetable. It is expected that the student's workplace is in an industry related to their VET program.

Students also enrol in the Work Related Skills unit. Assessment for this unit is compiled via a student log book that is completed after every SWL placement.

Please note

- Delivery of the VCAL program, in a given year, is dependent on the capacity of the College to deliver the program, in light of the number of enrolments.
- The day of attendance for a given VET program may vary, from the typical VCAL timetable, dependent on arrangements made by the provider for delivery of the program.
- Outcomes of applications for VET subjects delivered by the Hobsons Bay VET Cluster, or other external providers, are confirmed by the provider. Not all subjects offered may run if demand is low or the provider is unable to make the option available. Decisions regarding VET offerings are made by the provider not Emmanuel College.
- Costs of VET courses, as advertised in the Hobsons Bay Cluster Handbook, or by other providers, and any structured workplace learning charges, are covered as part of the college fee.

The process of entry to VCAL:

- Students register their interest in undertaking a VCAL course with the relevant Campus Organiser;
- Students complete the form in this booklet and the form in the Hobson's Bay VET Cluster booklet and return both forms to the relevant Campus Organiser;
- Students and parents attend the VCAL Information Night held in August;

- Students (and parents as relevant) attend an interview with the Leader VCAL/VET. The purpose of this meeting is to confirm that VCAL is the most appropriate path, confirm the chosen VET program will meet the aspirations of the student and to ensure the applicant will comply with all VCAL requirements.
- Where a place is confirmed in the VCAL program, a VCAL contract is signed by both students and parents.

A Typical VCAL Week

	Year 11	Year 12
Monday	Classes at the College - normal school attendance	Classes at the College - normal school attendance
Tuesday	Classes at the College - normal school attendance	Classes at the College - normal school attendance
Wednesday	Attendance at VET program either at College or with external provider or Classes at the College - normal school attendance	Attendance at VET program either at College or with external provider or Classes at the College - normal school attendance
Thursday	Attendance at VET program either at College or with external provider or Structured Workplace Learning - students attend workplace	Classes at the College - normal school attendance or Structured Workplace Learning - students attend workplace
Friday	Attendance at VET program either at College or with external provider or Structured Workplace Learning- students attend workplace	Attendance at VET program either at College or with external provider or Structured Workplace Learning - students attend workplace

Frequently Asked Questions

How will I know if VCAL is right for my child?

VCAL aims to provide students with the skills, knowledge and attitudes to make informed choices about pathways to work and further education. If your child prefers to learn by having more hands-on types of activities and wants to be work ready when they leave school. Then VCAL is right for your child.

How is the VET chosen and organised?

A VET booklet is now available for you to read about the VETs available. During this process, your child needs to complete the enrolment and forms at the back of the booklet as well as

the student contract. Your child will then be interviewed by our VET Coordinator prior to approval of the enrolment.

At Emmanuel are VCAL students treated differently to VCE students?

Emmanuel students are expected to take part in college events such as the opening college mass, athletics carnival, Marianist Day and to respect college rules, including correct attire.

Year 11 and 12 students are part of a homeroom and house, as they have been since enrolment at the college.

Year 12 students and families are invited to the Graduation Mass and Dinner held in October.

VCE and VCAL are equally valued but different pathways. Related support programs for these pathways are targeted to provide for the needs of students in the given pathway.

My child completed Year 2 of a VET course by the end of Year 11 – are they required to complete another VET course in Year 12?

Yes. In order to satisfy the requirements of the Senior Certificate students are required to complete a VET program and cannot gain credit for the VET program that they have already completed.

Questions regarding college fees

- **What does the college fee cover?**

The college fee covers your child's involvement as a student at Emmanuel College, including the specific VCAL program chosen by the student - both on-campus classes and off-campus VET and structured workplace learning.

- **As a typical VCAL weekly program involves three days on-campus classes, and two days off-campus learning, is a reduction in the college fee available?**

No. The College fee covers the delivery of the VCAL program - both the on-campus and off-campus aspects of the program.

- **Given the particular arrangements of the VET course and structured workplace learning my child has chosen, they miss some on-campus classes. Is a reduction in the College fee available?**

No. In such cases the VET/VCAL coordinator will liaise with the student with regard to arrangements for coverage of work in classes missed.

What happens if there is a problem with VET?

The child immediately needs to contact our VCAL/VET Coordinator. From here, the VCAL/VET Coordinator will deal with the issue.

How does my child get to their VET ?

For some VET course's there is a bus service provided, however this is only for half day VETs. Full day VETs such as Electrical, Plumbing and Carpentry students are responsible to get their own way there. Emmanuel College, runs Electrical and Plumbing on site at Notre Dame campus and therefore your child can continue their regular routine for getting to the college on a day-to-day basis.

How is the structured workplace learning organised?

This is organised by the student themselves, however, during orientation the VCAL/VET Coordinator will explain the process and assist in finding a placement with your child.

How does my child get to work?

As this program is to prepare your child to be work ready, your child is responsible for getting themselves to their work placement.

Who checks the workplace?

Independent placements that are found by your child are checked off by our VCAL/VET Coordinator. Placements that are gain by using the SWL Portal are checked off by the WynBay VET Cluster SWL Coordinator.

Can any employer take on my child?

No. Your child can only work in placements for which they have completed the OHS module within their VET certificate. For example, if your child does Hospitality as their VET certificate, they must work in the Hospitality industry or if your child is doing a Building and Construction certificate (Bricklaying, Electrical, Plumbing and Carpentry) then they can work with any company within the Building and Construction industry. In this final example, your child is also required to have a White Card that allows them to go onto a worksite.

VCAL Application Form

This form should be completed and returned to the campus organiser by **August 9 2017**.

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).

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

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

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

VET Course:

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

6. If you have any current qualifications such as first aid, white cards etc please write below and attached a copy for evidence

7. Are you interested in other career paths? Please list.

Student Signature: _____

Parent Name: _____

Parent Signature: _____