VCAL
Handbook
2021

Small School
Big Opportunities

Table of Contents

Introduction

The Victorian Certificate of Applied Learning (VCAL) is a 'hands on' option for students in Years 11 and 12. Like the VCE, the VCAL is a recognised senior secondary qualification. Unlike the VCE, which is widely used by students as a pathway to university, the VCAL focuses on 'hands on learning'. Students who do the VCAL are more likely to be interested in going on to training at TAFE, doing an apprenticeship, or getting a job after completing Year 12.

This handbook has been prepared for students who wish to continue their studies at the VCAL level in Year 11 or 12. It outlines the processes and guidelines for students planning a VCAL Program.

College Vision & Mission

Vision

Guided by our Catholic Identity, St Brigid's College ensures high levels of learning and success for all.

Mission

Through the three pillars of Catholic Identity, Teaching and Learning and Wellbeing, we commit to:

• Nurturing faith and fostering positive, healthy and respectful relationships.

• Being a Professional Learning Community focused on a high level of learning, collaboration, results and outcomes.

• Upholding the safety and wellbeing of all.

• Preparing students to be positive contributors to society.

Subject Selection - the steps

Step 1 - Read this Handbook thoroughly. Read all other material given to you by your Pathways teacher (Year 10 students) or Careers Coordinator (Year 11 students).

Step 2 - Research your options.

Step 3 - Attend the Family Information Evening on **Wednesday July 15th 7pm**

Step 4 - Ask lots of questions. Get information from subject teachers, family, other students doing subjects you're interested in, employers and further education institutions like TAFE.

Step 6 -Attend your Subject Selection Session with a parent and a member of the Senior Studies Team.

Step 7 - Hand in your completed, signed, subject selection form **Monday 3rd August**

Subject Selection Contacts - Senior Studies Team

Senior Pathways and Careers Coordinator - Mrs Lesley Lannen llannen@stbc.vic.edu.au

VCAL Coordinator- Mrs Lesley Lannen llannen@stbc.vic.edu.au

VCE Coordinator - Ms Kate Farnham kfarnham@stbc.vic.edu.au

VET Coordinator - Mrs Chris Rook crook@stbc.vic.edu.au

Teaching and Learning Team:

Mrs Bettina Bird - bbird@stbc.vic.edu.au

Mrs Michelle Dooling - mdooling@stbc.vic.edu.au

Mr Matt Coleman - mcoleman@stbc.vic.edu.au

Mrs Ebony Hobbs - ehobbs@stbc.vic.edu.au

Victorian Certificate of Applied Learning (VCAL)

What is VCAL?

You can start VCAL in Year 11 or 12, and also do a school-based apprenticeship or traineeship at the same time. The time it takes to complete your VCAL program depends on how your program is structured. A VCAL qualification is usually completed in one year. If you complete VCAL, you can choose several career options, including: transferring to the VCE, going to TAFE, doing an apprenticeship or traineeship or starting a job when school has finished.

A VCAL program aims to provide students with the skills, knowledge and attitudes to make informed choices about pathways to work and further education. It is a vocational pathway.

A typical VCAL student ...

- is a practical learner
- enjoys hands on activities
- is a team player
- likes to problem solve
- is adaptable and versatile
- enjoys developing life skills
- engages well with community projects
- often works outside of the classroom
- has a growth mindset to further their abilities

VCAL builds a partnership between student, industry and school to focus on developing key employability and personal skills in a practical context. These skills represent what employers say they want to see in young people, and underpin how we design the course.

VCAL Program Levels

The VCAL is accredited at three levels:

The three qualification levels cater for a range of students with different abilities and interests. It also provides a program of skills, knowledge and attitudinal development.

Foundation Level

Students learn under close supervision with high levels of direction. Knowledge and employability skills development is supported by a strong emphasis on literacy and numeracy skills and preparatory learning.

Intermediate Level

Learning is reasonably autonomous in regard to planning and work activities but conducted under supervision. Knowledge and employability skills development leads to independent learning, confidence and a high level of transferable skills.

Senior Level

Learning is autonomous in regard to planning and work activities but conducted under supervision. Knowledge and employability skills development leads to a high level of interpersonal skills, independent action and achievement of tasks that require decision making and leadership.

VCAA Requirements for VCAL Completion

To earn your VCAL, you must satisfactorily complete at least 10 units.

Regardless of how many units you do altogether, you must satisfactorily complete:

- ❖ curriculum components of at least one credit value, that meet the requirements for each of the four VCAL curriculum strands (can include VCAL, VCE & VET units)
- ❖ a minimum of 2 VCAL units
- ❖ one credit for numeracy
- ❖ curriculum components to the value of six credits at the level of the VCAL award, of which one must be literacy and one credit must be for a Personal Development Skill unit.

If you successfully complete your VCAL program, you will receive a VCAL certificate at either the Foundation, Intermediate or Senior level, depending on the VCAL level you chose to complete. You will also get a Statement of Results listing all VCAL, VCE and Vocational Education and Training (VET) units.

Student Selection into the VCAL Program

Participation in the VCAL requires commitment and a focussed work ethic. Students must apply to be considered for VCAL and must demonstrate the following skills:

- ❖ be able to discuss in an interview career aspirations
- ❖ attain results that demonstrate that they have consistently tried their hardest in all subjects
- ❖ be supported by teacher recommendations
- ❖ be able to organise and meet the demands of the structured work placement program
- ❖ be able to meet all VCAL commitments including project work on and off site
- ❖ strive to excel in the VET studies and VCAL strands
- ❖ be able to demonstrate self management skills such as time management, communication and setting goals.

Expectations of you

Your senior years in education are important. They bring an increase in workload, responsibility, freedom and the need for self-discipline. We expect a mature commitment. We expect you will seriously apply yourself to your learning both in school and in industry, we expect you will treat others with respect and courtesy and take advantage of the range of activities we provide.

Study Periods

All senior students are required to attend study sessions in the St Brigid's College library during their timetabled study periods. This is intended to strengthen student organisational and time management skills, provide further access to resources and teachers and to ensure that students have the support they need to manage their workloads appropriately.

VCAL Course Options Year 11 2021

Literacy:

- ❖ VCE English Units 1 & 2 or
- ❖ VCAL Literacy

Numeracy:

- ❖ VCE General Mathematics Unit 1&2 or
- ❖ VCE Foundation Mathematics Unit 1&2 or
- ❖ VCAL Numeracy

Personal Development skills:

- ❖ VCAL Personal Development Skills Unit 1&2

Industry Specific Skills:

- ❖ VET Certificates/ School Based Apprenticeship/Traineeships
- ❖ VCE Studio Arts, Visual Communication, Business Management, Media, Product Design and Technologies or Technology Studies (Foundation VCAL Level)

Work Related Skills:

- ❖ VCAL Work Related Skills
- ❖ VET Certificates/ School Based Apprenticeship/Traineeships
- ❖ VCE Technology Studies
  - ➢ Product Design & Technology (Fibres)
  - ➢ Product Design & Technology (Wood)
  - ➢ Studio Arts

For further information on the VCE Units that can be part of a VCAL program refer to the VCE Handbook.

VCAL Options for Year 12 2021

Literacy:

- ❖ VCE English Units 3&4
- ❖ VCAL Literacy

Numeracy:

- ❖ VCE Further Mathematics Units 3&4
- ❖ VCAL Numeracy

Personal Development Skills:

- ❖ VCAL Personal Development Skills

Industry Specific Skills:

- ❖ VET Certificates/ School Based Apprenticeship/Traineeships
- ❖ VCE Studio Arts, Visual Communication, Business Management, Media, Product Design and Technologies or Technology Studies (Foundation VCAL Level)

Work Related Skills:

- ❖ VCAL Work Related Skills
- ❖ VET Certificates/ School Based Apprenticeship/Traineeships
- ❖ VCE Technology Studies
  - ➢ Product Design & Technology (Fibres)
  - ➢ Product Design & Technology (Wood)

  - ➢ Studio Arts

For further information on the VCE Units that can be part of a VCAL program refer to the VCE Handbook.

Structure of the VCAL

The VCAL has four curriculum areas called strands. These strands are:

- ❖ Literacy and Numeracy Skills
- ❖ Industry Specific Skills
- ❖ Work Related Skills
- ❖ Personal Development Skills

VCAL Literacy and Numeracy Strands

LITERACY:

The purpose of the literacy curriculum selected for this strand is to enable the development of skills, knowledge and attitudes in literacy that allow progression in the main social contexts of family, employment, further learning and citizenship. Literacy skills corresponding with these social contexts include literacy for self-expression, practical purposes, knowledge and public debate. Literacy includes reading, writing and oral communication skills.

Aims

The broad purpose of the Literacy Skills units is to enable the development of skills, knowledge and attitudes in literacy that allows progression in the main social contexts of:

- ❖ family and social life
- ❖ workplace and institutional settings
- ❖ education and training contexts
- ❖ community and civic life

For further information please refer to the following link to the VCAA website:

https://www.vcaa.vic.edu.au/Documents/vcal/SSCAC-LitNumCurrPG.docx

NUMERACY:

The purpose of the numeracy curriculum selected for this strand is to enable the development of knowledge, skills and attributes relevant to identifying, applying and communicating mathematical information in the contexts of everyday life, family, employment, further learning and community. Numeracy skills corresponding with these social contexts include mathematical knowledge and techniques, financial literacy, planning and organising, measurement, data, representation, design, problem solving, using software tools and devices and in further study in mathematics or related fields.

Aims

The broad purpose of the Numeracy Skills units is to enable the development of skills, knowledge and attitudes in Numeracy that allows progression in the main social contexts of:

- ❖ Numerical Skills and Processes
- ❖ Financial Literacy
- ❖ Planning and Organising
- ❖ Measurement, Data, Representation & Design
- ❖ Preparing for work

STRUCTURE

Unit 1 - This unit seeks to develop students everyday numeracy skills to make sense of their daily personal and public lives. The mathematics involved includes numbers and data, financial literacy, time and location, measurement and design and the use of software tools and devices applied to tasks which are part of the students' normal routine but also extending to applications outside their immediate personal environment such as the workplace and the community.

Unit 2 - This unit seeks to extend students' understanding of how numerical knowledge and skills can be transferred to an industry area. The key processes involve identifying mathematics, applying it and communicating the results.

For further information please refer to the following link to the VCAA website:

https://www.vcaa.vic.edu.au/Documents/vcal/SSCAC-LitNumCurrPG.docx

VCAL Industry Specific Skills Strand

The purpose of the Industry Specific Skills Strand is to enable the development of skills, knowledge and attitudes related to one or more vocational contexts in preparation for progression to further learning or employment.

Aims

Study in this strand is designed to:

- ❖ develop key knowledge and skills in a vocational context that assists the student in making informed choices regarding further learning and/or employment
- ❖ provide vocational experiences relevant to student interests and abilities
- ❖ provide pathways to further study into higher level VCAL, VCE or VET courses.

For further information please refer to the following link to the VCAA website:

http://www.vcaa.vic.edu.au/Documents/vcal/VCAL_CPG_Wk_rel_skills.pdf

VCAL Work Related Skills Strand

The purpose of the Work Related Skills Strand is to develop employability skills, knowledge and attitudes valued within the community and work environments as a preparation for employment. The development of employability skills within this strand provides learners with a capacity to consider and choose from the range of pathways.

Aims

The Work Related Skills units are designed to:

- ❖ integrate learning about work skills with prior knowledge and experiences
- ❖ enhance the development of employability skills through work related   contexts
- ❖ develop critical thinking skills that apply to problem solving in work contexts
- ❖ develop planning and work related organisational skills
- ❖ develop OH&S awareness
- ❖ develop and apply transferable skills for work related contexts

For further information please refer to the following link to the VCAA website:

http://www.vcaa.vic.edu.au/Documents/vcal/VCAL_CPG_Wk_rel_skills.pdf

VCAL Personal Development Skills Units

Aims

The Personal Development Skills units are designed to develop:

- ❖ self awareness
- ❖ improved health and wellbeing
- ❖ civil and civic responsibility
- ❖ improved health and physical wellbeing.
- ❖ social and community awareness

STRUCTURE

Unit 1 focuses on the development of appropriate knowledge, skills and attributes in relation to:

- ❖ self
- ❖ personal organisation and planning skills
- ❖ problem solving and interpersonal skills

Unit 2 focuses on the development of appropriate knowledge, skills and attributes in relation to:

- ❖ community engagement
- ❖ social awareness
- ❖ interpersonal skills
- ❖ planning and organisational skills

For further information please refer to the following link to the VCAA website:

https://www.vcaa.vic.edu.au/Documents/vcal/VCALCurrriculumPDS.pdf

VCAL Pathways

The VCAL is designed to develop and extend pathways for young people.

Foundation Level

- Intermediate Level VCAL.
- Apprenticeships/Traineeships
- Certificate I, Certificate II or above vocational education and training courses.
- Certificate I, II or above further education courses.
- Employment.

Intermediate Level

- Senior Level VCAL.
- Apprenticeships/Traineeships
- Certificate II, Certificate III or above vocational education and training courses.
- Certificate II, Certificate III or above further education courses.
- Employment.

Senior Level

- Apprenticeships/Traineeships

- Certificate II, Certificate III, Certificate IV or above vocational education and training courses.
- Certificate II, Certificate III, Certificate IV or above further education courses.
- Employment.
- University

Work Placement

Structured Workplace Learning (SWL) is not mandatory but is **_highly recommended_** as part of a VCAL Program. It provides students with the opportunity to integrate practical on-the-job experience and learnings in industry with nationally recognised VET undertaken as part of either the VCE or the VCAL or VCAL units. It provides the context for:

- ❖ enhanced skill development
- ❖ practical application of industry knowledge
- ❖ assessment of units of competency
- ❖ achievement of some learning outcomes for VCE studies or VCAL units, and
- ❖ enhanced employment opportunities.

School Based Apprenticeships/Traineeships (SBAT'S)

If you are enrolled in the VCAL, a school-based apprenticeship or traineeship offers you the opportunity to combine an apprenticeship or traineeship with your school studies. A number of people are involved in arranging a school-based apprenticeship or traineeship, including you, your parents, an employer, a TAFE or other registered training organisation (RTO), your school and an Apprenticeship Employment Network provider. A school-based apprenticeship or traineeship requires approximately two days a week, consisting of both training and employment. It contributes towards your VCAL program, leads to a nationally recognised qualification and includes paid work. If you would like further information about school-based apprenticeships and traineeships, visit the DET website:

https://www.education.vic.gov.au/Documents/school/principals/curriculum/sbatguide.pdf

Vocational Education and Training (VET)

VET in the VCE or VCAL allows students to include vocational studies within their senior secondary certificate. Students undertake nationally recognised training from either accredited state curriculum or national training packages which may contribute to their VCE and/or VCAL

Schools are able to offer senior secondary students programs selected from the range of industry areas approved by the VCAA.

Successful completion of VET in a senior secondary program may provide students with:

- ❖ A VCE or VCAL certificate issued by the VCAA, and a VET certificate issued by a Registered Training Organisation. (RTO)

- ❖ Two statements of results issued by the VCAA giving details of units completed in the VCE and units of competence/modules completed in the VET qualification
- ❖ An enhanced ATAR which can improve access to further education
- ❖ Pathways into employment and or further VET qualifications
- ❖ Workplace experience including structured workplace training

Students value VET because it:

- ❖ Allows them to combine general and vocational studies which for many, provides a practical focus in a range of industry areas
- ❖ Provides direct experience of business and industry.

Employers value VET because it:

- ❖ Contributes to the development of entry level skills for their industry
- ❖ Provides students with a practical and focussed introduction to workplace requirements
- ❖ Enhances the employability of students
- ❖ Enables industry to contribute to educational programs in schools
- ❖ Enables industry to participate in local community networks

Details of delivery options and program requirements are available at:
http://www.vcaa.vic.edu.au/vet/Overview.htm

VET Course Options

VET courses for 2021 are yet to be finalised. The current 2020 WASM VET information booklet can be used as a guide to what may be available in 2021. St Brigid's College also offers 2 onsite VET programs which operate as part of the normal school timetable. The 3 onsite programs on offer for 2021 will be:

- ❖ Certificate II in Hospitality (Kitchen Operations)
- ❖ Certificate II in Small Business (Operations/Innovation)

For further information on VET programs see the WASM and St Brigid's College Onsite VET Handbooks on Simon.