

VCAL PROGRAM AGREEMENT 2017



VCAL students are preparing for the workforce or further study at TAFE. They are able to work independently, as well as follow instructions, enthusiastically and conscientiously. VCAL students take responsibility for their work and the manner in which they conduct themselves. They recognise that as members of St. Peter's College, they must always behave in a manner which brings credit to themselves, their families and their College.

In applying for acceptance into the Intermediate VCAL program for 2017, the student acknowledges the following responsibilities:

Cooperation and Performance

- Students are expected to cooperate fully and behave in a polite manner with the program coordinator, VCAL teaching staff, towards employers and VET / TAFE staff.
- Students are required to complete and submit to the best of their ability evidence of all activities, tasks and projects to required standards and submit them on time.

Structured Workplace Learning (SWL)

- Students are primarily responsible for obtaining a Structured Work Placement each Semester. They are supported by the staff in the creation of a resume and the development of a range of techniques and skills for identifying potential employers.
- Students are required to complete the *Structured Work Placement Learning Agreement* with their employer or supervisor and register the agreement with the Vocational Pathways Coordinator prior to the commencement of their placement.
- Students will participate in at least one *Work Performance Review* for each Structured Work Placement.

Uniform

- Students are required to follow school policy regarding the appropriate wearing of the College uniform. Occasionally students may be asked to bring "work clothes" in order to complete manual tasks, in these instances students will still be expected to wear school uniform to and from school.
- Students are expected to be appropriately attired and well groomed at their Work Placements and VET / TAFE courses. Jewellery, hair and footwear styles need to be selected in accordance with Occupation Health and Safety standards. Students should confirm the appropriate work dress standard with each employer or trainer.

Attendance

- Students are required to attend regularly VETiS / TAFE placements, VCAL studies and Work Placement / Employment (minimum 80% attendance at all places required, unless VET provider requires a higher attendance);
- Students are expected to attend key St. Peter's College events such as the Year 11 Retreat, College Activity Days and VCAL organised excursions;
- Students attain competencies by repeatedly performing tasks at an expected standard. In order for students to achieve these competencies, mandatory attendance is required for specific events and courses throughout the year. In addition, a number of competencies require the completion of nominal hours, before satisfactory attainment is awarded. A list of these events and courses will be provided at the beginning of the school year.

Absences

- Parents are required to notify the administration office of any absences before 9:30 am. Students are required to notify the administration office and, in addition, their Vocational Pathways Coordinator, Work placement Supervisor if their absence affects these commitments.
- VCAL Events and Excursions and St Peter's College activities are scheduled with an awareness of the VCAL student's commitment to their VET and Structured Work Placement programs. Inevitably, there will be occasional clashes, when this occurs, the Vocational Pathways Coordinator will alert the VET or Work Placement provider. Students are also required to inform the appropriate staff at their VET or Work Placement in a timely manner.
- Competency based assessments are conducted continually throughout the VCAL curriculum. Medical Certificates are required for absences on mandatory assessment days and are also required for any absences of more than a day.

St. Peter's College:

- Holds the right to withdraw its endorsement for a VCAL program or preparatory program in the event that the student fails to meet the aforementioned responsibilities.
- Holds the right to terminate placements and enrolments in the event of serious misdemeanour in the course of a term.

I understand the commitments of the course as outlined in the VCAL Contract and agree to abide by all requirements and actively engage in the learning programs.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

House Leader signature: _____ Date: _____

VCAL Coordinator signature: _____ Date: _____

*These forms must be submitted to student reception or to the VET / VCAL coordinator no later than Monday the 1st August. Failure to submit the forms by this date may jeopardise your chances of getting into the VCAL program.

****Have you submitted your VETiS forms?** Remember you need to complete a VET course enrolment as a part of your VCAL program. Please ensure you have submitted this in Web Preferences by **Monday the 1st August, 2016.**