VET / VCAL HANDBOOK 2017

A guide to senior secondary pathways that focus on the transition to work

This handbook is for Year 9, 10 or 11 - 2017 families who are determining the senior secondary pathways with their son or daughter.

BE NOT AFRAID

ST PETER'S

VET@ST PETER'S COLLEGE

Vocational Education and Training refers to enhanced senior school studies which enable a secondary student to combine their senior secondary school studies with vocational training. VET certificates are offered through the South Eastern Local Learning and Employment Network and Technical and Further Education (TAFE) institutions, Universities and other Registered Training Organisations (RTOs).

Vocational Education and Training (VET) certificates may be completed as part of either the VCE or VCAL post compulsory secondary school pathway:
1. **VET is an integral component of the VCAL (Victorian Certificate of Applied Learning)**
2. **VET can be a component of the VCE (Victorian Certificate of Education)**

FEATURES OF VET

- It is normally a two-year program combining senior school studies and accredited vocational education and training
- Enables students to complete a nationally recognised vocational
  - qualification (e.g. Certificate II in Hospitality Operations) and a
  - senior school certificate (VCE / VCAL) at the same time
- Allows a student to go directly into employment or receive credit towards further TAFE study
- Focuses on students developing industry specific and workplace skills
- It is a vocationally oriented school program designed to meet the needs of industry

HOW DOES VET WORK?

- A VET in Schools program is usually made up of VET units delivered by a Registered Training Organisation (RTO) like a TAFE, student's school or another school close by.
- Structured Workplace Learning: If Work Placement is required as a part of the VET course, an employer will need to accept the student to do it in one week blocks, during school term breaks. Structured workplace learning enables the student to demonstrate acquired skills and knowledge in an industry setting. During the work placement, a student will have specific tasks to undertake in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.

CONTRIBUTION TO THE ATAR

VET is fully incorporated into the VCE. Key features include:
- VET programs have a Unit 1 – 4 structure
- Of the 16 units that make up the VCE, an unlimited number can be VET units
- All three sequences, other than English, can be approved VCE VET Unit 3 & 4 sequences, with study scores
- VET programs can contribute directly to the ATAR score (Scored VET) or as a 5th or 6th subject (10% increment)

VET INCREASES STUDENT LEARNING ABILITY

- Broadens VCE / VCAL options
- Develops student's capacity to make decisions and solve problems
- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment
- Fosters positive feedback by enabling students to demonstrate specific skills and competency
- Matches student interests and career directions through the provision of strong pathways

VET GIVES NATIONAL QUALIFICATIONS AND SKILLS

- On successful completion of the program, students are either awarded a nationally accredited vocational training certificate or receive a statement of attainment on partial completion.
- VET qualification articulates directly into further education and training at TAFE through documented pathway agreements
- VET provides access to a range of different technologies related to the type and place of work

VET PREPARES STUDENTS FOR THE WORKFORCE

- Multiplies post school opportunities
- Provides the opportunity to trial a career. Helps students explore possible areas of interest which promote further study and work choices
- Allows a student to develop strong links with industry and local community employers, i.e. students may be offered part time/casual work
- Improves employment prospects:-
- Helps students gain knowledge of employer's expectations and real working conditions
- Develops their capacity for co-operation, teamwork and leadership skill development
- Assists in transition from school to work

VET@ST PETER'S COLLEGE COURSE REQUIREMENTS

- **CERTIFICATE II (Partial Completion) IN BUILDING AND CONSTRUCTION.**
- **CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY**
- **CERTIFICATE II IN ELECTROTECHNOLOGY**
- **CERTIFICATE II IN ENGINEERING**
- **CERTIFICATE III IN SPORT AND RECREATION**

St Peter's College will offer 6 VET Certificates for Year 10, VCE or VCAL students. Certificate II (Partial Completion) in Building and Construction, Certificate II in Information, Digital Media and Technology, Certificate II in Electrotechnology, Certificate II in Engineering and Certificate III in Sport and Recreation. More detailed information regarding these VET courses is provided in the St Peter's College Curriculum Handbook 2017. A list of VET courses available from a selection of other providers is given later in this handbook. For any further information on individual courses, please see Mr O'Hara, Mrs Dillon or Mrs Cardamone (East).

SELLEN VET Courses

Typically St Peter's College students enrol in VET certificates available at other Secondary Schools and Private Providers in the City of Casey, Dandenong and Cardinia areas which are generally coordinated by SELLEN. This co-operative aims to offer reasonably priced VET programs normally on a Wednesday or Friday. This arrangement allows VCE and VCAL timetables to incorporate VET studies and means that VCE subject selections can be managed in conjunction with this pathway. SELLEN provides a system for coordination of VET courses from a co-operative group of 23 Government, Catholic and Independent schools and Independent Providers operating in partnership.

SELLEN ENROLMENT REQUIREMENTS

Students enrolling in a VET program through SELLEN will be required to complete a commitment form covering their Code of Conduct. Further to this, additional course requirements set out by each VET provider must also be adhered to. It is important that parents and students take time to read any course requirements.

CHISHOLM INSTITUTE, KANGAN INSTITUTE, HOLMESGLEN ETC.

Additional VET courses can be accessed from many other TAFE Institutes. Some courses on offer by these providers may occur during the evening or be located at campuses that are well outside the local area. Consideration needs to be given as to how the student will be able to access courses at these places. Students will not be permitted to leave St Peter's College early to go to a VET class which is scheduled for the evening.

Students enrolling in a VET program for Chisholm and any other TAFE Institute or RTO will also be required to complete a commitment form covering their Code of Conduct. Further to this, additional course requirements set out by the TAFE must also be adhered to. It is important that parents and students take time to read course requirements. All requirements for Chisholm Institute are detailed in their Chisholm Pathfinder 2015 which can be accessed at; www.chisholm.edu.au/schools.

ST PETER'S COLLEGE VET FEES AND SUBSIDY

- VET courses attract an additional expense. Fees and equipment costs can range up to $1500 approximately. St Peter's College bills these additional costs after taking into account Government funding.
- St Peter's College also contributes up to $400 per annum towards the cost of VET studies.
- Most VET Courses run at the College incur a **$100 fee each year** to cover materials and external Administration costs.

ST PETER'S COLLEGE VET ENROLMENT REQUIREMENTS

- Students must complete all parts of the VET Enrolment Form within Web Preferences to be considered for placement in a VET course. The Handbook will also be available on the St Peter's College website under "VET". Students will also need to complete any enrolment forms as may be required by TAFEs or other secondary schools or RTOs.

- The VET Application Form requires the endorsement of the St Peter's College VET Co-ordinator and the relevant House Leader upon submission through Web Preferences.

- **Late VET Applicant will need to complete a VET Application Form (Hard Copy) and submit this to the St Peter's College main office or VET Coordinator as soon as possible. Late submissions jeopardise a student's ability to be accepted into a VET course as they fill quickly.**

- Students are required to complete any Work Placements during semester breaks or if they are undertaking VCAL as well, there is a Work Placement day that allows students to fulfil this requirement during the term.

- Students enrolling with other VET providers must ensure they meet all orientation and enrolment requirements. However, please note that fees and other costs should <u>not</u> be paid. St Peter's College establishes arrangements with all providers to ensure that all families are billed through our school fee payment cycle. This includes material costs and ensures that families qualify for the VET subsidy.
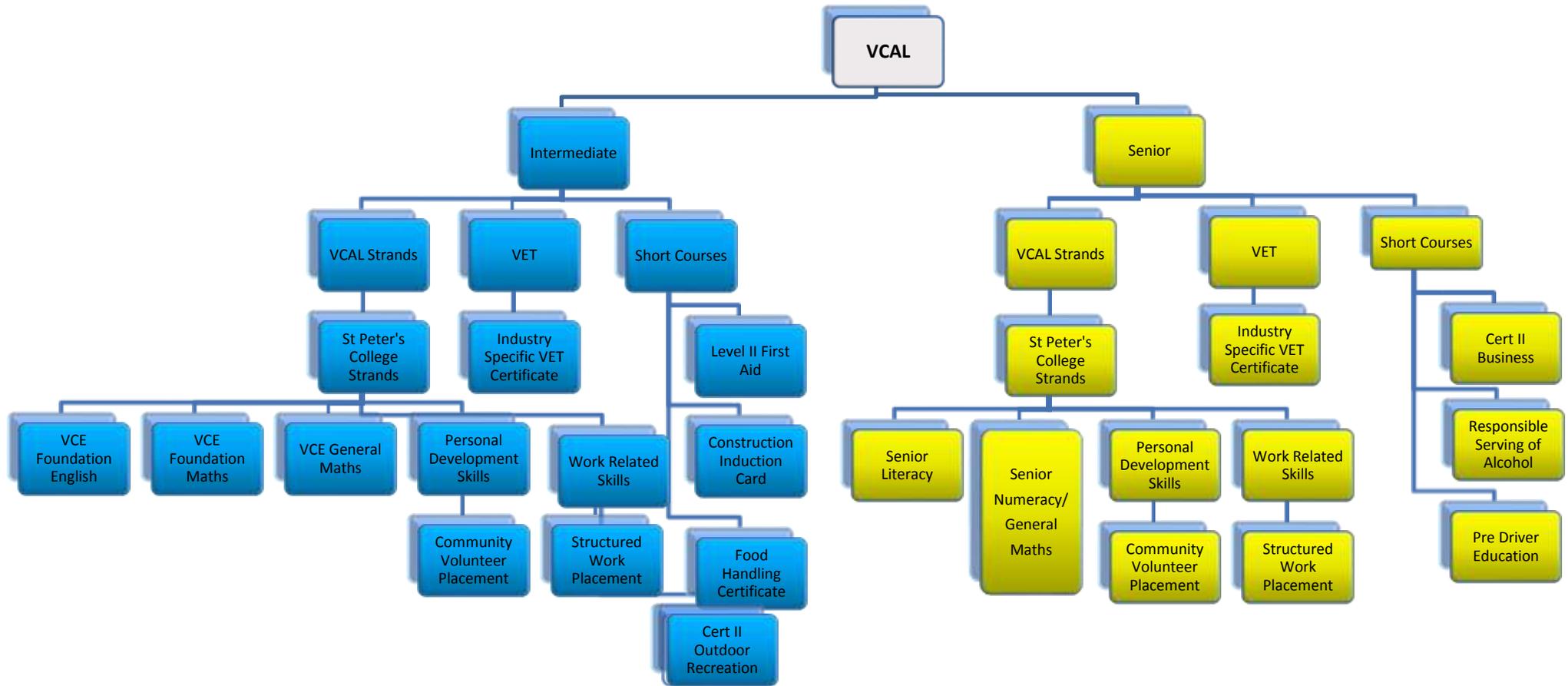
Final approval of your VET Application is granted by the Deputy Principal of Teaching and Learning.

VET TIMETABLE

St Peter's College VCE / VET students may enrol in a VET course and expect this to be included as a subject on their VCE Course Selection. As a consequence, for VET courses that require students to be released from the college during the normal school day each week (normally a Wednesday or Friday), study periods will be timetabled for the student (Year 11 and 12 only). These are expected to be used for catching up on missed tasks from other subjects and liaising with staff regarding missed coursework and assessment tasks.

PLEASE NOTE ONCE STUDENTS COMMENCE A VET COURSE AND THE CUT OFF DATE IS SURPASSED, THE FULL ANNUAL VET FEE IS INCURRED.
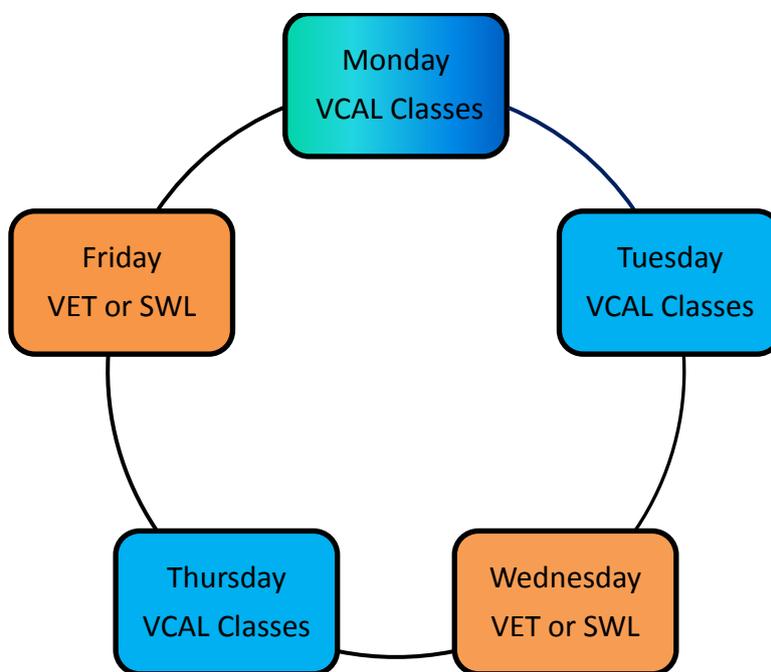
VCAL@St Peter's

VCAL

- **Intermediate**
  - **VCAL Strands**
    - St Peter's College Strands
      - VCE Foundation English
      - VCE Foundation Maths
      - VCE General Maths
      - Personal Development Skills
        - Community Volunteer Placement
      - Work Related Skills
        - Structured Work Placement
  - **VET**
    - Industry Specific VET Certificate
  - **Short Courses**
    - Level II First Aid
    - Construction Induction Card
    - Food Handling Certificate
    - Cert II Outdoor Recreation

- **Senior**
  - **VCAL Strands**
    - St Peter's College Strands
      - Senior Literacy
      - Senior Numeracy/ General Maths
      - Personal Development Skills
        - Community Volunteer Placement
      - Work Related Skills
        - Structured Work Placement
  - **VET**
    - Industry Specific VET Certificate
  - **Short Courses**
    - Cert II Business
    - Responsible Serving of Alcohol
    - Pre Driver Education

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 qualification. Unlike the VCE, which is widely used by students as a pathway to university, the VCAL focuses on transition to work, however, students should understand that VCAL also provides an excellent pathway into further TAFE studies that can assist in direct entry into University in later years. Students who select 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. Intermediate VCAL is completed at Year 11 and Senior VCAL is awarded at the conclusion of Year 12.

VCAL at St Peter's College has been developed for students who have a clearly defined career pathway or who may not be suitable for the academic rigour of VCE. These students anticipate that they will be seeking traineeships or apprenticeships at the completion of their Senior VCAL or seeking to undertake further TAFE studies.

INTERMEDIATE (YR11) and SENIOR (YR12) VCAL TIMETABLE

Monday: VCAL at St Peter's College

Tuesday: VCAL at St Peter's College

Wednesday: VET Certificate II/III or Structured Workplace Learning (SWL). *Students attend TAFE or Secondary schools throughout the area for their VET studies or are required to complete a full day's employment at a workplace that supports their learning in their VET Certificate.*

Thursday: VCAL at St Peter's College

Friday: VET Certificate II/III or Structured Workplace Learning (SWL). *Students attend TAFE or Secondary schools throughout the area for their VET studies or are required to complete a full day's employment at a workplace that supports their learning in their VET Certificate.*

STRUCTURED WORKPLACE LEARNING (SWL)

Structured Workplace Learning occurs one day a week in the Intermediate program. It is on the job observation and training during which time a student is expected to master a set of skills or competencies, related to a course accredited by the Victorian Registration and Qualifications Authority (VRQA). These courses are generally Vocational Education and Training (VET) programs undertaken by Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) students. Wednesday or Friday is the SWL day for Intermediate VCAL students. Students are required to attend their work placement each week of the school term.
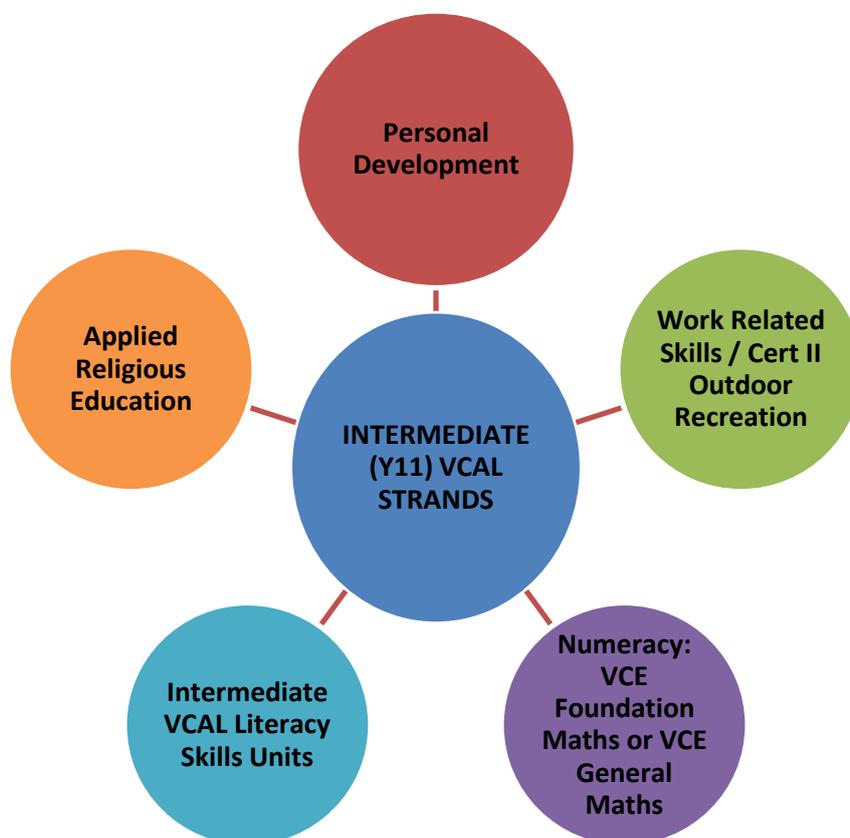
Students are expected to locate prospective employers for their SWL using their own initiative. Informing your personal network of contacts has proven to be successful for many. In addition the St Peter's College Careers Centre may be able to assist students. The minimum rate of payment to students on SWL is $5 a day. Students are encouraged to consider changing employers each semester. More frequent changes may also be negotiated as required.
It is important to note that the SWL form must be completed and all signatures obtained before commencing SWL placements. Workers Compensation Insurance is only valid once the form is registered with the VET/VCAL Coordinator. SWL placements may only occur throughout the school year.

A SWL Student Journal and Logbook is provided to students at the commencement of the year and it contains tasks to complete related to the work placement, performance reviews reports to be completed by the employer and a section for recording hours of work completed for SWL.

INTERMEDIATE (YR11) VCAL PROGRAM

The VCAL's flexibility enables students to design a study program that suits their interests and learning needs. Students select accredited Vocational Education and Training (VET) modules and complete units from the following compulsory strands:

The VCAL strands of literacy, numeracy, personal development and work related skills are attained through participation in a range of experiences and activities that develop abilities that directly enhance employability skills.

At St Peter's College the Intermediate VCAL program comprises of the above mentioned compulsory strands and the following VET certificates to satisfy the Industry Specific Skills Strand of VCAL;
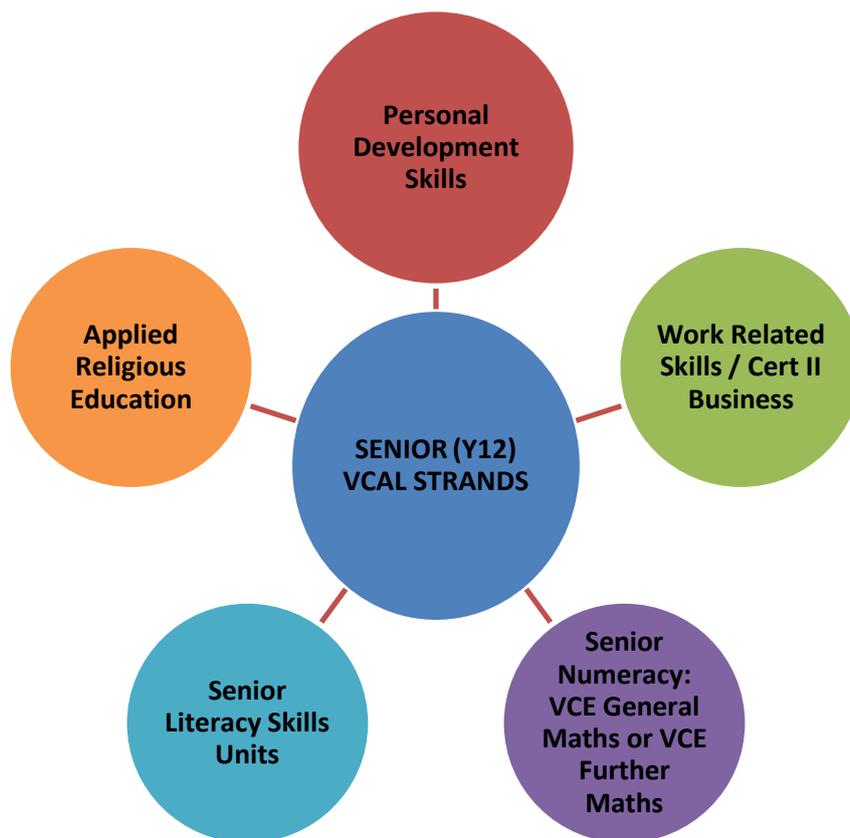
- **VET Certificate II/III**

This certificate is chosen by the student's preferred transition to work pathway. This is their primary VET certificate eg Hospitality, Hair and Beauty, Automotive, Electrotechnology etc. and incurs an additional cost above the school fees ranging up to $1500 per annum). This VET certificate is normally completed over the two years of the Intermediate and Senior years of VCAL.

Students may also undertake addition certificates relevant to their chosen industry, such as:

- **Construction Induction Certificate**
- **First Aid Certificate Level II**
- **Food Handling Certificate**

SENIOR (YR12) VCAL PROGRAM

At St Peter's College the Senior VCAL program comprises of the above mentioned compulsory strands and previously mentioned VET Certificate to satisfy the Industry Specific Skills Strand of Senior VCAL. They may also complete additional certificates such as:

- Responsible Serving of Alcohol Certificate
- CPR (First Aid) Update
- Pre Driver education Program

VCAL@ST PETER'S SELECTION CRITERIA

The following criteria are used in the selection process for the VCAL program. Year 10 or Year 11 students need to:

- Complete and submit the VCAL form in Web Preferences and student contract **by Monday the 1st of August, 2016.**
- Be able to discuss in an interview their career aspirations and how VCAL will help them.
- Attain results that demonstrate that they have consistently tried their hardest in all subjects
- Have a minimum of 80% attendance at classes Tutor Group class needs to be demonstrated.
- Be supported by teacher recommendations as a result of student progress report completed by all current subject teachers.
- Be able to organise and meet the demands of the structured work placement program.
- Must have completed and submitted a VET course application in Web Preferences by **Monday the 1st of August, 2016.**
- Be able to meet all VCAL commitments including any evening requirements during school events or extended excursions including the Charity Concert and College Production

- Strive to excel in the VET studies and VCAL strands.
- Maintain regular communication with the VET / VCAL Co-ordinator and relevant VET personnel particularly in relation to attendance at all timetabled activities.

VCAL APPLICATION REQUIREMENTS

- *All of the details in the VCAL Application and VCAL Contract* must be completed in the student's own handwriting, and submitted via Web Preferences by <mark>**Monday the 1st August 2016.**</mark>

- *A VET Application and VETiS Student Contract*, must be read by students and parents before submitting a VET Application in Web Preferences <mark>**Monday the 1st August 2016.**</mark>

- ***Late VET and or VCAL Applications will need to be submitted by Hard Copy to the front office or to the VET / VCAL Coordinator.***

- *Students who are not offered an initial 2017 VCAL Placement*, will automatically form a waiting list. All students will continue to be considered equally. If in the event a place in the program becomes available, an internal review will commence from the beginning and a decision made on the basis of information gained.

- *Mid 2017 Intake*: Year 11 VCE students may be able to transfer in the middle of 2017. Students must be enrolled in a VET course of study and will go through the same application process outlined here. This will also depend on the availability of places in the program.

- *Transfers from VCAL to VCE*: can only successfully occur if the student is in Year 11 and must be completed before the end of Semester 1. If this does not occur, the student may not have completed a sufficient number of VCE units to successfully complete a VCE program.

- Notification of successful entry into the VCAL program should occur just after the beginning of Term 4, 2016.

IMPORTANT SUBMISSION INFORMATION:

<u>Monday the 1st August 2016,</u> all VET and/or VCAL Applications and Contracts can be handed in to the main office or to VET / VCAL Coordinator (office is located next to the drama rooms) marked:-

After the 7th of August, the VET / VCAL Coordinator will be talking to the teachers of interested students to gauge their suitability to undertake a VET or VCAL program and will be catching up with students individually to ensure their application has been submitted to the correct organisation.

Once this meeting has taken place students will have a form to bring home from the chosen organisation which must also be signed by the parent/guardian. Once this form has been signed and returned to school the application will be finalised. Please remember that students are placed on a 'first come, first served' basis, so the quicker we get this paperwork done the better the chances of getting into your chosen study pathway.

Any interviews which need to take place for either VET or VCAL will be conducted at the school during this term (3). Please note that some organisations also conduct their own interviews, a failure to attend these external interviews will often result in applications being rejected. Students will then be notified by their chosen organisation or the school regarding whether their VET or VCAL application has been successful. Depending on external timelines this may occur in either late Term 3 or early Term 4.

USEFUL WEBSITES

South East Local Learning and Employment Network (SELLEN) - VETiS
http://www.sellen.org.au/vetis/

Chisholm Institute
http://www.chisholm.edu.au
Individual VET course outlines, career pathways and other VETiS information available

Holmesglen Institute – VET in Schools and Pathways Programs
http://www.holmesglen.edu.au/programs/vet_in_schools

Kangan Institute – VET in Schools
http://www.kangan.edu.au/courses/vet-in-schools/

Victorian Curriculum and Assessment Authority (VCAA) - VET Information
http://www.vcaa.vic.edu.au/vet/index.html

Victorian Curriculum and Assessment Authority (VCAA) - VCAL Information
http://www.vcaa.vic.edu.au/vcal/index.html

Smart Connection Company – Australian School Based Apprenticeships (ASBA)
www.smartconnection.com.au/?page_id=131

370 Degrees Group – Australian School Based Apprenticeships (ASBA)
www.370degrees.com.au/370traineeships/AustralianSchoolbasedApprenticeships.aspx

VETiS COURSES IN SUMMARY 2017

What is VETiS?
Vocational Education and Training courses are competency based courses which can be accessed by secondary school students (15 years of age and older) as a part of their schooling. These courses are nationally accredited certificated courses which give students the opportunity to gain some industry related knowledge and "hands on" skills. The courses are traditionally offered in TAFE's, but are also available at St Peter's College, other secondary schools, community centres and private providers.

How long does a VETiS course take?
Most courses are two years in length and each student will need to attend classes for the course on one day a week (normally a Wednesday). This will mean the student will miss out on their regular classes at St Peter's College. The student will have their VETiS course included as one subject on their enrolment, hence will be granted study periods, during which they will be expected to catch up on missed course work. Students will need to liaise with their subject teachers to ensure all assessment tasks are completed for other subjects during each semester.

How does it contribute to a student's qualifications?
The successful completion of one of these courses can contribute towards a student's qualifications whilst they are still at school. They can gain a certificate that may be recognised within the industry the certificate relates to, and therefore help to gain further training or employment. A VETiS certificate can count towards a student's VCE results. Most two year courses will contribute the equivalent of one Year 11 VCE subject (Unit 1&2) and one Year 12 VCE subject (Unit 3&4) towards the VCE. Some courses have a scored assessment (include exams and graded assessments) which can contribute towards a student's ATAR (formerly known as ENTER) score.

A VETiS course is also a compulsory part of the Industry Specific Skills strand of the Intermediate (Yr11) and Senior (Yr12) VCAL Certificates. Without a VETiS course, the VCAL cannot be achieved.

How do you choose an appropriate VETiS course?
The range of VETiS courses available to students is growing every year and choice depends on a number of factors;

- Student preference for a practical (combined with theory) industry related course which may be related to a future career preference
- Student organisation and skill across other subjects including Maths and English.
- Availability of the course – location (2 courses at SPC), time of classes
- There is an additional annual cost for doing a VETiS course. Fees vary widely, please contact Mr O'Hara. (Government and College funded)

What courses are available and where? Please see inside the VET/VCAL Handbook.....

How do we get further information on individual VET courses?
You can "Google" the name of the VETiS course, obtain information from St Peter's College Futures Expo, or contact Mr O'Hara, your Vocational Pathways Coordinator.

How do I apply for a VETiS Course and by when?
Please fill out the VETiS Application Form via Web Preferences by **Monday the 1st August, 2016,** at the latest. A letter of acceptance into and notification of course details will be sent once the student is approved.