# VCAL Handbook

# 2021

**Our Vision**

Ballarat High School is a learning community where every person is valued, respected and challenged as a learner.

## CASE STUDY 3

## Ballarat High School

Ballarat High School's VCAL program is housed in flexible learning spaces and staffed by passionate, committed teachers. Their VCAL program has evolved over many years, and is attributable to stable and consistent school leadership, a focus on developing a program that meets the diverse needs of their students and a commitment to brokering students' steps into the world of work.

Strong community partnerships have been developed in the broader Ballarat community to ensure students have opportunities in industries of interest. It is an expectation that if students are not engaged in a workplace for a minimum of one day a week, they are engaged with learning at school. This expectation is enforced and ensures that no placement does not equate to a day off from school. This has seen the number of students without a placement plummet as there is a shared understanding, between students, parents, teachers and employers, that workplace learning is valuable and essential in developing 21st century employability skills.

VCAL Student Leaders were passionate about the role of VCAL in keeping them at school and engaged in their education. They spoke about being disconnected from school prior to VCAL, to the point of not wanting to enrol in a Year 11 program at all, and that they came to enrol in this flexible program because the teachers were able to engage with them.

VCAL students wanted to share their positive experience with others and are leading the redesign of the way that the VCAL program is celebrated and promoted in the Ballarat High School community. Plans for parent expos as well as gallery walks for younger students were initiated at the annual camp, with the aim of developing a broader understanding of what actually happens in a VCAL program and how VCAL, and the VET undertaken, can lead to a destination of choice.

Source: School visit

**BHS VCAL student-led promotional video**

https://drive.google.com/file/u/0/d/1FknpYuFxsQqGSvN8Gz-qjr3q6qYyJyWe/view

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VCAL
The hands-on option for
Year 11 and 12 students

## INTRODUCTION

The Ballarat High School VCAL Student Handbook has been developed to assist and inform VCAL students and their parents. Students and parents are asked to read and familiarise themselves with the contents of this handbook. If you have any questions, please contact us.

If you would like more detailed information regarding the central administration of the VCAL you may visit the VCAA website and the below links.

**Key Terms:**

| | |
|---|---|
| **Competence** | A skill students must demonstrate at a high level |
| **Intermediate VCAL** | Students complete this course in Year 11 |
| **Senior VCAL** | Students complete this course in Year 12 |
| **Structured Workplace Learning (SWL)** | Every Friday at an industry specific workplace |
| **VCAA** | Victorian Curriculum and Assessment Authority |
| **VCAL** | Victorian Certificate of Applied Learning |
| **VET** | Vocational Education and Training |

**Key websites:**

| | |
|---|---|
| **BHS Senior School** | https://sites.google.com/ballaraths.net/senior-school/home |
| **Headspace** | http://www.headspace.org.au/ |
| **VCAA** | http://www.vcaa.vic.edu.au/Pages/vce/index.aspx |
| **VCAL** | http://www.vcaa.vic.edu.au/Pages/vcal/index.aspx |
| **VCAL 4 Life** | https://www.youtube.com/watch?v=bB8m7t4cJHQ |

VCAL
The hands-on option for
Year 11 and 12 students

Parents are strongly encouraged to be involved in their children's education. The partnership between school and home is essential in supporting students throughout their educational journey. Throughout the year there will be many opportunities to become involved.



**Principal -** Mr. Gary Palmer

**Assistant Principal Senior School –** Ms. Sharon Eppingstall
Oversees all school matters in the Senior Years (10-12)

**Assistant Principal Teaching and Learning -** Ms. Jessica Sargeant
Oversees learning, teacher pedagogy and curriculum

**VCAL Learning Specialist –** Mr. Mark Verberne
Advises on all matters concerning VCAL learning

**Team Leaders**
The Team Leader should be the **first contact** for most matters relating to courses, student wellbeing, attendance and conduct.

**Year 12** Ms. Miriam Fox & Ms. Jill Muir

**Year 11** Ms. Karen Lee & Mr. William Leversha

**Classroom Teachers & Learning Mentors**
They can be contacted directly about a student's progress.

**VET Coordinator –** Ms. Barbara Walsgott
The VET Coordinator can advise students in all matters relating to VET subjects.

**Managed Individual Pathways (MIPs)**
The MIPs staff provides guidance to students to develop individual pathway plans. They provide advice and assistance regarding post-schooling options as well as all matters relating to VET subjects.

**Student Wellbeing Team**
The Student Services team offer counselling, support and advice to students on a wide range of concerns.

**To speak with any of these staff, contact the General Office on (03) 5338 9000.**

## TERM DATES 2020

| Term 1 | **Thursday 28 January – Thursday 1 April** |
| | o   Monday 8 March – Labour day |

| Term 2 | **Monday 19 April – Friday 25 June** |
| | o   25 April – Anzac Day (Friday Public Holiday) |
| | o   14 June - Queen's Birthday |
| | o   15 June - Semester 2 begins |

| Term 3 | **Monday 12 July – Friday 17 September** |
| | o   Thursday 16 September - last day of Senior VCAL classes for students who have achieved all competence |

| Term 4 | **Monday 4 October – Friday 21 December** |
| | o   Year 12 VCAL orientation |
| | o   Year 11 VCAL orientation |

## VCAL STRUCTURE

Each VCAL certificate has 4 compulsory Strands.

o   **Literacy and Numeracy -** English and mathematics required for the workplace.

o   **Industry Related Skills –** provides the opportunity to undertake vocational study. This is delivered through TAFE or in the workplace.

o   **Personal Development Skills -** covers project management, organisational skills, team work and health-related issues.

o   **Work Related Skills -** designed to teach students about the workforce and facilitates a work placement for one day each week.

**A credit is gained for successful completion of a unit. A unit can be:**

   o   One VCAL unit

   o   One VCE unit

   o   90 hours for VET modules, School-based apprenticeship modules or units of competence

## VCAL APPLICATION REQUIREMENTS

Any student wishing to enter the VCAL program need to adhere to the following requirements

o   Received an S in both English & Maths
o   Strong reports for effort and impact on learning
o   High attendance  - above 90%
o   Industry course (VET/SBA)
o   Complete all VCAL application forms
o   Attend a VCAL interview

o    Complete a VCAL entry assignment
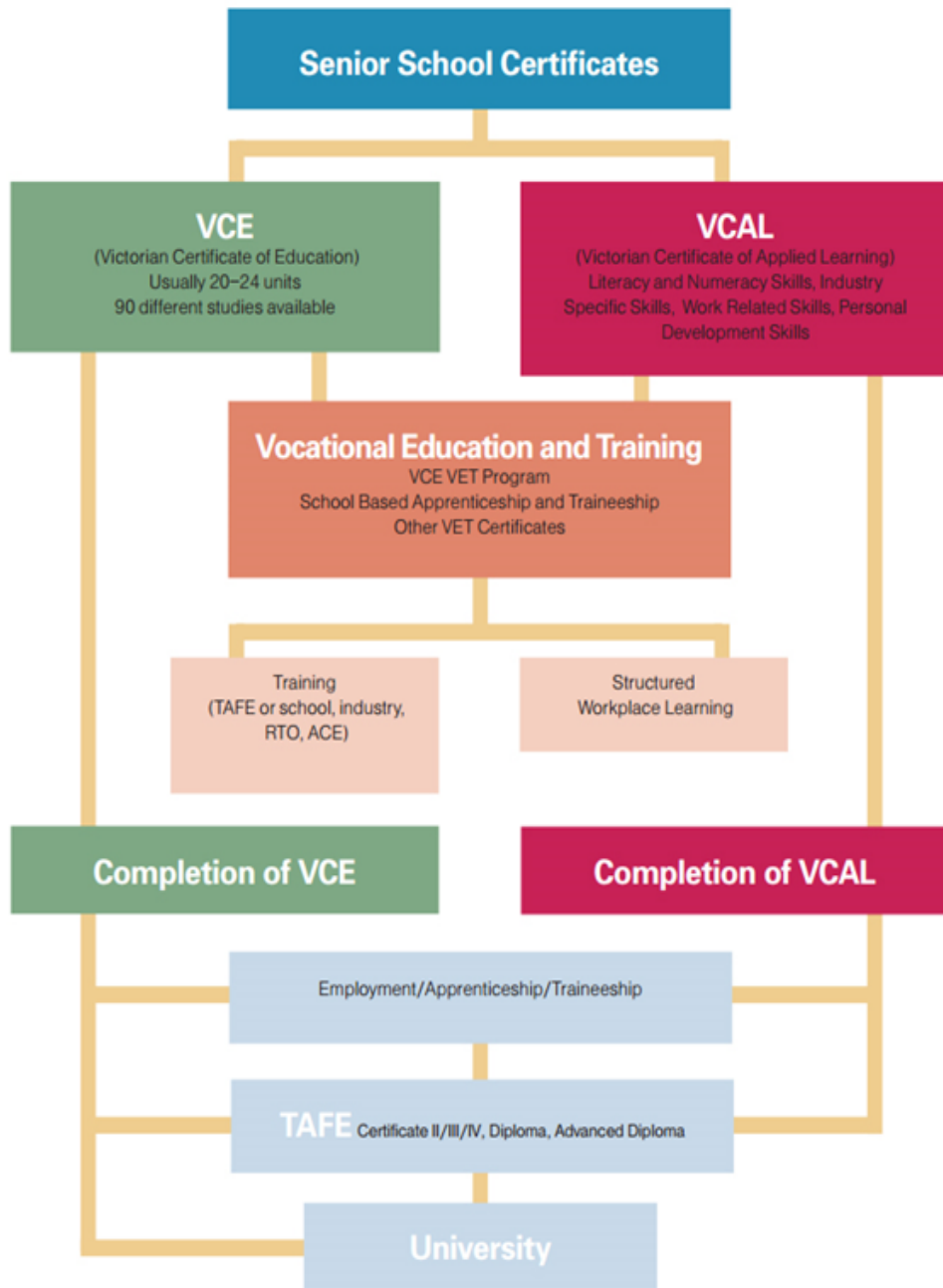
| Foundation VCAL | | Intermediate VCAL | | Senior |
|---|---|---|---|---|
| **Subject** | **Unit Credits** | **Subjects** | **Unit Credits** | **S** |
| **Foundation VCE English**<br>Semester 1<br><br>Semester 2 | 1 | Literacy<br>**Reading & Writing**<br><br>Oral Communication | 1<br><br>1 | Literacy<br>Reading &<br><br>Oral Comr |
| **Foundation VCAL Maths**<br>Semester 1<br><br>Semester 2 | 1 | **Numeracy (VCE Foundation maths)**<br>Unit 1<br><br>Unit 2 | 1<br><br>1 | Senior VC/<br><br>Senior adv |
| **Personal Development Skills**<br>Semester 1<br><br>Semester 2 | 1<br><br>1 | **Personal Development Skills**<br>Unit 1<br><br>Unit 2 | 1<br><br>1 | Personal E<br>Unit 1<br><br>Unit 2 |
| Unit 1 Subject<br><br>Unit 2 Subject | 1<br><br>1 | **Work Related Skills***<br>Unit 1<br><br>Unit 2 | 1<br><br>1 | Work Rela<br>Unit 1<br><br>Unit 2 |
| VET/SBA | 1-4 | VET/SBA | 1-4 | VET/SBA |
| | | **SWLR**<br>Booklet | 1 | SWLR<br>Booklet |
| | | Cert II Creative Industries | 1 | Cert II Bus |
| **POSSIBLE CREDITS:** | **1-10** | **POSSIBLE CREDITS:** | **10-14*** | POSS |

*SWL is an essential component of WRS

## MATERIALS & ELECTRONIC DEVICES

The required stationary is on the booklist.  It is essential that students bring a laptop/device with school internet access, ($30 to be paid at the office), **to every class.**  Students cannot take part in the program without their device.

## MOBILE PHONE POLICY

Mobile phones and other cellular internet connected devices are to be **turned off and stored securely in lockers from 8.55am -3.15pm** (or when leaving school for the day).  See the Mobile Phones policy on the BHS website for further information.

A student who uses a phone during these times is required to hand it into the General Office until the end of the day. An internal suspension will be given to a student who does noes not hand it in.  Additional consequences will be applied if a student breaches the mobile policy on three separate occasions.

## EXPERIENTIAL LEARNING

The VCAL programme at both intermediate and senior level is dependent on learning that occurs outside of the classroom and it is essential that students take part in all group activities.  This type of learning e.g. camps & excursions, is compulsory to attend. A school grant covers the cost of many of these activities but a monetary contribution is required for activities such as the camps which are an integral part of the programme.

Families can apply for the $225 CSEF fund and use this to cover costs. Families with health care cards can obtain an application form from the General Office. Other avenues such as supported fund raising can also assist students.

## STRUCTURED WORKPLACE LEARNING

Workplace learning in a student's chosen industry is essential for a successful VCAL and positive pathway.  Students are expected to model the school's values at all times during their placement. Students must keep records of their hours in SWL diary.

Students at BHS are required to attend minimum 26 days of SWL and/or work experience in one year. **A student not completing a Friday SWL will be required at school** as an education support volunteer until a purposeful placement has been organised.

## INDUSTRY SPECIFIC HOURS /VET /CERTIFICATE II

It is a VCAA requirement for VCAL students to complete a minimum of **90** nominal hours of training. This is completed through VET or SBA courses. A student MUST have a VET or SBA to complete their VCAL certificate. A student cannot exit a VET or SBA course and maintain their VCAL enrolment.  Students who decide to exit a VET or SBA course may be given an opportunity to apply to HeadStart but must see Mr Petrie by the end of March. **Students cannot withdraw from a VET after March.**

All VCAL students will also internally undertake a certificate II course to assist with achieving the 90 nominal hours. Students will be enrolled in a Certificate II course in either Creative Industries or Business. This course will contribute to unit credits, additional qualifications and enhance employability skills. BHS will contribute to part of the cost as well as a parent contribution of $90

## ABSENCE FROM SCHOOL & VET/SBA/SWL

The Senior School has a clear attendance policy and processes. VCAL Students can have seven unapproved absences which should cover most external activities and issues.

If a student has 8 or more unapproved absences in any subject they may be ineligible to pass. Students however, may have the opportunity to make this time up at the end of each semester.

At the end of each semester students who have completed all relevant competencies and have strong attendance may undertake extra work related activities.  Other students will be required to attend school during this time.

Students who undertake work related activities during school time must complete an Absence Learning Form and must be given to their Team Leader for approval.

No students should take holidays during school time.

## PUNCTUALITY

It is essential that all students and teachers arrive to class on time prepared for learning.  Strong punctuality will ensure learning is optimised and positive habits are formed for the future.

Students who are more than 5 minutes late for a subject **on three separate occasions** will receive one unapproved absence.

## COMPASS

COMPASS is the student learning and management system used at the school.

Parents need to ensure:

1. Log in capabilities  (call or email IT via the school website for support)
2. Email details are current
3. Log in once a week and communicate any concerns to the relevant person

## AUTHENTICATION

**Authenticity**

It is the responsibility of the student to ensure that there are no difficulties in authenticating their work.  Teachers must monitor and record each student's development of tasks, from planning and drafting, through to completion.

**Plagiarism**

1. Copying someone else's work in part or in whole and presenting it as their own
2. Using material directly from books, journals, or digital sources without reference to the source
3. Copying images or text from the Internet and presenting it as their own work
4. Taking the ideas of others without reference to the source.

Breaches which will result in disciplinary action include:

o Plagiarism
o Copying
o Submitting the work of others

The VCAL Committee consists of:

1. VCAL Learning Specialist
2. At least two other VCAL teachers

Optional attendees are:

1. The student's Team Leader as an advocate.
2. A parent/guardian as a supportive observer but not an advocate

The VCAL committee may impose the following consequences:

o   Direct the student to re-sit the task or alternate task for a Competent (C)
o   A CY, (not competent yet) for the assessment task
o   A second offence in VCAL may result in an automatic permanent CY for the C.

## PRIVATE STUDY

1. Senior VCAL students are able to complete private study in the library or Peacock Hall.
2. Students must sign in at the library for all private study sessions.
3. Specific collaborative private study can be booked in the Senior Learning Centre
4. Students deemed behind in their learning will be required to attend school on Tuesday or Thursday afternoon (VET/SBA dependant) until they are up-to-date.

**Students who do not use private study effectively will be excluded from the above areas and given alternative arrangements.**

Students:
- o   Must complete an application, (on the Senior School website under resources > students), to drive a vehicle to school
- **o**   Are not permitted to transport any other students to and from school or to any school events, including after school sport.
- **o**   May transport siblings with documented permission from home.
- **o**   Cannot leave the school grounds during school times, (unless approved by a Team Leader)

  https://sites.google.com/ballaraths.net/senior-school/resources-and-support/students?authuser=0