

VCE & VCAL Handbook

Policies & Procedures

2022

Our Vision

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

Kindness



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INTRODUCTION

The Ballarat High School VCE & VCAL Student Handbook has been developed to inform and support students and their families. Students and parents are asked to read and familiarise themselves with the contents of this handbook. The Handbook and other essential information and forms are located on the school website and the student hub. If you have any questions, please contact us.

STUDENT LEADERSHIP

We expect all of our senior students to exhibit leadership and be role models for our younger students. In addition to this, there are many opportunities for our students to undertake formal leadership responsibilities. Our student leaders play an important role in all aspects of the senior school program.

2022 STUDENT LEADERSHIP TEAM

School Captains: Ella Hutchinson & Alannah Hebbard

Vice Captains: Jerrica Elsa John & Jasper Meehan

Year 12 Student Leaders: Chloe Canfield, Lauren Dudley, Lilly Hancock, Jamila Jones, Isabelle Kimber, Lucy Ludbrook, Lilly Pennell, Carly Rozitis

YEAR 11 STUDENT LEADERS

Helena Anderson	Milla Fraser	Lucy Laffey
Emma Barber	Jessica Gatacre	Evie McClafferty
Zeqoya Cook	Jasmine Goon	Ella McKay
Zack Cummins	Imogen Greenwood	Josie Nelson
Meg Drever	Leah Hill	Polly Thompson
Charli Edwards	Ellie Howlett	Kodi Wilson
Sarah Fellows	Isaac Jantzen	Holly Worrell
Courtney Franklin	Torrens Kennedy	

HOUSE CAPTAINS

BAIRD

Captains - Sophie Walters & Will Reynolds

Vice Captains - Isabelle Kimber & Ollie McCarthy

BRAWN

Captains - Maddie Currie & Roo McDonald

Vice Captains - Lucy Ludbrook & Rex Fleming

GREENFIELD

Captains - Bella Hancock & Tara Nicholson

Vice Captains - Lilli Hancock & Heyley Reynen

LAWSON

Captains - Charli Jones & Jenna Burke

Vice Captains - Tia Broad & Olivia Lee

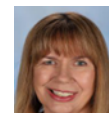
SCHOOL INFORMATION

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.

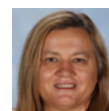
Principal - Mr. Gary Palmer



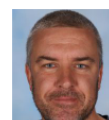
Assistant Principal Senior School – Ms, Sharon Eppingstall
Oversees all school matters in Years 11 & 12



VCE Leader – Ms. Jenni Nicholls
Advises on all matters concerning VCE and year 11-12 exam enquiries



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



Team Leaders

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

Year 12 Ms. Lee & Mr. Leversha



Year 11 Ms. Gatens, Ms. Schreenan & Ms. Zuidland



Managed Individual Pathways (MIPs)

- Andrew Wallace & Ally Dovaston
Advise on VET, careers and post-school options
<https://www.ballarathsmips.com/>



Learning Mentors

Learning Mentors form important relationships with students to support them with their learning and their pathways.

Classroom Teachers

Classroom teachers should be contacted directly about student progress.

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

COMPASS

You can also contact staff via the Compass system. Compass is the student learning and management system used at the school. Request access [here](#)

Parents need to ensure:

1. Log in capabilities
2. Email details are current
3. Log in once a week to view assessment information
4. Speak to the appropriate school contact if there are any concerns.

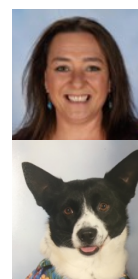
TERM DATES 2022

- Term 1 **Monday 31 January – Friday 8 April**
o Monday 14 March – Labour Day
- Term 2 **Tuesday 26 April – Friday 24 June**
o Mon, May 9 - Wed, May 11 - Student Leadership Conference
o Monday, 13 June - Queen's Birthday
o Wednesday, 22-24 June - Year 12 Mid Year Exams
- Term 3 **Monday 11 July – Friday 16 September**
o Thursday 21 July - Course Counselling Information Night
o Friday 16 September - Year 12 Practice Exams begin
- Term 4 **Monday 3 October – Tuesday 20 December**
o Wednesday, October 19 - Valedictory Assembly & Dinner
o Wednesday, October 26 - VCAA Written Exams begin
o Monday, November 14 - 25 - Year 12 orientation
o Thursday, November 24-25 – Year 11 orientation

STUDENT WELLBEING

Student wellbeing is as important as student learning at Ballarat High School. We seek to foster happy, healthy and resilient students by explicitly teaching social and emotional skills and providing programs such as Respectful Relationships.

Our Student Wellbeing Team, led by Shirlene Laurie, provide support, advice and counselling on a range of issues. Students can drop in to self refer or be referred by their Team Leader. Our therapy dog, Kai, is a much loved figure around the school.



UPSTANDER/KINDNESS

We use the STYMIE platform to encourage our students to be upstanders rather than bystanders. Students can anonymously make a report to ask for help, report an incident or convey a concern about another student's well being. We actively promote kindness in addition to our school values of Pride, Respect and Responsibility.

COMMUNICATIONS

Teachers will often communicate with students via their school email, Compass or by putting a notice on the Year 11 or Year 12 Google Classroom. It is the responsibility of the student to check their emails and their year level Google Classroom.

PREPARING FOR LEARNING

The required materials, (including a diary) are on the booklist and it is **essential** that students take them to every class. Students are required to bring their BYOD when required by a classroom teacher. VCAL students are required to bring their BYOD every lesson. All devices must be charged prior to class. For ongoing internet access \$30 must be paid at the General Office by the end of February.

ATTENDANCE

Students need to be in class in order to learn. As learning is sequential, it is imperative that students attend all classes. Teachers need to be able to authenticate student work.

VCE/VCAL ATTENDANCE POLICY

At Ballarat High School students should aspire to 95% attendance in their classes. At VCE/VCAL, a student is required to maintain their attendance above 90% in each class to achieve a satisfactory result (S).

Approved absences are:

- An illness explained by a medical certificate. Please note that calling the school or marking the absence on Compass, without providing a medical certificate, does not constitute an approved absence.
- An official school excursion or sporting event (*Students must complete an Absence Learning Form for absences due to school activities.*)
- Exceptional personal circumstances e.g. a funeral. Approval is given at the discretion of the Team Leader.

Family holidays are NOT approved absences. In exceptional circumstances the Team Leaders will set up a Student Absence Learning Plan for the student to minimise the impact on learning. However, it is highly recommended that holidays are taken during the term breaks.

If a student has an approved absence that is supported by a medical certificate, this certificate needs to be submitted to the General Office within 3 days after the absence. This approved absence will then be taken into consideration when calculating student attendance statistics (on Compass, VCE compliant). Please note that Statutory Declarations are not accepted.

VCE students

It is a requirement of the VCAA that students attend at least 50 hours of class time per semester for each VCE unit. Team Leaders will send an absence alert or email home when student attendance drops to 95% (5 unapproved classes in a subject). VCE students will be awarded an 'N' for a unit if attendance falls below 90%, that is, they have 8 unapproved absences. Team Leaders will send a notification via Compass, informing parents of this decision.

Students may seek an appeal to overturn the 'N' to the Assistant Principal 11-12 within seven days of the N notification. To appeal, the student should email the Assistant Principal 11-12 with the reasons why they should not fail on attendance. The Assistant Principal 11-12 will determine if the reasons outlined warrant an appeal. Parents will be notified of the decision and whether or not an appeal will be held. If an appeal is held, the Principal will make the final decision.

VCAL students

VCAL students may be ineligible to pass if their attendance drops below 90% in any subject. Students however, will be expected to redeem the time missed either afterschool on Wednesday nights or at an alternative time as determined by the VCAL Leader.

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 prior to commencement.

UNIFORM - STUDENT DRESS CODE

Ballarat High School has a very clear uniform policy which is available on the school website. Team Leaders enforce the infringement process if a student does not follow the dress code.

BALLARAT HIGH SCHOOL UNIFORM INFRINGEMENT PROCESS	
FIRST INFRINGEMENT <ul style="list-style-type: none"> Student is reminded of the Student Dress Code and uniform respectfully made compliant, (when practicable) Parents informed via a <i>Uniform Level 1 letter</i> by a Team Leader or Principal class 	<p>The appropriate communication via a note or diary entry from a parent or guardian will ensure that the student does not receive an infringement.</p> <p>The note should explain:</p> <ul style="list-style-type: none"> The reason for the uniform issue When it will be fixed (no longer than 3 working days). If there is financial hardship the school can assist Anything else deemed important <p>The note is not for infringements like facial piercings or hair colouring but for shoes, jackets and other like clothing. The student needs to show their communication to their Team Leader at the beginning of the day, who will sign it or give the student an "out of uniform authorization note".</p>
SECOND INFRINGEMENT <ul style="list-style-type: none"> Monday lunchtime detention Parents informed via a <i>Uniform Level 2 letter</i> by a Team Leader or Principal class 	
THIRD INFRINGEMENT <ul style="list-style-type: none"> Wednesday after school detention Parents informed via a <i>Uniform Level 3 letter</i> by a Team Leader or Principal class 	
FOURTH INFRINGEMENT <ul style="list-style-type: none"> A parent meeting with a Team Leader and/or Principal class to discuss uniform concerns 	
FIFTH INFRINGEMENT <ul style="list-style-type: none"> One day internal suspension - learning provided by teachers 	
SIXTH INFRINGEMENT <ul style="list-style-type: none"> A parent meeting with the Principal 	

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.

BALLARAT HIGH SCHOOL MOBILE PHONE PROCESS
FIRST, SECOND & THIRD INFRINGEMENTS <ul style="list-style-type: none"> Student takes the phone to the general office. Offence is recorded and student can collect the phone at the end of the school day.
FOURTH INFRINGEMENT <ul style="list-style-type: none"> Hand in phone for 3 consecutive days (Team Leaders to advise general office) Parents informed by Team Leader of 4th infringement
FIFTH INFRINGEMENT <ul style="list-style-type: none"> Hand in phone for 3 consecutive days (Team Leaders to advise general office) Lunchtime detention Parents informed by Team Leader of 5th infringement
SIXTH INFRINGEMENT <ul style="list-style-type: none"> Hand in phone for 5 consecutive days (Team Leaders to advise general office) Wednesday night detention Parents informed by Team Leader of 6th infringement
FURTHER INFRINGEMENTS <ul style="list-style-type: none"> Any further infringements may involve the Team Leader implementing a range of consequences including: reflection/education tasks, Learning Strategies Meeting, phone usage plan, detentions, suspension.

VCE & VCAL AUTHENTICATION/PLAGIARISM

All work submitted to contribute towards showing a successful understanding of the subject and its outcomes needs to be the student's own work. If any part or all of the work contributing to an 'S' cannot be authenticated, the matter must be dealt with as a breach of assessment rules. It is the responsibility of the student to ensure that there are no difficulties in authenticating their work. Students must acknowledge all resources used during any form of assessment according to individual subject referencing requirements.

In considering whether a student's work is genuinely their own, teachers will consider whether the work:

- is not typical of other work produced by the student
- is inconsistent with the teacher's knowledge of the student's ability
- contains unacknowledged material
- has not been sighted and monitored by the teacher during its development.

In the event that the student's work for assessment raises the suggestion that the work submitted is not their own, they may be asked to:

- provide evidence of the development of the work
- discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work
- provide samples of other work
- complete, under supervision, a supplementary assessment task related to the original task.

If the investigation shows that the work submitted is not their own, the student will be referred to the VCE/VCAL Committee.

PRIVATE STUDY

1. All senior students are able to complete private study in the library.
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. VCAL students deemed behind in their learning will be required to attend school on Tuesday or Thursday afternoon (VET/SBA dependent) until they are up-to-date.
5. Students are not permitted to leave the school grounds during private study.

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

HOMEWORK AND STUDY

Homework is an **essential** component of coursework and can increase the chance of a student reaching their potential. It is a requirement that all students **bring and use a diary** in all classes.

VCE students should complete at least 1- 3 hours of homework and independent study, (summary notes, cue cards and practice SAC questions), **every week night** and additional study on weekends. Students who do not complete required homework will be given appropriate consequences by the subject teacher. This may include a learning session during lunchtime or afterschool. Parents are encouraged to contact the subject teacher or a Team Leader regarding homework concerns and advice.

It is essential that students create positive homework and study habits. These include:

- Removing all distractions e.g. mobile phones/TVs
- Studying in chunks of 25 minutes with set goals
- A weekly study timetable

LEARNING MENTOR

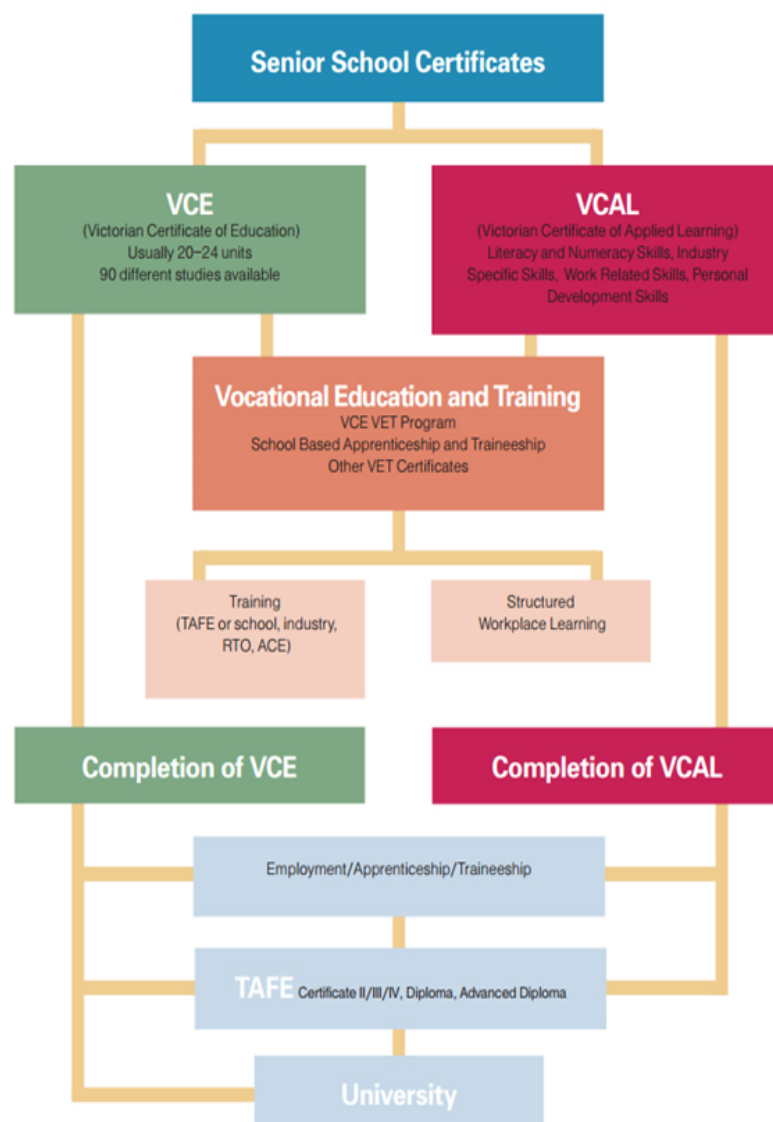
Wednesday's Learning Mentor session is the one time of the week when VCE and VCAL students come together. The focus is student wellbeing and pathway goals. On occasion there will be assemblies or workshop activities. However, the expectation is that students will take work to their class to complete or revise during this time. VCE students will learn study skills and monitor their learning data.

STUDENT DRIVERS

The policy & application form are available on the Student Hub. Students:

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

LEARNING PATHWAYS



THE VICTORIAN CERTIFICATE OF EDUCATION

The VCE is gained as a result of a student satisfactorily completing no less than 16 units. These units must include:

- o An approved combination of three units from the group of English studies
- o Four sequences (or pairs) of units at the 3/4 level, including English. This may include VCE VET (Vocational Education and Training) Studies.

Students must successfully complete both Unit 3/4 English to attain their VCE certificate.

In Year 12 it is a requirement that students choose five unit 3/4 subjects even if they have already completed one unit 3/4 in Year 11.

Possible exemptions:

- o Consideration will be given to students who have a documented medical history which includes a mental health plan and/or a Psychologist/Psychiatrist letter.
- o Students who have successfully completed two unit 3/4 subjects in Year 11 may be eligible to complete four unit 3/4 subjects in Year 12.

If you would like more detailed information regarding the central administration of the VCE you may visit the [VCAA \(Victorian Curriculum & Assessment Authority\)](http://www.vcaa.vic.edu.au) website.

SCHOOL ASSESSED COURSEWORK (SACs)

Coursework assessment is an indication of each student's level of achievement based on a selection of the assessment tasks designated in the relevant Study Design.

All tasks are assessed against criteria which are made available to the students prior to the completion of the SAC. For VCE units 3/4, these are set by the VCAA and are outcome specific. For units 1/2 the criteria are set by the teachers with reference to the VCAA Study Design.

Course Outline & Timeline: At the start of each unit, during Orientation, teachers will provide students with a course outline and timeline which includes assessment dates and conditions. SAC dates and results will be recorded on Compass.

SAC Planner: At the end of each term the VCE Leader will send out the SAC Planner for the following term to students and parents/guardians.

SATISFACTORY COMPLETION

To achieve a Satisfactory (S) outcome the student must:

- Produce work that meets the required standard
- Submit own work on time
- Observe the VCAA and school rules.

A student may receive a Non-Satisfactory (N) completion if:

- Work is not of the required standard
- The student has failed to meet a school deadline for the assessment task
- Work cannot be authenticated
- There has been a substantive breach of rules including school attendance rules.

At Ballarat High School a student is deemed to have satisfactorily completed an outcome when they achieve 50% or more on the relevant SAC(s).

Mathematics

If a student does not achieve 50% in the redemption process for a SAC an S can be achieved with an aggregate score of 50% on all SACs.

SCHEDULING OF SCHOOL ASSESSED COURSEWORK

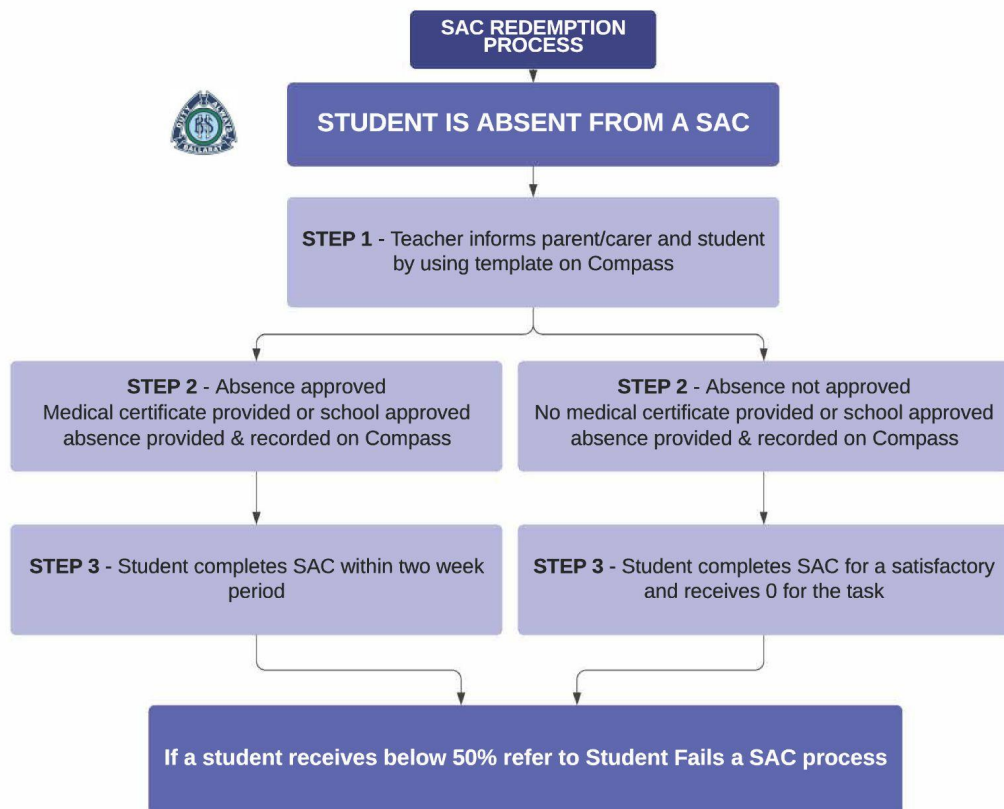
- No student should be required to complete more than **200 minutes** of SACs in any given day
- No student should be required to complete more than five assessment tasks per school week (A folio of work is regarded equivalent to one assessment task)
- A student can apply to their Team Leader, at least three school days prior to the assessment task, to have a SAC postponed.
- An extension of time for an individual student to complete a task (SAC/SAT) will only be granted in special circumstances.

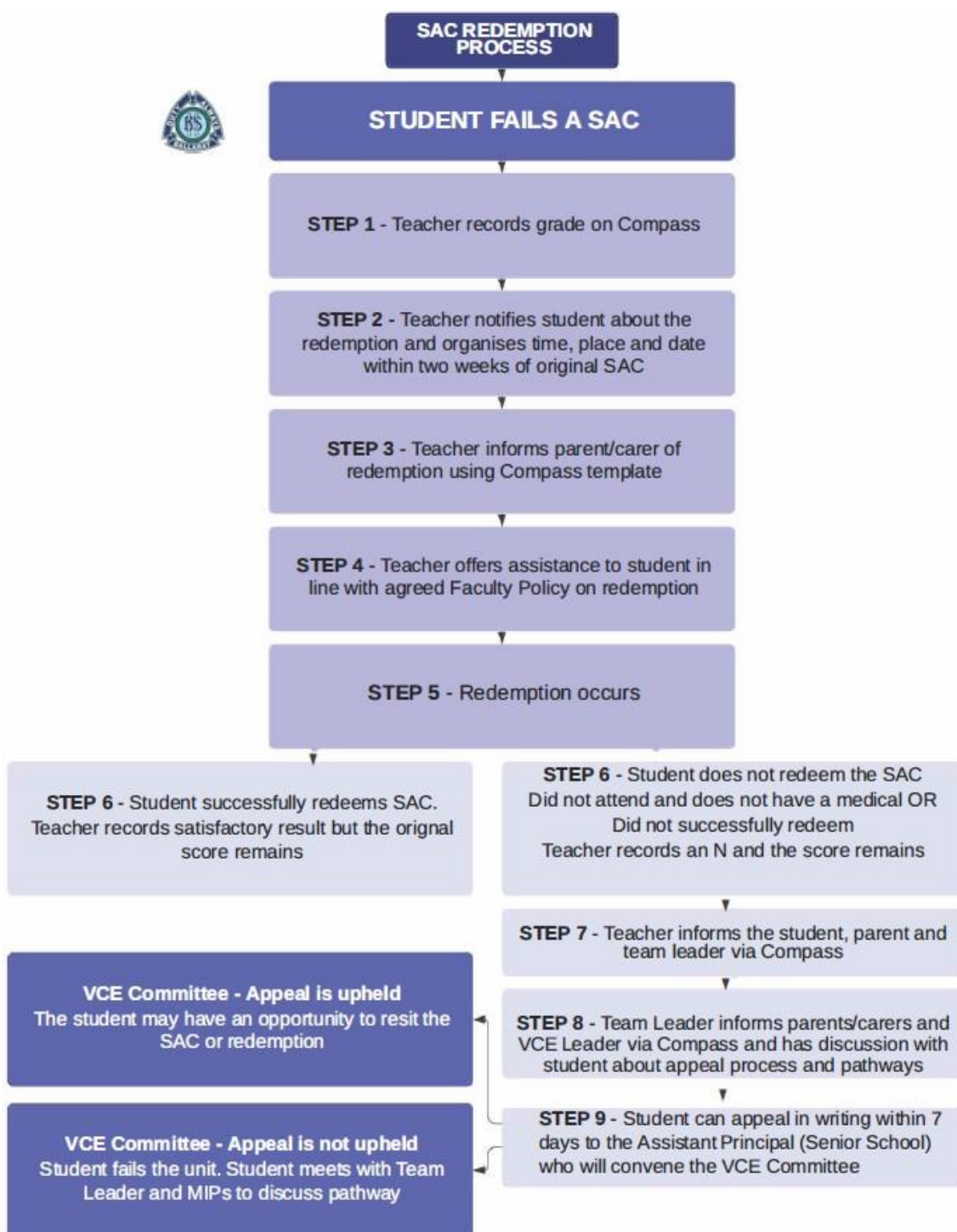
Students completing Year 12 subjects may be required to attend SACs during non-class time e.g. student free days & Wednesday afterschool to enhance consistency and improve student outcomes. If students do not attend without a medical certificate it will be deemed an unapproved absence.

SAC REDEMPTION PROCESS

The following flowcharts outline the process for redemption for when a:

1. Student is absent from a SAC
2. Student fails a SAC





SAC/EXAM BREACH OF RULES

Internal

If there is an alleged breach of a SAC or Year 11 exam conditions a VCE panel will be created to investigate it.

The VCE panel consists of:

- AP of the Senior School
- VCE Leader
- Subject Teacher

The following support people may attend:

- Team Leader
- A parent (not in an advocate role)

The VCE panel has the power to impose the following consequences:

1. Award the assessment task an N
2. Ask a student to re-sit the task or a redemption task to receive an S
3. If it is a second offence the student will fail the overall unit.

Breaches which will result in disciplinary action are:

- Plagiarism
- Unauthorised technology
- Communicating with others
- Other breaches specified by VCAA

External

If a student breaches rules in a Unit 3/4 exam, serious disciplinary action may be taken by VCAA that is independent of the school. A student may be required to front an external VCAA Review Committee to explain their actions. If the student is found to have breached the conditions the Committee may cancel or alter the students' results.

SPECIAL PROVISIONS

Special Provision for school-based assessment

Students are eligible for Special provision for SACs if their ability to demonstrate achievement is adversely affected by:

- Illness – acute and chronic
- Impairment – long term
- Personal circumstances

There are a number of strategies in which the school can make alternative arrangements to assist students to be assessed against the outcomes of the study design:

- Allow the student extra time
- Allow rest breaks
- Use technology, aides or other special arrangements to undertake assessment tasks

Procedure for Special Provision

Students who consider themselves entitled to Special Provision should apply to the VCE Leader, Jenni Nicholls and provide supporting documentation. In consultation with Team Leaders and Student Wellbeing, the VCE Leader will make the application for special provision to VCAA for their consideration according to published rules and guidelines. Special provisions are documented on Compass.

VCE examinations

Students may be eligible due to an illness or disability that prevents them from completing their VCE examinations in the same way or under the same conditions as other students. Applications for Special Examination Arrangements must be accompanied by recent supporting medical or other specialist documentation.

The VCAA may not approve special examination arrangements for students who have long-term impairments if they have not been given similar arrangements by their school during the year.

All applications for special examination arrangements are to be lodged by mid-March. Late applications may be accepted and emergency special exam arrangements can be requested up until the day before the exam.

Derived Score

This provision is for students who are prevented from attending an examination, or whose performance on an examination is adversely affected as a result of illness, accident or personal traumatic event occurring on the day of the examination.

ATAR

The ATAR is calculated from an aggregate produced by adding results for up to six Unit 3-4 sequences of studies including: The VTAC scaled study score in English, English (EAL), Literature or English Language and the three next highest VTAC scaled scores permissible (which together with English study make the "Primary Four") And 10% of any fifth and sixth permissible studies that are available. Students are then ranked in order of these aggregates - the highest rank being 99.95 then decreasing in steps of 0.05. Students who require an ATAR should use an ATAR Calculator to make sure they are on track such as: <https://atar-calculator.deakin.edu.au/>

NON-SCORED VCE

Students who wish to obtain their VCE Certificate but do not wish to acquire an ATAR for entrance into tertiary education, may choose to undertake an 'non-scored' VCE pathway. If a student completes an unscored pathway they will not be required to sit the end of year exams. They will not receive an ATAR or a study score for any of their subjects.

Eligibility for an non-scored pathway

A Year 12 student who would like to complete a non-scored pathway must undergo the following process:

1. Attend non-scored information session to be held in Term 2
2. Parent letter signed and returned
3. Attends a minimum of two MIPs appointments, with parents in attendance where possible
4. Satisfactory completion confirmed by Team Leader

Expectations for non-scored VCE students

Students must still meet the same requirements as scored students in order to obtain a satisfactory result for an outcome and the overall unit of study. If a student does not receive 50% on the original task, the same processes for redemption must be followed. A student who does not meet these requirements will receive an 'N' result and may be ineligible to successfully complete their VCE.

STUDY LEAVE

Year 11 students completing a Year 12 subject will be allocated a maximum of two days study leave prior to the written examination. This will automatically appear on the student's Compass.

CHANGE OF SUBJECTS

A change of subject should not be taken lightly. A mental health plan or a letter from a Psychologist may be required. Students must speak to their Team Leader. The student will be required to complete the change of subject form which must be signed by the student, Team Leader, MIPS, Parent and VET Coordinator (if changing VET)

Subject changes cannot be made unless the form is completed.

The final days for change of subjects in 2022 are:

Semester 1	Friday 11 February
Semester 2	Wednesday 22 June

VCAL STUDENT PROGRAM

Foundation VCAL		Intermediate VCAL		Senior VCAL	
Subject	Unit Credits	Subjects	Unit Credits	Subjects	Unit Credits
Foundation VCE English Semester 1	1	Literacy Reading & Writing	1	Literacy Reading & Writing	1
Semester 2		Oral Communication	1	Oral Communication	1
Foundation VCAL Maths Semester 1	1	Numeracy (VCE Foundation maths) Unit 1	1	Senior VCAL Numeracy	1
Semester 2		Unit 2	1	Senior advanced Numeracy	1
Personal Development Skills Semester 1	1	Personal Development Skills Unit 1	1	Personal Development Skills Unit 1	1
Semester 2	1	Unit 2	1	Unit 2	1
Unit 1 Subject	1	Work Related Skills* Unit 1	1	Work Related Skills* Unit 1	1
Unit 2 Subject	1	Unit 2	1	Unit 2	1
VET/SBA	1-4	VET/SBA	1-4	VET/SBA	1-4
		SWLR Booklet	1	SWLR Booklet	1
		Cert II Creative Industries	1	Cert II Business	1
POSSIBLE CREDITS:	1-10	POSSIBLE CREDITS:	10-14*	POSSIBLE CREDITS:	10-14*

*SWL is an essential component of WRS

VCAL STRUCTURE

Each VCAL certificate has 4 compulsory Strands.

Literacy and Numeracy - English and Mathematics required for the workplace.

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

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

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:

- One VCAL unit
- One VCE unit
- 90 hours for VET modules, School-based apprenticeship modules or units of competence

VCAL APPLICATION REQUIREMENTS

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

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

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 fundraising 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 their SWL diary.

Students at BHS are required to attend a 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 Verberne 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 Active Volunteering. This course will contribute to unit credits, additional qualifications and enhance employability skills.

2023 - SINGLE SENIOR CERTIFICATE

Victoria is moving to a new integrated senior secondary certificate that will bring together our two senior secondary certificates, the VCE and VCAL. This will give all students the learning opportunities to develop the skills and capabilities needed to succeed in further education, work and life.

The first stage is the introduction of a new Vocational Major within the VCE commencing in 2023. This is a two-year vocational and applied learning program that will replace Senior and Intermediate VCAL.