



ROWVILLE SECONDARY COLLEGE



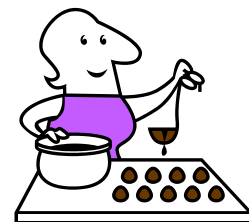
VCAL Handbook 2012

Principal: Glenn Fankhauser

Assistant Principal: Daphne Clements

VCAL Coordinator: Jane Zaal

Careers & Pathways Manager: Jenny Allen



Applying for VCAL 2012

Students are required to submit choices **on line and complete a paper copy** that they sign and parents sign and hand in when they have their counselling interview or by **2nd September 2011**.

Counselling Interviews will be available for all students and parents who request an interview.

16 August 2011	Counselling interviews WEST
17 August 2011	Counselling interviews EAST
18 August 2011	Counselling interviews WEST
23 August 2011	Counselling interviews WEST
24 August 2011	Counselling interviews WEST
25 August 2011	Counselling interviews EAST

Parents book interview time of 15 minutes (letter will be sent home giving details of the process) to discuss course options and submit applications on line and a paper copy.

On-line process

At school through the **intranet** – log in (Student ID eg AAA0001 and pin number) and then follow the steps outlined below.

At home www.rowvillesc.vic.edu.au

INTRANET LOGIN (Student ID eg AAA0001 and pin number).

There is a problem with this website's security certificate

We recommend that you close this webpage and do not continue to this website.

[Click here to close this webpage.](#)

[Continue to this website \(not recommended\).](#)

Ignore certificate warning as shown above and continue to this website then proceed to follow the steps:

- Careers
- Senior School Subject Selection 2012 (on left hand side)
- Respond to this survey

Click finish when all subject choices have been entered.

If you want to change anything you can return at any time up to the closing date.

If you wish to apply for a **VET course** you also need to complete the paper application and hand it to Mrs Allen as soon as possible.

If you wish to apply for a **SBAT program** you also need to complete the paper application and hand it to Mrs Allen as soon as possible.

If you wish to complete a **VCAL program** you will also need to complete the paper application and be required to follow the steps listed below.

Information Documents

All information is available on the Careers website under the Shared documents on the left hand side. A copy of all documentation is also available on the College website under education programs.

Copies of all documents are available on request from the Careers Room.

All Year 10 Personal Development teachers and Senior School coordinators at both campuses will also have a copy of all documentation.

CLOSING DATE for Senior School Courses: **Friday 2nd September 2011**

Differences between programs

Victorian Certificate of Education (VCE)

- Two year certificate undertaken at Years 11 and 12.
- Undertake 12 units (1&2) in Year 11
- Could include one Year 12 subject (Units 3&4) in Year 11
- An English subject is compulsory
- Undertake 10 units in Year 12 (this is five unit 3&4 sequences)
- Could include a University Enhancement subject

Further pathway - University, TAFE, employment

VCE and VET (Vocational Education & Training)

Students who would like to combine vocational studies with VCE studies choose this pathway

- Students complete VET subjects over **2 years** at school or at TAFE
- Include VET as one or more of subjects at Year 11 and Year 12
- These subjects are treated the same as other VCE subjects
- Students gain VCE certificate and VET Certificate

Further pathway - University, TAFE, employment

Victorian Certificate of Applied Learning (VCAL)

- **Intermediate (Year 11)**
- **Senior (Year 12)**

Students who like to learn in a more practical way and who want to find out more about a work or TAFE pathway are suited to this program

- English (compulsory)
- Maths (compulsory)
- Industry training (VET certificate at school or TAFE)
- Workplace Learning (part time employment or work experience or SBAT)
- Personal Development (compulsory)

Students could obtain VCAL certificate (Intermediate) at the end of one year.

Students could obtain the VCAL certificate (Intermediate or Senior) and VET certificate **at the end of 2 years**

Students could transfer to VCE at the end of Year 11 or Year 12 if they decide on a new pathway.

Further pathway - TAFE, or employment

School Based Apprenticeship and Traineeship (SBAT) & Intermediate VCAL

Students who have decided on an employment pathway and are prepared to actively seek an employer are suited for this but want to complete a school certificate as well.

- 2 days at school (English, Maths, Personal Development)
- 1 day at TAFE (VET certificate / pre-apprenticeship)
- 2 days paid employment as apprentice/trainee
- Students obtain a VET certificate and Intermediate VCAL certificate **in one year.**
- Managed and supported by "atEAST"

Further pathway - TAFE, or employment

Victorian Certificate of Applied Learning (VCAL) 2012

The VCAL is as an alternative and equivalent program to the VCE. It has been offered at Rowville Secondary College since 2003. The VCAL has been developed to increase the pathways from school to work and/or further education and training.

The VCAL is for students whose major career goals are apprenticeships, TAFE and employment and are interested in a more practical approach to their learning.

Students must:

- complete at least one week of work experience and provide an evaluation from the employer.
- Successfully complete an aptitude assessment
- Complete OHS certificates in their chosen industry
- complete a VET subject at TAFE (Costs to be paid)
- be working in an area of interest for two days per week.
- pass 10 units or subjects (Credits) to get your certificate.

Literacy (English) 2 units

Numeracy 2 units

Industry Related skills (costs) 2 units

Students must pass at least 200 nominal hours of competence at TAFE

Work Related Skills 2 units

- Part time Work during school time
- Job applications
- Structured Workplace Learning organised by school
- Career exploration
- Complete a folio showing skills developed at work
- If a student does not have work placement, they attend school and undertake school directed work until they have organised a placement.

Personal Development 2 units

Students will have the opportunity to complete a range of certificates that will enhance their employability such as First Aid, Safe Food Handling, Responsible Service of Alcohol.

Students will work on a community enterprise that will develop skills for surviving in the wider world

Students will need to develop a portfolio that contains evidence of successful completion of the learning outcomes for each VCAL unit they are enrolled in.

Applications

Students must:

- complete at least one week of work experience and provide an evaluation from the employer.
- Pass an industry appraisal test to be conducted in Term 3.
- complete a VET subject at TAFE (Costs to be paid)
- complete the following paper application forms
 - ❖ VCAL application (pink)
 - ❖ VET application (green)
 - ❖ SBAT application for RSC (yellow)
 - ❖ SBAT application for atEAST (bright green)
- complete the on-line application and choose the VCAL option for each subject selection

School Based Apprenticeships and Traineeships (SBAT) 2012

Students are in a full time program where their VCAL classroom learning takes place at school on Monday and Tuesday, off-the-job training at TAFE on Monday and on-the-job training Thursday and Friday. There is some flexibility in the training and work arrangements depending on employer needs. Through atEAST, the school provides ongoing monitoring and support throughout the week.

What is a traineeship?

- A traineeship is similar to an apprenticeship but is based on a shorter time span.
- Training can take place at TAFE Colleges or other Registered Training Organisations.
- Monitored employment whilst being trained, by atEAST.
- Full pastoral care support throughout the program by atEAST.
- Trainees are selected into the program after meeting the criteria of the school, atEAST and the Group Training Company.
- Trainees complete their VCAL and gain valuable experience to enter the workforce as a confident and skilled employee.

Fees and Costs

Trainees are paid the National Training Wage - their weekly income will be approximately \$140.00 per week. The cost of training varies from industry to industry, ranging from \$290.00 to \$480.00 per annum, including materials and this is paid by the student.

The atEAST fee is approximately \$300 per annum. This must be paid prior to the student's commencement in the program. Parents who wish to make arrangements to pay by periodic payments should contact the General Office.

VCAL

The school program will deliver the VCAL over two years, Intermediate in the first year and Senior in the second year. Students study Maths (numeracy), English (literacy), as well as completing Personal Development units.

Industries

atEAST part-time traineeships during 2012 are available in:

- ❖ Automotive
- ❖ Electronics
- ❖ Engineering
- ❖ Horticulture (Landscaping)
- ❖ Information Technology
- ❖ Office Administration
- ❖ Furniture Production
- ❖ Hospitality

Other industries maybe considered after discussion with personnel from atEAST

Who should do them?

- Students who have a strong preference for applied learning (eg learn by doing rather than studying theoretical subjects)
- Students who want full entry level skills to their chosen career by the end of Year 12. (Many trainees convert to a full time apprenticeship before the completion of their traineeship).
- Students who wish to begin work and training but still would like to complete a recognised secondary qualification such as the VCAL.
- Students who believe that they have a good clear understanding of their occupational preference.
- Students who do not have a need, at this stage in their lives, for higher level university and TAFE qualifications ie Degrees; Advanced Diplomas
- Students who are prepared to commit to the three parts of the program
 - School studies (VCAL)
 - Employment (at work)
 - Training (TAFE)

For further information talk to:

Eastern Campus: Jenny Allen or John Breen 9755 4615
Western Campus: Jenny Allen or David Stanley 9755 4550
atEAST: Jenny McComb 9871 4856 or mobile 0417 316 476

VET in Schools (VETiS) 2012

VETiS allows you to take your VCE or VCAL and a VET in Schools certificate at the same time. Up to two VET subjects may be attempted although only one may be taken at a training organization outside of the school.

A VETiS subject, if completed at Unit 3&4 level, will contribute to your Australian Tertiary Admission Rank (ATAR) in the same way as a normal VCE subject. VETiS subjects are able to be counted in the Primary Four subjects in the calculation of the ATAR provided they have a study score.

On successful completion, a VETiS program will provide a student with:

- Eligibility for an enhanced ATAR.
- A nationally recognised training qualification at an appropriate AQF level issued by a Registered Training Organisation.
- A statement of results listing all VET units of competence completed and issued by VCAA and RTO.
- Credit for training into appropriate articulated courses.

Pathways programs have a vocational focus. They are made up of accredited training modules but do not give credit as a VCE subject but will meet the industry requirements for VCAL.

VETiS programs offered at Rowville Secondary College - 2012:

These programs may be selected as part of the student's regular school timetable and **take two years** to complete. They may be undertaken at Year 10 level.

Certificate II and part of Certificate III – **Business Administration**

Certificate II in **Information Technology**

Certificate III in Information Technology and **CISCO** Networking Academy Units 1 – 4

Certificate II **Music**

Certificate III Music Technical Production

Certificate III Music

Certificate II and part of Certificate III in **Community Recreation**

There are additional costs involved in these programs. See Special Payment sheet for costs.

VETiS Programs available through EXTERNAL training organizations.

Student contribution to materials and service charges: \$300

VETiS programs not delivered at RSC are generally restricted to VCE or VCAL students. Where students elect to take a VETiS program that is delivered by another RTO such as a TAFE College or other Secondary College, they will need to attend that Training Organisation on a week day, afternoon or evening. Some of these programs may include a work placement. It is important that these students keep up to date in any subjects where they miss regular classes on these days.

Details of courses are available in the separate VET Handbook.

REASONS for selecting VETiS programs delivered by TAFE:

- They are work or career oriented.
- They are an opportunity to explore career goals;
- Completion of two qualifications at once;
- Experience of a TAFE college;
- Credit towards higher TAFE qualifications,
- Credit towards an Apprenticeship.

Pathways Programs: Costs vary and include tuition and materials. Fees are payable directly to TAFE.

Animal conservation, Beauty; Bricklaying; Carpentry; Ceramics, Electrical; Fashion & Jewellery, Floristry, Glass & Glazing, Hairdressing; Joinery; Landscaping; Lead-lighting; Mechatronics, Painting, Photography, Plumbing, Welding & Fabrication.

These courses will **NOT** give credit towards ATAR and are usually one semester program.

VET SUBJECTS

Course	Time	Location	Campus	Student pays to RSC	Materials to TAFE
Acting	Monday Wednesday	MBCTA Youth Theatre	Boronia	\$300	Yes
Allied Health	Wednesday	Box Hill TAFE		\$300	Yes
Animal Technology	Wednesday	Box Hill TAFE		\$300	\$326 approx
Automotive		Swinburne Chisholm	Wantirna, Dandenong,	\$300	Yes
Aviation		Kangan TAFE	Richmond	\$300	Yes
Beauty	Wednesday or Thursday	Headmasters Chisholm	City Dandenong	Fees paid to TAFE	\$65 appraisal, \$700 for kit
Building & Construction	Wednesday	Chisholm St Joseph's	Dandenong Ferntree Gully,	\$300	Yes
Business Administration	Timetable RSC	Rowville SC		\$100 \$60	
Childcare	Wednesday	Fairhills H S		\$300	Yes
CISCO	Timetable RSC	Rowville SC	Rowville	\$300	
Community Recreation	Timetable RSC	Rowville S C	Rowville	\$200	
Dance	Wednesday	Fairhills H S	Knoxfield	\$300	Yes
Electro-technology (pre-app)	Wednesday	St Joseph's Chisholm	Ferntree Gully Dandenong	\$300	Yes
Engineering (Mechatronics)		KIOSC	Swinburne Wantirna	\$300	\$130
Equine	Monday Wednesday	Box Hill	Box Hill (Elgar)	\$300	\$400
Fashion	Wednesday	Wantirna SC Emmaus College	Wantirna Burwood	\$300	Yes
Hairdressing	Wednesday, Thursday	Headmasters Chisholm	City Dandenong	Fees paid to TAFE	\$65 appraisal, \$700 for kit
Hospitality (Kitchen Operations)	Wednesday	Holmesglen Aquinas College, Chisholm	Waverley Ringwood Dandenong	\$300	\$350
Hospitality (Operations)	Wednesday Friday	Holmesglen Aquinas College Chisholm	Waverley Ringwood Dandenong	\$300	\$150
Integrated Technologies (Electrical pre-app)	Timetable RSC	KIOSC	Swinburne (Wantirna)	\$300	Yes
Laboratory Skills	Timetable RSC	KIOSC	Swinburne (Wantirna)	\$300	Yes
Landscaping	Wednesday	Fairhills H S	Fairhills H S and Holmesglen	\$300	Yes
Multimedia	Wednesday	Box Hill Chisholm	Dandenong	\$300	\$250 approx
Music	Timetable RSC	Rowville SC	Rowville	\$100 60	
Plumbing (pre-app)	Wednesday	Swinburne		\$300	\$300 approx
Printing & Graphic Arts	Timetable RSC	KIOSC	Swinburne (Wantirna)	\$300	\$150 approx
Renewable Energy (Electrical pre-app)	Thursday	KIOSC	Swinburne (Wantirna)	\$300	Yes
Transport & Logistics	Wednesday	Rowville SC	Rowville	\$300	

Subjects that operate at Rowville or at the KIOSC will be timetabled during "normal timetable." The other VET subjects will be offered at TAFE Institutes or at other local schools – generally on Wednesday.

If interested in these subjects students will need to complete a separate additional application form.

An **additional fee** will apply for these subjects and this needs to be paid in full by **Friday 16th September 2011**.

2012 SPECIAL PAYMENT CONDITIONS FOR YEARS 11 & 12 PRACTICAL & VET UNITS

The following subjects require materials expenditure beyond that provided by the government allowance to schools in order to meet subject learning outcomes in a challenging and effective way. The fees for VET subjects cover materials, service charges, excursions and specialised skills training.

YEAR 11 2012		YEAR 12 2012	
DT011 / 22 Design & Technology : Materials	\$80.00 pa	DT033 / 34 Design & Technology : Materials	\$80.00 pa
FY011 / 22 Food Technology	\$80.00 pa	FY033/ 34 Food Technology	\$80.00 pa
ME 011 / 022 Media Studies	\$80.00 pa	ME 033 / 34 Media Studies	\$80.00 pa
SA011 / 22 Studio Arts	\$80.00 pa	SA033 / 34 Studio Arts	\$80.00 pa
VC011/ 22 Visual Communication & Design	\$80.00 pa	VC033 / 34 Visual Communication & Design	\$80.00 pa
VETIS Certificate II – Business	\$100.00 pa	VETIS Certificate III – Business	\$60.00 pa
VETIS Certificate II in Community Recreation	\$200.00 pa	VETIS Certificate III in Community Recreation	\$200.00 pa
VETIS Cisco Networking 1&2	\$300.00 pa	VETIS Cisco Networking 3&4	\$300.00 pa
VETIS Certificate II – Music Industry Foundation	\$100.00 pa	VETIS Certificate III - Music	\$60.00 pa
		VETIS Certificate III - Music Technical Production	\$60.00 pa
VETIS Program – at TAFE or external provider or KIOSC	\$300.00 pa	VETIS Program – at TAFE or external provider or KIOSC	\$300.00 pa

PLEASE NOTE: Unpaid practical subject and VETIS program charges for 2011 must be paid before enrolments in the above units can occur. Details are available from the General Office.

- In order for students to be enrolled in the units listed above **FULL** payment must be made either at the **conclusion of the counselling interview** or by **Friday, 16th September 2011**. Payments can be paid at the General Office in person or by phone using cash, cheque or credit card. If payment is not received by the due date, students will be withdrawn from that subject/s and they will choose alternative non-fee paying subjects where a vacancy still exists.
If there are any financial circumstances preventing your capacity to meet these payments then contact must be made with the relevant Student Welfare Counsellor at your child's current campus **prior to the Term 3 course counselling interview**. We will be pleased to advise you, in strict confidence, of the options and support available.
- The College is not provided with sufficient funds through government grants to enable students to explore these subjects at the level required for excellence in the VCE. We are therefore not able to provide materials to students who have not made the necessary payments. Students retain the materials used in these subjects.
Consequently enrolments not accompanied by payment of the **material charge** cannot be accepted, as the student would not meet the requirements of the subject/s. The College Council has approved the above charges and conditions.

GLENN H FANKHAUSER
College Principal

DEBRA DWYER
College Council President



VCAL Literacy

Reading and Writing and Oral Communication 2 Units

The purpose of the VCAL Literacy Skills Units is to develop English skills and knowledge that allow effective participation in Australian society:

At the end of the unit learners will be able to read, comprehend and write a range of texts within a variety of contexts.

- **Self expression**, - aspects of personal and family life,
- **Practical purposes**, which focuses on forms of communication used in the workplace to provide information.
- **Knowledge**, - acquiring knowledge and making presentations, giving information and providing explanations of facts.
- **Public debate**

The student should be able to respond to spoken language used for different purposes including:

- Information talks
- Instructions and transactions
- Problem solving
- Issues relevant to young people.

VCAL Personal Development Skills

The purpose of this unit is to focus on the development of organisation and planning skills, knowledge, practical skills, problem solving and interpersonal skills through participation in a variety of experiences.

Evidence of successful performance of the learning outcomes can include:

- a portfolio of accumulated evidence, for example photos, timelines, logbooks, peer evaluations
- teacher observation and/or checklists
- evidence accumulated through project or program participation
- awards from recognised programs
- self-assessment inventories
- oral or written reports
- evidence of information and communications technology, including Internet usage.

VCAL Numeracy Skills

The purpose of this unit is to enable students to develop everyday numeracy to make sense of their daily personal and public lives. The maths involved includes measurement, shape, numbers, and graphs applied to tasks which are part of the learners' normal routine and extending to the workplace and the community

1. **Maths for Practical Purposes** — Design and representations of common shapes
2. **Maths for Practical Purposes** — Measuring in familiar practical situations
3. **Maths for Personal Organisation** — Money and Time
4. **Maths for Personal Organisation** — give and follow oral and written directions
5. **Maths for Interpreting Society** — **Data**- Can use and create everyday tables and graphs
6. **Maths for Interpreting Society** — **Numerical Information**

A folio of evidence could be collected through a combination of:

- records of teacher observations of students' activities, oral presentations, practical tasks, etc.
- written reports of investigations or problem solving activities
- student self-assessment sheets, reflections, or journal entries
- pictures, diagrams, models created by students
- use of technology, e.g. Powerpoint.

VCAL Work Related Skills

Students will complete two days per week in the workplace to develop their employability skills and develop a portfolio that includes:

- Learn about basic conditions and entitlements of a specific industry.
- OH&S issues in the workplace.
- Use information and communications technology in relation to work.
- Learn to analyse and organise information for a work task.
- Communicate information and ideas for a work task
- Identify and solve work related problems.
- Work with others and in teams to achieve a work related goal.



SENIOR VCAL

VCAL Literacy Skills

Reading and Writing

At the end of the unit learners will be able to read, comprehend and write a range of complex texts across a broad range of contexts.

- narrative or expressive text for self expression
- instructional or transactional text for practical purposes
- report or explanatory text for knowledge
- argumentative or discursive text for public debate

Oral Communication (Speaking)

At the end of this unit learners will be able to use and respond to spoken language with complex and abstract content across a broad range of contexts.

The communication process focuses on

- the purpose of the communication and the intended audience
- how language variation marks people as belonging to different groups and is used to make judgments about people's abilities and characteristics.
- non-verbal communication as a component of effective communication.
- listening for the overall gist and listening for detail.

VCAL Personal Development Skills

The purpose of this unit is to focus on the development of organisation and planning skills, knowledge, practical skills, problem solving and interpersonal skills through participation in experiences of a practical nature. The focus of the learning program includes:

- subject specific knowledge applicable to a relevant personal, social, educational and/or community goal
- skills applicable to a relevant personal, social, educational and/or community goal
- understanding of cultural values and cultural awareness
- organisational skills
- project management and coordination skills
- leadership skills and decision-making skills for group or team work.
- evaluative and problem-solving skills
- Present and communicate ideas and information

VCAL Numeracy Skills

The purpose of this unit is to enable learners to explore mathematics beyond its familiar and everyday use to its application in wider, less personal contexts such as newspapers and other media reports, workplace documents and procedures, and specific projects at home or in the community.

1. **Maths for Practical Purposes** — Design of two and three dimensional real life objects
2. **Maths for Practical Purposes** — Measuring formulae for making or purchasing materials
3. **Maths for Personal Organisation** — Location (reading and creating maps)
4. **Maths for Interpreting Society** — Can use and create graphs and charts, and calculate and use averages to reflect on information
5. **Maths for Interpreting Society** Can use, and calculate with, fractions, percentages, decimals, rates and large numbers
6. **Maths for Knowledge** — problem solving

Assessment should be undertaken as an ongoing process which integrates knowledge and skills with their practical application over a period of time. It will require a folio of evidence collected through teacher observations and collection of written records of students' attempts at tasks and problem solving activities.

VCAL Work Related Skills

Students will complete two days per week in the workplace to develop their employability skills and develop a portfolio that includes:

1. **Research information about the career pathways, functions and layout of a specific industry or workplace**
2. **Assist in the Hazard Identification Risk Assessment and Control planning process to meet OH&S requirements in a work related context.**
3. Communicate ideas and information for a work related goal.
4. Work with others and in teams in a work environment in accordance with defined workplace procedures.
5. Describe an OH&S plan for a work related environment that addresses up to three OH&S concerns
6. Use technology in accordance with OH&S guidelines in a work related context