

PRIDE **ACHIEVEMENT** CARING **COOPERATION** HONESTY



# VCAL HANDBOOK

## 2017 & 2018







# LALOR SECONDARY COLLEGE

## VCAL HANDBOOK 2017 & 2018



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## Mission

The community of Lalor Secondary College acknowledges the ability and right of all students to learn and to experience success. All students are encouraged and challenged to reach their full potential. The college provides students and staff with a safe and nurturing environment.

## Vision

Our vision for Lalor Secondary College is to be a vibrant school; a school where learning is valued and students empowered to become lifelong, socially responsible learners; where a challenging and diverse curriculum caters for the variety of learning styles; where the varying talents of students and staff are recognised and celebrated; where excellence and effort are rewarded.

## College Values

**PRIDE**  
**ACHIEVEMENT**  
**CARING**  
**COOPERATION**  
**HONESTY**



## College Values

VALUES	ATTITUDES	BEHAVIOURS
<b>PRIDE</b>	<ul style="list-style-type: none"> <li>• Being loyal</li> <li>• Doing my personal best</li> <li>• Being passionate</li> </ul>	<ul style="list-style-type: none"> <li>• I am proud of my work</li> <li>• I am passionate about everything I do</li> <li>• I take pride in what I participate in</li> <li>• I am proud of my school</li> <li>• I dress appropriately and with pride</li> </ul>
<b>ACHIEVEMENT</b>	<ul style="list-style-type: none"> <li>• Being committed</li> <li>• Being persistent</li> <li>• Always striving to do my best</li> <li>• Having aspirations</li> <li>• Aiming for excellence</li> </ul>	<ul style="list-style-type: none"> <li>• I am committed</li> <li>• I am doing my best</li> <li>• I am organised</li> <li>• I complete all my work</li> <li>• I celebrate achievement</li> <li>• I am responsible</li> <li>• I am motivated</li> <li>• I am rational</li> <li>• I see mistakes as an opportunity for improvement</li> </ul>
<b>CARING</b>	<ul style="list-style-type: none"> <li>• Being respectful</li> <li>• Having positive relationships</li> <li>• Being helpful</li> <li>• Using manners</li> <li>• Showing friendship</li> <li>• Having a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• I am attentive</li> <li>• I am helpful to others in need</li> <li>• I show respect to others and show them that they are being noticed</li> <li>• I choose my attitude</li> <li>• I am a good listener</li> <li>• I am sensitive to others' needs</li> <li>• I behave consistently to build richer relationships</li> <li>• I am respectful</li> <li>• I am tolerant</li> <li>• I am friendly</li> <li>• I am appreciative</li> <li>• I make others comfortable</li> <li>• I am encouraging</li> <li>• I accept others for who they are</li> <li>• I consider others' feelings and needs</li> <li>• I treat others in a caring manner</li> <li>• I am polite</li> </ul>
<b>COOPERATION</b>	<ul style="list-style-type: none"> <li>• Being tolerant</li> <li>• Being respectful</li> <li>• Having understanding</li> <li>• Working as a part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• I work together with teachers and peers</li> <li>• I follow instructions</li> <li>• I accept other people's opinions</li> <li>• I accept decisions</li> <li>• I work in a team to achieve common goals</li> <li>• I work with others' willingly</li> <li>• I listen to others ideas/opinions</li> <li>• I am reliable</li> </ul>
<b>HONESTY</b>	<ul style="list-style-type: none"> <li>• Being truthful</li> <li>• Showing trust</li> <li>• Being reliable</li> <li>• Having integrity</li> </ul>	<ul style="list-style-type: none"> <li>• I have integrity in what I do</li> <li>• I have morals</li> <li>• I am loyal</li> <li>• I do not speak about others behind their back</li> <li>• I am trustworthy</li> <li>• I am responsible</li> <li>• I am honest</li> <li>• I am truthful</li> </ul>

## Principal's Message

Lalor Secondary College aims to provide an education that will equip students with the necessary academic training, as well as embedding the values of pride, achievement, caring, cooperation and honesty in everyday life to enable them to take their meaningful place in society.

To this end the college promotes academic excellence, and rigour and development of practical skills in applied learning. The programs offered at Years 11 and 12 allow all students the opportunity to develop to their full potential whether in VCAL or VCE. The subjects offered are extensive and aim to prepare students for pathways available at the tertiary level, at TAFE and the workforce. Our leadership programs offer Year 12 students the opportunity to participate in the Peer Support Program and mentor students in Year 7 for an easier transition, while our Year 11 students are offered the opportunity to participate in the ABCN Aspirations Program. In becoming the student leaders in the school, the Year 12 students are given a voice in determining the direction of our school student body in terms of its social awareness and commitments. With the School Captains being members of School Council, students also have an input in the governance of the school.

We recognise that Year 12 is a challenging year and so our Student Mentor Program allows them to connect with a teacher or member of the Principal Class (along with their subject teachers), on a regular basis to support them through the year. We continue to support our senior students to participate in extra-curricular activities, and ensure that they have the skills and capacity to balance this with the demands of their subjects. Our Student VCE and VCAL Handbooks are the guiding document of how we administer and fulfil the expectations of VCAA. In promotion to VCE or VCAL, there are explicit expectations of the students in terms of pre-requisites for each subject. This allows us to ensure that students will experience success from the outset of their VCE and VCAL. I believe the information provided in the VCAL and VCE Handbook allows students to make their choices with an understanding of expectations and potential for pathways. If, however, you require further information, please feel free to contact me or Mr Jewell (Assistant Principal responsible for Years 11 and 12).

**Mr Corey Jewell**  
College Principal



### LALOR SECONDARY COLLEGE

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#### Principal:

Mr Corey Jewell

#### Assistant Principal (Senior Years):

Ms Julie Ryan

#### Assistant Principal (Middle Years):

Ms Laura Foster

#### Assistant Principal (Junior Years):

Mr Peter James

#### Year 11 and 12 Sub-school Leader:

Mr Michael Watson

#### VET/VCAL Coordinator:

Ms Christine Sakellaris

## What is VCAL?

The Victorian Certificate of Applied Learning (VCAL) is a hands-on option for students in Years 11 and 12. The VCAL gives students practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. Like the Victorian Certificate of Education (VCE), VCAL is an accredited secondary certificate.

The VCAL is a recognised applied learning program for student in Years 11 and 12 who are interested in taking up a traineeship, apprenticeship, TAFE studies or employment after Year 12.

The VCAL curriculum is based on outcomes and competencies which are evidenced through projects and practical applications both at school and within industry training.

It offers opportunities for experiential learning and skill development through activities that are structured and sequential in their learning outcomes.

The program design has high relevance to personal strengths, develops resilience, confidence and self-worth, and strengthens connections with the community.

The VCAL curriculum is available at three levels – Foundation (not offered at Lalor Secondary College), Intermediate and Senior.

### Aims of the Qualification

The VCAL qualification aims to provide skills, knowledge and develop attitudes to enable students to make informed choices regarding pathways to work and further education.

The VCAL program pursues the development of knowledge and employability skills that help prepare the student for employment and for participation in the broader context of family, community and lifelong learning.

The development of knowledge and skills is targeted for each student so that they are able to make informed vocational choices within the specific industry sector and/or to facilitate pathways to further learning.

### VCAL Levels

#### Intermediate

At the Intermediate Level, knowledge and employability skills development leads to independent learning, confidence and high level of transferable skills. At Lalor Secondary College the Intermediate Level course is offered to Year 11 students.

#### Senior

At the Senior Level, the knowledge and employability skills developed lead to a high level of interpersonal skills, independent action and a high ability to perform tasks that require decision-making and leadership. At Lalor Secondary College, the Senior Level is offered to students in Year 12.

### Successful Completion of VCAL Certificate

Students typically complete a VCAL certificate at any level **within one year**. In order to be awarded the certificate a student must complete a minimum of **ten** units, two of which must be a VCAL study and one of which must be the Personal Development Skills strand.

Year 11 Intermediate students at Lalor Secondary College must attain their intermediate certificate to be promoted into Year 12 Senior VCAL.

### VET/SBAT in the VCAL

The aim of the VCAL is to provide students with a hands-on practical learning experience which prepares students for work or further industry training upon completion. Students are **required** to undertake a Vocational Educational subject (VET) or a School Based Apprenticeship (SBAT) certificate as part of their VCAL certificate. Students can select from the VET certificates offered at one of our partnering schools in the Northern Region Cluster or any certificate offered at an outside Registered Training Organisation (RTO) as long as it fits into



the student's timetable and has been approved by the VET/VCAL Coordinator, Ms Sakellaris.

## Assessment

There are no formal exams in the VCAL. Since the VCAL curriculum is competency based and underpinned by the philosophy of practical hands-on learning, students are assessed in various methods including but not limited to the following:

- portfolio
- class work
- reflective journals
- video/photographic production
- oral presentations
- written text
- performance or practical tasks
- observations

## Submission of work

Students complete various projects and other activities throughout each term and there are **specific due dates** for submission of work which must be **strictly adhered to**. Extended projects will also have specific **due date checkpoints**, throughout the duration of the project that must be met at each stage. This is to ensure all **authentication processes** have been adhered to according to VCAA and Lalor Secondary College guidelines.

Any student who cannot meet a due date for a task for a serious reason can apply for an extension of time. This extension can only be granted to students for three days.

In some cases special consideration can be taken into account and an extension can be granted up to one week only.

To apply for an extension a student must complete all relevant documentation at least two days prior to the due date.

The application of extension must have

the full approval of the subject teacher, the VCAL coordinator and the relevant student manager.

Failure to complete all relevant documentation and submission of work can lead to an unsatisfactory result. This then can have serious implications, as to whether a student can attain their VCAL certificate.

## Folio of Evidence

A 'Folio of Evidence' must be submitted at the end of each semester for verification of the evidence that demonstrates competency for each VCAL unit.

**It is the student's responsibility to assemble and maintain this 'Folio of Evidence' for each VCAL unit, by keeping and filing all pieces of work when it is assessed and returned to the student.**

Assessment check lists will be issued to enable students to assemble and maintain their 'Folio of Evidence' for each VCAL unit.

A 'Folio of Evidence' should include:

- All assessment tasks.
- All classroom learning activities.
- Photo journal of activities.
- Power-point presentations, posters.
- School recognition of student participation, college newsletters, photographs.
- Community recognition, newspaper articles, photographs, club activities.
- Recreational/sporting club recognition, awards, activities, teams.
- Current school reports and awards.
- VET – statement of attainment.
- Any other documentation that highlights personal development or work related activities.

## Student Digital Portfolio

All VCAL students are expected to prepare a Digital Portfolio to showcase their work. The digital portfolio template given to the students is based on eight employability skills recognised by employers as desirable skills, competencies and attitudinal values required in the workplace.

The digital portfolio is a useful tool that students can use at employment interviews. To this end, students are expected to prepare for several practice sessions throughout the year where they can present their work to a third party.

## Grading

Within the VCAL program students do not receive a summative assessment expressed as a letter grade. Grading is based on the level of competency achieved.

Students' reports will have S/N which will reflect competencies attained.

## Fees

Please note the following VET fees apply and are subject to change:

- Materials fee dependent on the course ranging from \$200 - \$800.

These charges cover items such as:

- Timber
- Beauty Kits
- Hairdressing Kits
- Uniforms for Hospitality



## VCAL Principles

The delivery of VCAL is based on adult learning principles. These include, but are not limited to the following educational values:

- Course content is negotiated to build on the students' interests, abilities and strengths
- Focus on 'hands-on' practical learning
- Focus on the integration of learning across the students' program
- Formal and informal recognition of student achievement
- Flexible, safe-paced learning
- Flexible delivery approaches
- Focus on building student confidence and resilience
- Instil active community participation
- Promoting protective and safe student behaviours
- Development of partnerships in the delivery of programs



## Frequently Asked Questions

### Number of Schools and Students across the state completing VCAL

In 2017 approximately 450 schools offered VCAL to over 22,000 students.

### How long would the VCAL take a student to complete?

At Lalor Secondary College, a student can receive a VCAL Certificate and Statement of Results at the end of each year when they successfully complete their VCAL program for the level they have been placed.

### What does a student receive after successfully completing the VCAL?

When a student successfully completes their VCAL program they will receive a VCAL Certificate for either Intermediate or Senior level, depending on the VCAL level they chose to complete.

They will also get a Statement of Results listing all VCE, VET and VCAL units, and a Statement of Attainment for any units completed at TAFE/SBAT/VET from their respective providers.

### If a student has already started a VET certificate, will this count towards their VCAL?

Yes. The student should speak with the VET/ VCAL Coordinator – Ms Sakellaris – to work out how much of their prior study counts towards their VCAL and to plan the remainder of their VCAL program.

### A student has already completed a VCE subject. Will this count towards their VCAL?

Yes, if a student has an 'S' result for the VCE unit it will count towards their VCAL.

The student should also speak with the VET/ VCAL Coordinator – Ms Sakellaris – to plan the remainder of their VCAL program.

### Can a student swap to the VCE if they change their mind?

Yes. If a student changes their mind and wants to swap to the VCE, or if students want to pursue the VCE after completing the VCAL, any VCE units successfully completed as part of their VCAL will count towards their VCE.

**Please note:** If a student wishes to swap into VCE in Year 11 they *must* do so at the beginning of semester two. This will ensure students will attain all the relevant number of units to obtain their VCE certificate by the end of Year 12.

Students who complete Year 11 – Intermediate VCAL and then wish to swap into Year 12 VCE will not be allowed to do so as they will not have the required number of units and in particular a sequence of English units.

Whilst a student may also be able to transfer credit for other units and modules completed as part of their VCAL, students should discuss this with the Careers Co-ordinator if they decide to take this option.

### Can a student work part-time and/or continue an apprenticeship while enrolled in the VCAL?

Yes, a student can gain recognition and credit for part-time work while enrolled in the VCAL. This work can include: part-time apprenticeship or traineeship, part-time work, work placements or work experience.

### What Types of Subjects make up the VCAL?

- Literacy and Numeracy Skills
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills

### Are there any entry requirements?

Yes...

- All students must submit an application form by the set date.
- Be interviewed by the VCAL panel (Ms Sakellaris & Ms Forster)
- Must have organised their VET/SBAT placement by 11th November 2016.
- Must have organised their structured Work Placement by first term in 2017.

### What are the VCAL levels?

At Lalor Secondary College, VCAL is offered at Intermediate and Senior level to students in Years 11 and 12.



### ATAR Score and Future Pathway

Students completing a VCAL certificate **do not** receive an ATAR (previously known as 'ENTER') score; therefore the VCAL does not usually provide immediate progression to university.

Students who complete the VCAL at the Intermediate and Senior levels are able to further their studies at a Technical and Further Education institute (TAFE), start an apprenticeship or go directly into employment.

Those students, who complete a TAFE Diploma or Advanced Diploma, may be eligible to pursue studies at university level.



### Why would a student choose to do the VCAL instead of the VCE?

The VCE is a good option for students who would like to go on to further education at university. However, a student may feel that this is not the right option for them.

Just like the VCE, the VCAL is an accredited senior secondary school qualification undertaken in Years 11 and 12. The VCAL is based on hands-on learning, also known as 'applied learning'.

If a student chooses to do the VCAL instead of the VCE, they will gain practical experience and 'employability' skills, as well as the skills they will need to go onto further training in the workplace or at a TAFE.

### When can a student do the VCAL?

A student can begin their VCAL program in Years 11 or 12.

### How long would the VCAL take a student to complete?

Regardless of the VCAL level a student chooses, their learning program would normally take one year to complete.

### Can a student get into university if they successfully complete the VCAL?

If a student is considering entering university straight from school, VCAL is probably not the best choice for them. Students planning to go straight into university usually follow VCE programs which allow them to gain an ATAR score from the Victorian Tertiary Admissions Centre (VTAC). If a student is studying a VCAL program at Senior level and they decide that they might be interested in going on to university, they need to check with VET/VCAL Coordinator, Ms Sakellaris or the Careers counsellor because it is possible that some universities will consider students with a VCAL Senior certificate for admission.

Entry straight from school is not the only route into university. Some people study a vocational education and training course at TAFE while working, perhaps leading to a Diploma or Advanced Diploma, and then decide that they would benefit from a university course. VCAL would be a good start along this pathway.

### What are a students' options once they have completed the VCAL?

The VCAL will give a student practical work-related experience and a qualification that will be recognised by TAFE institutes and employers. Together these will help a student move from school into work, an apprenticeship or traineeship and/or further training at TAFE.

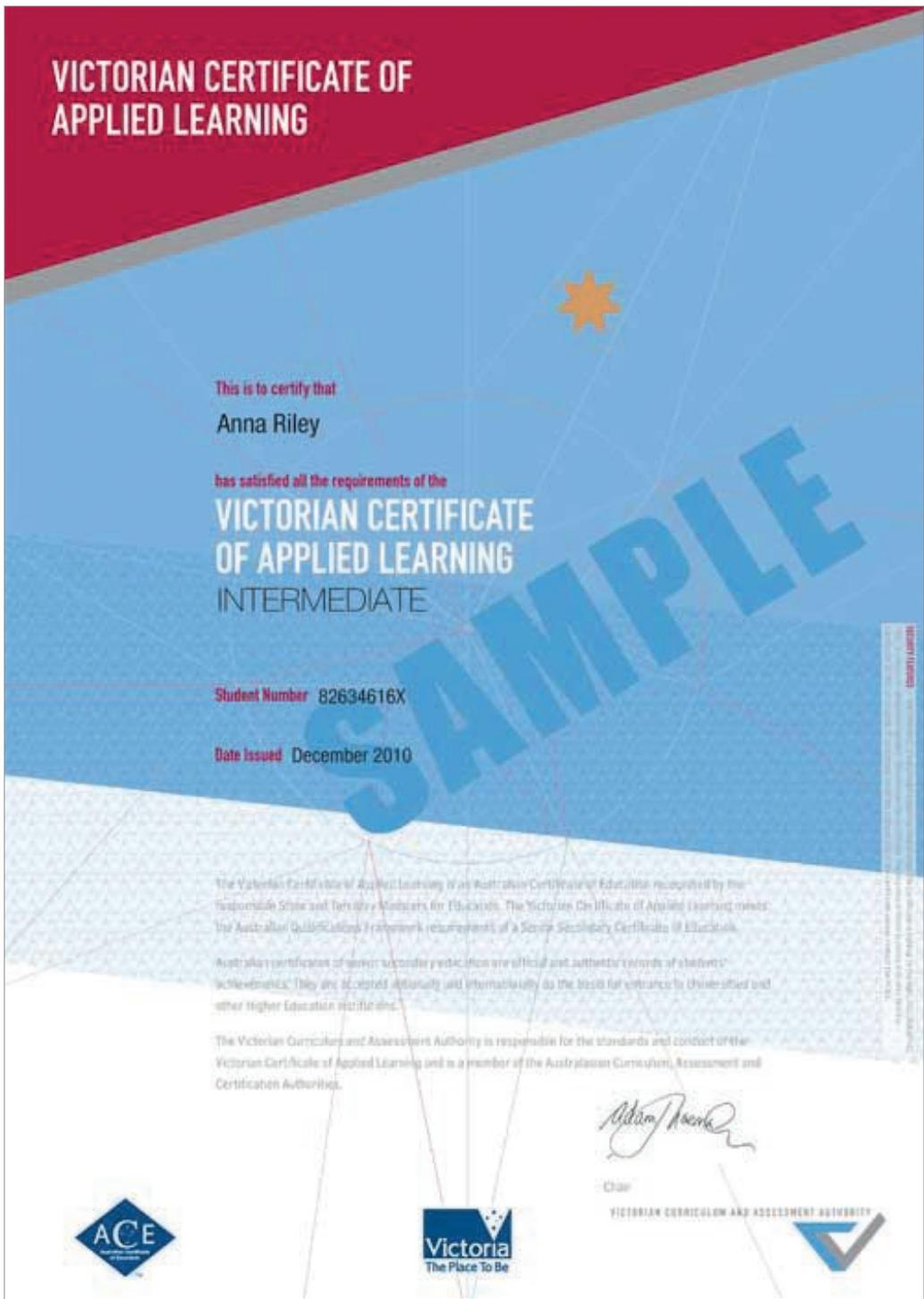
### Will the VCAL get a student ready to enter a trade?

VCAL students will gain knowledge and skills that will assist their preparation into a trade, eg. Occupational Health and Safety.

The OnTrack destination survey for students who completed a VCAL Intermediate or Senior certificate, indicated that 90% of the cohort had a pathway to education, training or work after their VCAL.



Sample of VCAL certificate





## Quality Assurance of Assessment

All schools that provide a VCAL program must participate in the Quality Assurance (QA) process. The QA of all curriculum components delivered in VCAL learning programs is ensured through existing assessment requirements.

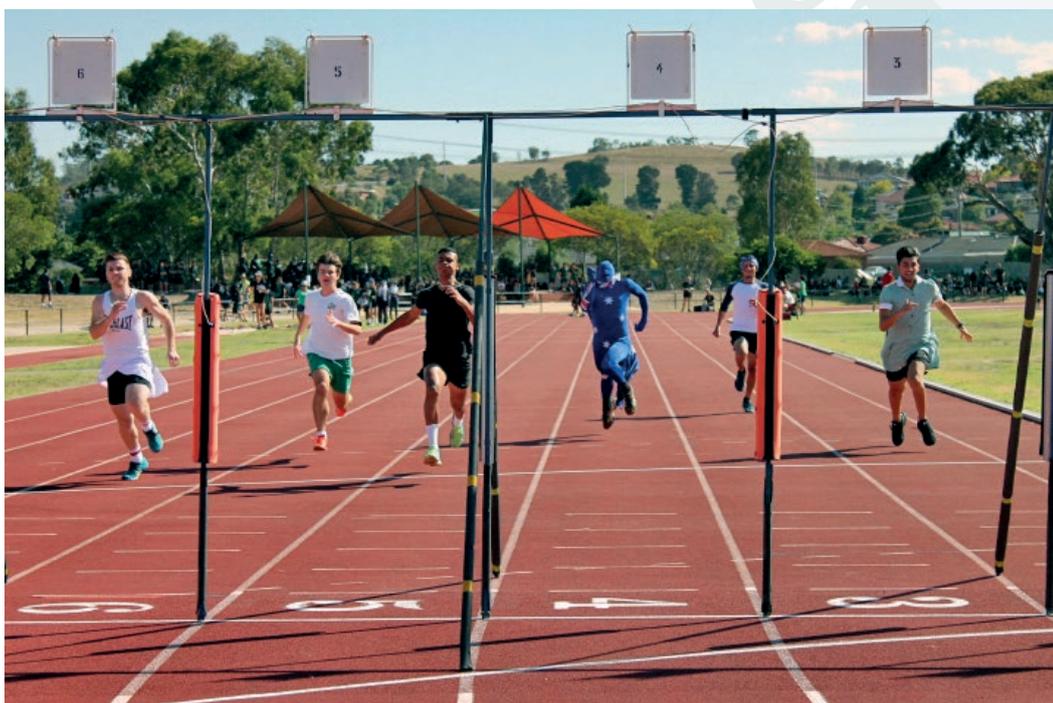
The QA of VCAL units will ensure consistency in interpretation of learning outcomes and the relevant levels. A shared understanding of learning outcomes, elements and assessment processes and practices will be fostered through the QA process. Information about this process will be circulated to VCAL providers by the VCAA in Term One of the school year.

**Satisfactory completion of the VCAL units must be based on evidence that demonstrates that the student has successfully completed the learning outcomes.**

The curriculum for the VCAL unit will include learning activities that develop the student's knowledge and skills, as well as instance/s of assessment. The assessment instance/s for the unit are separate from the learning activities. When developing an assessment task it must enable students to complete the learning outcome/s. The elements further describe the learning outcome/s and are a guide to the requirements for the appropriate VCAL level. 'S' or 'N' results for VCE units must be consistent with the requirements of the study designs.

Validation of assessments for VET and Further Education (FE) modules/units of competency will be the responsibility of the relevant Registered Training Organisation (RTO) and will be in accordance with the requirements of the Australian Quality Training Framework.

These requirements will be set out in the accredited course document.



# VCAL Student Contract 2017

VCAL students will continue to be eligible for the Academic Achievement and Encouragement Awards and are also encouraged to excel in their VET and Structured Work Placement programs. Students are also required to abide by the Lalor Secondary College rules and protocols as well as any additional expectations at their VET school and Structured Work Placement.

Parents and students are urged to familiarise themselves with the rules, guidelines and administrative requirements detailed in the Student Daily Planner. There are also the following additional requirements for the VCAL cohort:

## Structured Work Placement

1. Students are primarily responsible for obtaining a Structured Work Placement for each Semester. They are supported by the staff in the creation of a resume and the development of a range of techniques and skills for identifying potential employers.
2. In discussion with staff, including the Careers Co-ordinator, students are expected to negotiate who should approach potential employers.
3. Students are required to complete the Structured Work Placement Agreement with their employer and register the agreement with the VCAL Coordinator **prior to the commencement of their employment.**
4. Students will participate in at least one Work Performance Review for each Structured Work Placement.

## Uniform

1. Students are required to follow school policy regarding the appropriate wearing of the College uniform.
2. Occasionally students will be asked to bring 'work clothes' in order to complete manual tasks, in these instances students will still be expected to wear school uniform to and from school.
3. Students are required to wear the school uniform to their VET/SBAT course. Some VET/SBAT courses require students to change into particular work wear upon arrival.
4. Students are expected to be appropriately attired and well groomed at their Work Placements. Jewellery, hair and footwear styles need to be selected in accordance with Occupation Health and Safety standards. Students should confirm the appropriate work dress standard with their Structured Work Placement Supervisor.

## Attendance

Students attain competencies by repeatedly performing tasks at an expected standard. In order for students to achieve specific Certificates of Competency, **mandatory/compulsory attendance** is required for specific projects. In addition, a number of competencies **require the completion of nominal hours**, before **satisfactory attainment is awarded.**

**Students must attend a minimum 90% of classes in order for all competencies to be met.**

## Absences

1. Parents/guardians are required to notify the administration office of any absences before 9:00 am.
2. Students are required to notify the VET/VCAL Coordinator and, in addition, their VET Coordinator or Work Placement Supervisor if their absence affects these commitments by 8:30 am. Upon return to the college students are expected to provide a written note as to their absence to the administration office.
3. Students are given a school mobile telephone number, for some excursions, and will be expected to use this number for reporting an absence from an excursion.
4. VCAL projects and Lalor Secondary College activities are scheduled with an awareness of the VCAL student's commitment to their VET and Structured Work Placement programs. Inevitably, there will be occasional clashes, when this occurs, the VCAL Coordinator will alert and formally apologise to the VET or Work Placement provider. Students are also required to inform the appropriate staff at their VET or Work Placement in a timely manner.
5. Competency based assessments are conducted continually throughout the VCAL curriculum. Medical Certificates are required for absences on mandatory attendance days and are also required for any absences of more than a day.

## Late Start or Early Departures

In addition to reporting upon arrival or departure to the administration office, students are required to contact the Student Managers'/ VCAL Coordinator's office to report that they will be late or to seek permission for an early departure.

# Initial Expression of Interest

## VCAL 2017



**Please note:** Places in VCAL at Lalor Secondary College are limited. You are encouraged to explore options to continue your education as well as VCAL.

Your Name: \_\_\_\_\_ 2016 Homegroup: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

What are your goals for once you have finished your schooling?

*E.g. Apprenticeship in Automotive, TAFE course, University, work in a particular industry*

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Do you currently have a part-time/casual job?: YES / NO

If yes, please provide details of the type of work and name of employer.

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Provide details of any other relevant work experience, including Year 10 Work Experience.

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Provide details of any community, sporting, or recreational activities you participate in.

*E.g. volunteer work, football/basketball, scouts/guides, drama/dancing, cadets, etc*

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Provide details of school-based activities you have been involved in.

*E.g. Peer support, Student Leadership, SRC, Sporting Teams, Production, Camps, etc*

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How many Yr 10 subjects have you passed, so far this year? Please list below:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Provide details of any Recognised Prior Learning (RPL) you have achieved.

First Aid: \_\_\_\_\_

Work Related Certificates: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Describe how you function in unfamiliar situations, or how confidently you communicate with people you do not know well. Provide an example, if you can think of one.

\_\_\_\_\_

\_\_\_\_\_

In any subject, what was your favourite assessment task that you completed? Why?

\_\_\_\_\_

\_\_\_\_\_

Explain why you want to enrol in VCAL at Lalor Secondary College next year.

*You may like to refer to your career goals or learning style in your answer.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are successful in your application, would you like to start a School Based Apprenticeship or TAFE? *(Please circle your preference)*

School Based Apprenticeship

TAFE

In which area would you like to do your VET (TAFE)? Number your preferences 1 to 3, with 1 being your first choice.

- |                                      |   |  |  |
|--------------------------------------|---|--|--|
| <input type="checkbox"/> Automotive  | <input type="checkbox"/> Beauty               | <input type="checkbox"/> Building & Construction (Carpentry) | <input type="checkbox"/> Business Administration |
| <input type="checkbox"/> Child Care  | <input type="checkbox"/> Community Services   | <input type="checkbox"/> Dance                               | <input type="checkbox"/> Electrical              |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Hairdressing         | <input type="checkbox"/> Hospitality                         | <input type="checkbox"/> Information Technology  |
| <input type="checkbox"/> Multimedia  | <input type="checkbox"/> Music/Music Industry | <input type="checkbox"/> Sport & Recreation                  | <input type="checkbox"/> Retail                  |

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Declaration: I support my child's 'Expression of Interest' in VCAL for 2017.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Contact No: H/W: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Parent Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

# Lalor Secondary College Interview

VCAL 2017



Student Name: \_\_\_\_\_ 2016 HG: \_\_\_\_\_

Does the student have a career goal/VET interest?: Y / N

Details: \_\_\_\_\_

Report Comments: \_\_\_\_\_

Subject Teachers to Contact:

Subject	Teacher	Comments
English		
Maths		
Other (student choice)/Coordinator		

Evidence of:

<b>Leadership</b> Describe a time when you showed Leadership qualities.	
<b>Teamwork</b> Give an example of when you worked in a team. Was it successful?	
<b>Organisation</b> Explain how you keep yourself organised.	
<b>Motivation/Enthusiasm</b> Describe a time when you had to work harder than you had to.	
<b>Independence</b> Do you need a lot of help with tasks, or can you work on your own once you've started.	
<b>Attendance</b> Have you attended school regularly?	

Concerns/Comments: \_\_\_\_\_

Suitable VCAL Candidate? Y / N

Comments: \_\_\_\_\_

Interviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Student Contract

## VCAL 2017



### Student Contact Details

Name: \_\_\_\_\_ VCAL Level: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Mobile: \_\_\_\_\_

VET/SBAT Course:

\_\_\_\_\_

The Lalor Secondary College VCAL program provides students with:

- A hands on, applied learning program
- An opportunity to develop practical employability, literacy and numeracy skills.
- A flexible program that combines school with VET/SBAT or work.

I \_\_\_\_\_ wish to be enrolled in VCAL at Lalor Secondary College and give an undertaking that;

I will attend all sessions in VCAL & VET/SBAT. <i>(A medical certificate must be supplied for absences).</i>	
I will notify Ms Sakellaris immediately (by 9.00am) if I do not attend one of my VET/SBAT days. <i>(You cannot achieve a VCAL certificate without the required VET/SBAT certificate)</i>	
I will be punctual to classes and all VCAL & VET/SBAT activities.	
I will work to the best of my ability.	
I will follow all teacher instructions.	
I will not distract other students or jeopardise their learning.	
I will use technology appropriately and keep a digital copy of work in my VCAL folder on the school network.	
I will represent the school appropriately at all external activities.	
I will seek assistance when needed and notify Ms Sakellaris immediately if I am unable to fulfil the obligations of this contract, for any reason.	

**I understand that if I do not adhere to these conditions, I will be exited from the VCAL program.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VCAL Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Intermediate Level Course Outline

### Year 11

Strand	Literacy & Oracy	Foundation Maths *	Business Management	Work Related Skills	Personal Development Skills	Industry Specific Skills	Credit
	Unit 1	Unit 1	Unit 1	Unit 1	Unit 1	VET/SBAT	6
	Unit 2	Unit 2	Unit 2	Unit 2	Unit 2	VET/SBAT	6



# Intermediate Literacy Skills – Reading and Writing

## Units One and Two

### Nominal duration

100 hours – one credit

### Unit purpose

In this unit you will develop the skills and knowledge to read and write a variety of texts. These will focus on everyday subject matter but will include some unfamiliar aspects or materials. You will use the writing process to produce texts that link several ideas or pieces of information.

At the end of the unit you will have demonstrated that you can read, comprehend and write a range of texts within a variety of contexts.

### Summary of Learning Outcomes

You must show competence in all eight learning outcomes.

#### 1. Writing for Self Expression

Write a recount, narrative or expressive text.

#### 2. Writing for Practical Purposes

Write an instructional or transactional text.

#### 3. Writing for Knowledge

Write a report, explanatory or expository text.

#### 4. Writing for Public Debate

Write a persuasive, argumentative or discursive text.

#### 5. Reading for Self Expression

Demonstrate that meaning has been gained from reading a narrative, recount or expressive text.

#### 6. Reading for Practical Purposes

Demonstrate that meaning has been gained from reading an instructional or transactional text.

#### 7. Reading for Knowledge

Demonstrate that meaning has been gained from reading an explanatory, expository or informative text.

#### 8. Reading for Public Debate

Demonstrate that meaning has been gained from reading a persuasive, discursive or argumentative text.



## Intermediate Literacy Skills – Oral Communication

### Units One and Two

#### Nominal duration

100 hours – one credit

#### Unit purpose

In this unit you will focus on the purposes of communication; developing an understanding of how language will vary with audience and purpose. You will consider non verbal communication and its importance and further develop your listening skills.

At the end of the unit you will be able to use and respond to spoken language including some unfamiliar materials within a variety of contexts.

### Summary of Learning Outcomes

You must show competence in *all* four learning outcomes.

#### 1. Oracy for Self Expression

Use and respond to spoken language to communicate to others story and life experience.

#### 2. Oracy for Knowledge

Use and respond to spoken language in informative talks.

#### 3. Oracy for Practical Purposes

Use and respond to spoken language in instructions and transactions.

#### 4. Oracy for Exploring Issues and Problem Solving

Use and respond to spoken language in discussions to explore issues or solve problems.



## Intermediate Work Related Skills

### Unit One

#### Nominal duration

100 hours – one credit

#### Unit purpose

The purpose of this unit is to provide a focus for more complex development of appropriate skills and knowledge in order to provide the necessary OHS preparation for the workplace.

#### Summary of learning outcomes

##### Learning outcome 1

Learn about conditions and entitlements of a specific industry.

##### Learning outcome 2

Obtain and communicate information in response to a work-related OHS issue.

##### Learning outcome 3

Develop knowledge and understanding of OHS in a work-related context.

##### Learning outcome 4

Identify workplace safety hazards.

##### Learning outcome 5

Work in a team to follow safe work procedures within a work-related activity.

##### Learning outcome 6

Use information and communications technology and other technology in relation to a work-related activity.



### Unit Two

#### Nominal duration

100 hours – one credit

#### Unit purpose

This unit provides a focus for the development of work-related and vocational skills in a context appropriate to the task through:

- integrating more complex learning about work-related skills with prior knowledge and experiences
- enhancing the development of employability skills at a more complex level in relevant work-related contexts
- developing more complex critical thinking skills that can be applied to work-related problem-solving situations
- developing more complex work-related planning and organisational skills that incorporate evaluation and review
- developing more complex work-related skills, which can be transferred to other work contexts.

#### Summary of Learning Outcomes

##### Learning outcome 1

Research information for a work-related activity.

##### Learning outcome 2

Communicate information and ideas for a work-related activity.

##### Learning outcome 3

Plan, organise and manage a work-related activity.

##### Learning outcome 4

Identify and solve common work-related problems.

##### Learning outcome 5

Work in teams to undertake a work-related activity.

##### Learning outcome 6

Use information and communications technology and other technology in relation to a work-related activity.



## Intermediate Personal Development Skills

### Unit One

#### Nominal duration

100 hours – one credit

#### Unit purpose

The purpose of this unit is to focus on the development of self, through the development of personal 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 for this unit includes:

- subject-specific knowledge applicable to a relevant personal, social, health and wellbeing, educational and/or family project or activity
- skills applicable to a relevant personal, social, health and wellbeing, educational and/or family project or activity
- development of self-management skills
- development of leadership skills
- development of interpersonal skills.

#### Summary of Learning Outcomes

##### Learning outcome 1

Plan and organise a complex project or activity.

##### Learning outcome 2

Demonstrate knowledge and skills in the context of a complex project or activity.

##### Learning outcome 3

Demonstrate self-management skills for goal achievement in the context of a project or activity.

##### Learning outcome 4

Describe leadership skills and responsibilities.

##### Learning outcome 5

Demonstrate interpersonal skills to communicate ideas and information.

### Unit Two

#### Nominal duration

100 hours – one credit

#### Unit purpose

The purpose of this unit is to focus on the development of knowledge, skills and attributes through participation in experiences of a practical nature within the community.

The focus of the learning program for this unit includes:

- subject-specific knowledge applicable to one or more of the following: community engagement, social awareness, civic and civil responsibility
- skills applicable to a relevant community, social or civic project or activity
- problem solving and comprehension skills
- presentation and research skills
- communication skills
- planning and organisation skills
- team work and group cohesion

#### Summary of Learning Outcomes

##### Learning outcome 1

Research and analyse the roles of citizens/members in a community.

##### Learning outcome 2

Plan and organise a complex community project or activity.

##### Learning outcome 3

Use a range of communication strategies to raise awareness of a complex social issue or community activity.

##### Learning outcome 4

Manage problems related to a complex social issue or community activity.

##### Learning outcome 5

Actively contribute to group cohesion to manage a complex social issue or community activity.

# Numeracy – VCE Foundation Maths

At Year 11 level students undertake VCE Foundation Maths.

## Unit One

### Nominal duration

Attendance in accordance with VCE requirements.

### Unit purpose

The course is skills and applications based, providing students with the opportunity to use mathematics in many real-life contexts.

Areas of study included; patterns in numbers, number skills and using technology, business travel and loans and tax are other topics.

## Unit Two

### Nominal duration

Attendance in accordance with VCE requirements.

### Unit purpose

This course allows students to continue to use their mathematical skills in real life situations.

The areas of study include Patterns and number, Data and Measurement.

### Assessment

Assessment includes a range of tasks including an analysis task, applications task test and end of semester exams.

### Equipment

Scientific Calculator

*Please note: See page 48 of the LSC VCE Handbook.*



# VCE Business Management

To enhance the course, Lalor Secondary College introduced VCE Business Management as part of the VCAL course.

## Unit One Small Business Management

### Nominal duration

Attendance in accordance with VCE requirements.

### Unit purpose

This unit covers the following:

- Examines the range of activities related to planning and operating a small business.
- What type of decisions do small business owners and managers make?
- The regulations and requirements for starting and running a small business.

## Unit Two Communication and Management

### Nominal duration

Attendance in accordance with VCE requirements.

### Unit purpose

The unit focuses on:

- Looking at the various forms of communication in business and what leads to effective communication and the barriers to effective communication.
- Examines management and communication.
- Look at managing the marketing process. What are the '4 Ps' of marketing? How do organisations get consumers to buy their particular product or service?
- What is public relations and why is it so important for organisations to have a positive image and reputation?

### Assessment

One or more of the following will be completed: small business investigation, research activity, case study, analytical exercise, marketing plan and exam.



# Senior Level Course Outline

Year 12

Strand	Literacy & Oracy	Numeracy	Work Related Skills	Personal Development Skills	Industry Specific Skills	Credit
	Unit 1	Unit 1	Unit 1	Unit 1	VET/SBAT	5
	Unit 2	Unit 2	Unit 2	Unit 2	VET/SBAT	5





# Senior Literacy Skills – Reading and Writing

## Nominal duration

100 hours – one credit

## Units One and Two

### Unit purpose

The purpose of this unit is to enable students to develop the skills and knowledge to read and write complex texts. The texts will deal with general situations and include some abstract concepts or technical details. At this level, students produce texts that incorporate a range of ideas, information, beliefs or processes and have control of the language devices appropriate to the type of text. In reading, the student identifies the views shaping the text and the devices used to present that view and express an opinion on the effectiveness and content of the text. At the end of the unit students will be able to read, comprehend and write a range of complex texts across a broad range of contexts.

## Summary of Learning Outcomes

### 1. Writing for Self Expression

Write a complex recount, narrative or expressive text.

### 2. Writing for Practical Purposes

Write a complex instructional or transactional text.

### 3. Writing for Knowledge

Write a complex report, explanatory or expository text.

### 4. Writing for Public Debate

Write a complex persuasive, argumentative or discursive text.

### 5. Reading for Self Expression

Demonstrate that meaning has been gained from reading a complex, sustained narrative, recount or expressive text.

### 6. Reading for Practical Purposes

Demonstrate that meaning has been gained from reading a complex, sustained instructional or transactional text.

### 7. Reading for Knowledge

Demonstrate that meaning has been gained from reading a complex, sustained report, explanatory, expository or informative text.

### 8. Reading for Public Debate

Demonstrate that meaning has been gained from reading a complex, sustained argumentative or discursive text.



## Senior Literacy Skills – Oral Communication



### Units One and Two

#### Nominal duration

100 hours – one credit

#### Unit purpose

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

#### Learning outcomes

Students must show competence in all four learning outcomes.

#### Summary of Learning Outcomes

##### 1. Oracy for Self Expression

Use and respond to spoken language to effectively communicate to others story and life experience, in different contexts.

##### 2. Oracy for Knowledge

Use and respond to spoken language in sustained informative presentations in different contexts.

##### 3. Oracy for Practical Purposes

Use and respond to spoken language in sustained and complex transactions in different contexts.

##### 4. Oracy for Exploring Issues and Problem Solving

Use and respond to spoken language in sustained discussions for the purpose of exploring issues or problem solving in different contexts.

## Senior Numeracy

### Unit One

#### Nominal duration:

100 hours – one credit

#### Unit purpose

The Senior level unit aims to enable learners to explore mathematics beyond its familiar and everyday use to its application in wider, less personal contexts such as newspapers, workplace documents and procedures, and specific projects at home or in the community. The mathematics covered includes measurement, graphs and simple statistics, use of maps and directions and an introductory understanding of the use of formulae and problem solving strategies. Learners who successfully complete the unit are expected to have the capacity to interpret and analyse how mathematics is represented and used, and to recognise and use some the conventions and symbolism of formal mathematics.



### Summary of Learning Outcomes

#### 1. Numeracy for Practical Purposes – Design

Can translate between two-dimensional and three-dimensional real life objects and their diagrammatic representations for the purposes of measurement, design, and interpretation.

#### 2. Numeracy for Practical Purposes – Measuring

Can use measurements, the metric system and simple measurement formulae for the purpose of interpreting, making or purchasing materials in practical situations.

#### 3. Numeracy for Personal Organisation – Location

Can use the conventions of distance, location and direction to read, create and use maps.

#### 4. Numeracy for Interpreting Society – Data

Can create, use and interpret tables and graphs, and calculate and use averages, in order to reflect on information of relevance to self, work or community.

#### 5. Numeracy for Interpreting Society – Numerical Information

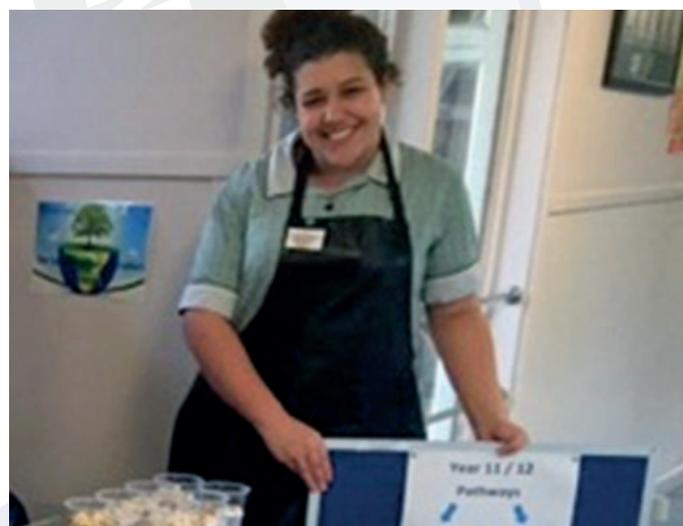
Can use, and calculate with, fractions, percentages, decimals, rates and large numbers, to reflect on aspects of personal, work or community life.

#### 6. Numeracy for Knowledge – Further Study in Maths (formulae)

Can develop and use simple formulae to describe and represent relationships between variables in real life contexts.

#### 7. Numeracy for Knowledge – Further Study in Maths (problem solving)

Can use simple mathematical problem-solving techniques to interpret and solve straightforward mathematical problems.



# Senior Work Related Skills

## Unit One

### Nominal duration

100 hours – one credit

### Unit purpose

This unit provides a focus for the development of work-related and vocational skills in a context appropriate to the task through:

- integrating more complex learning about work-related skills with prior knowledge and experiences
- enhancing the development of employability skills at a more complex level in relevant work-related contexts
- developing more complex critical thinking skills that can be applied to work-related problem-solving situations
- developing more complex work-related planning and organisational skills that incorporate evaluation and review
- developing more complex work-related skills, which can be transferred to other work contexts.

### Summary of Learning Outcomes

#### Learning outcome 1

Research information about a specific industry or workplace from a variety of sources.

#### Learning outcome 2

Communicate ideas and information about a range of OHS requirements in the workplace.

#### Learning outcome 3

Understand hazard identification, risk assessment and control of hazards and risks within the workplace.

#### Learning outcome 4

Demonstrate an understanding of the OHS issue-resolution process.

#### Learning outcome 5

Work in a team to follow safe work procedures within a complex work-related project.

#### Learning outcome 6

Use information and communications technology in relation to a complex work-related project.

#### Learning outcome 7

Use workplace technology and equipment in accordance with OHS guidelines in a complex work-related project.

## Unit Two

### Nominal duration

100 hours – one credit

### Unit purpose

This unit provides a focus for more complex development of work-related and vocational skills in a workplace context or appropriate simulation. The overall aims of the unit include:

- integrating learning of increasing complexity of work-related skills with prior
- knowledge and experiences about work
- further enhancing the development of employability skills through increasingly complex work-related activity
- developing increasingly complex critical-thinking skills that apply to problem-solving situations in the work context
- developing planning and organisational skills that incorporate evaluation and review
- applying increasingly complex transferable skills to work-related contexts.

### Summary of Learning Outcomes

#### Learning outcome 1

Collect, analyse and evaluate information required for a complex work-related project.

#### Learning outcome 2

Communicate ideas and information in a work environment.

#### Learning outcome 3

Understand hazard identification, risk assessment and control of hazards and risks within the workplace.

#### Learning outcome 4

Demonstrate an understanding of the OHS issue-resolution process.

#### Learning outcome 5

Work in a team to follow safe work procedures within a complex work-related project.

#### Learning outcome 6

Use information and communications technology in relation to a complex work-related project.

#### Learning outcome 7

Use workplace technology and equipment in accordance with OHS guidelines in a complex work-related project.

# Senior Personal Development Skills

## Unit One

### Nominal duration

100 hours – one credit

### Unit purpose

The purpose of this unit is to focus on the development of self through the development of personal 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 for this unit includes:

- subject-specific knowledge applicable to a relevant personal, social and educational goal
- skills applicable to a relevant personal, social and educational goal
- understanding of cultural values and cultural awareness
- organisational skills
- leadership skills and decision-making skills for group or team work.

### Summary of Learning Outcomes

#### Learning outcome 1

Plan and organise to completion a complex project in an autonomous manner.

#### Learning outcome 2

Demonstrate an awareness of social diversity within a complex project.

#### Learning outcome 3

Apply strategies to improve communication.

#### Learning outcome 4

Demonstrate leadership skills for group and team work.

#### Learning outcome 5

Use decision-making skills in a group or team context.



## Unit Two

### Nominal duration

100 hours – one credit

### Unit purpose

The purpose of this unit is to focus on the development of knowledge, skills and attributes through participation in experiences of a practical nature within the community.

The focus of the learning program for this unit includes:

- subject-specific knowledge applicable to one or more of the following: community engagement, social awareness, civic and civil responsibility
- skills applicable to a relevant community, social or civic project or activity
- problem-solving and comprehension skills
- presentation and research skills
- communication skills
- research, planning and organisation skills
- team work and group cohesion.

### Summary of Learning Outcomes

#### Learning outcome 1

Research a community problem or issue that affects citizens/ members in a community.

#### Learning outcome 2

Establish or build on an external partnership to address and/or promote awareness of a community problem or issue.

#### Learning outcome 3

Plan, organise and complete a complex community project, utilising project management skills, in an autonomous manner.

#### Learning outcome 4

Demonstrate effective teamwork skills in relation to a complex community project.

#### Learning outcome 5

Present and communicate ideas and information relating to the complex community project.









**LALOR SECONDARY COLLEGE**

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