



VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL) HANDBOOK

2021



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VCAL – INTRODUCTION

The Victorian Certificate of Applied Learning (VCAL) is the hands-on option for students in Years 11 and 12. It is a senior secondary certificate designed to prepare students for further education, training or employment by providing them with work-related experience, literacy and numeracy skills and an opportunity to develop personal skills. Applied learning means that students in VCAL learn through practical experiences. Students who choose VCAL are most likely to go on to training at TAFE institutes, start an apprenticeship/traineeship or into employment after completing school.

At Mount Beauty Secondary College a typical VCAL Students will study the following units:

- VCAL Literacy skills
- VCAL Numeracy skills
- VCAL Work Related Skills
- VCAL Personal Development skills
- An accredited VET training program
- A regular work placement, one day per week, that aligns with the student's area of study
- One other subject of the students choice from the available offerings, either a VET or VCE subject

To be eligible for the certificate, VCAL students must satisfy all 4 of the VCAL strands (Literacy/Numeracy, WRS, PDS, Industry)



VCAL – INFORMATION

Award levels

VCAL can be completed at three levels. These are:

- Foundation
- Intermediate
- Senior (not offered at MBSC in 2021)

The three qualification levels cater for a range of students with different abilities. They also provide a progression in the development of skills, knowledge and attributes. Intermediate and Senior levels are recognised as senior secondary certificates, equivalent to the Victorian Certificate of Education (VCE).

Duration

The VCAL has a nominal duration of 1000 hours, taking a minimum of one year to complete. Students can be awarded the VCAL at multiple levels. Students typically complete the foundation level certificate in year 11 and then progress onto intermediate level in year 12.

Assessment

VCAL uses competency based assessment. Students will be assessed by their teacher as either competent or not-yet-competent. To be assessed as competent, students are required to demonstrate each outcome of the unit multiple times and in different contexts.

Exams and ATAR

VCAL subjects do not have exams. VCAL students studying a VCE subject as part of their VCAL program may apply to complete the VCE subject unscored, meaning they would not be required to sit the exam or the General Achievement Test (GAT). VCAL students will not receive an Australian Tertiary Admission Rank (ATAR). Students wishing to apply to university directly after school are advised to complete the Victorian Certificate of Education (VCE).

VCAL – STUDENT REQUIREMENTS

Individual Learning Plan

Each VCAL student is required to have a clear post-school pathway goal which is used to create an individual learning plan. The individual learning plan matches the students VCAL program with their post-school goals and identifies any additional support that may be required.

Work placement

Work placements are a compulsory part of the VCAL program, providing students the opportunity to learn in the workplace and reinforce the skills studied in class. VCAL students are required to find a work placement one day per week on the timetabled work placement day. The school will support students through this process. Once a work placement has been found, the school will work with both the student and employer to formally arrange the placement.

Attendance

Simulating a workplace environment, students are required to attend all of their classes and work placement days. Students who have an attendance below 80% in a unit will not be able to meet the unit requirements.

Project participation

As part of the Personal Development Skills unit, students are required to plan, undertake and review a number of group projects. Students are required to attend the projects which may take place off-site and out-side of regular timetabled classes. Prior notice will be provided.

To be successful, VCAL Students are required to:

- Have a clear post-school pathway goal
- Complete a weekly work placement
- Meet attendance requirements
- Notify the school and their employer (on work placement days) of any absences
- Meet the work requirements for each unit
- Contribute positively to group activities
- Be safe at school and in the workplace
- Ask for help when needed

VCAL LITERACY

The purpose of the literacy curriculum is to enable the development of knowledge, skills and attributes relevant to reading, writing and oral communication and their practical application in the contexts of everyday life, family, employment, further learning and community.

Learning Outcomes:

	Units 1 & 2	
Foundation	<ul style="list-style-type: none"> • Writing for Self Expression • Writing for Practical Purposes • Writing for Knowledge • Writing for Public Debate • Reading for Self Expression • Reading for Practical Purposes • Reading for Knowledge • Reading for Public Debate 	<ul style="list-style-type: none"> • Oracy for Self Expression • Oracy for Knowledge • Oracy for Practical Purpose • Oracy for Exploring Issues and Problem Solving
Intermediate	<ul style="list-style-type: none"> • Writing for Self Expression • Writing for Practical Purposes • Writing for Knowledge • Writing for Public Debate • Reading for Self Expression • Reading for Practical Purposes • Reading for Knowledge • Reading for Public Debate 	<ul style="list-style-type: none"> • Oracy for Self Expression • Oracy for Knowledge • Oracy for Practical Purpose • Oracy for Exploring Issues and Problem Solving

Assessment: VCAL Literacy units 1 & 2 run concurrently over one year and assessment is ongoing. Assessment includes work completed in class and project work.

VCAL NUMERACY

The purpose of the numeracy curriculum is to enable the development of knowledge, skills and attributes relevant to the practical application of numeracy in the contexts of everyday life, further learning, work and community.

Learning Outcomes:

	Unit 1
Foundation	<ul style="list-style-type: none">• Numerical Skills and Processes• Financial Literacy• Planning and Organising• Measurement, Representation and Design• Preparing for Work
Intermediate	<ul style="list-style-type: none">• Numerical Skills and Processes• Financial Literacy• Planning and Organising• Measurement, Representation and Design

Assessment: VCAL Numeracy runs over one year and assessment is ongoing. Assessment includes work completed in class and project work.

VCAL WORK RELATED SKILLS

The curriculum for the Work Related Skills units is designed to develop employability skills, knowledge and attributes valued within community and work environments as a preparation for employment. The development of employability skills provides learners with a capacity to consider and choose from the range of pathways. The development of occupational health and safety knowledge prepares learners for the workplace.

As part of Work Related Skills students are required to complete an ongoing work placement.

Learning Outcomes:

	Unit 1	Unit 2
Foundation	<ul style="list-style-type: none"> • Identify OHS roles and responsibilities of the relevant personnel in a selected work environment. • Identify and apply basic OHS procedures in a selected workplace. • Work in a team to plan and undertake a basic OHS activity. • Research employment opportunities in a selected workplace and learn about conditions of employment. • Prepare an application for an employment opportunity. 	<ul style="list-style-type: none"> • Work in a team to plan and organise a simple work-related activity. • Identify and demonstrate employability skills required for a simple work-related activity. • Identify workplace issues relevant to a simple work-related activity. • Work in a team to complete a simple work-related activity. • Review the process and outcome of a simple work-related activity. • Prepare, plan and deliver a presentation on a completed simple work-related activity.
Intermediate	<ul style="list-style-type: none"> • Research and describe OHS roles and responsibilities of the relevant personnel in a selected work environment. • Identify and apply complex OHS procedures in a selected workplace. • Work in a team to plan and undertake a complex OHS activity. • Research and present findings on employment opportunities and conditions in a selected workplace. • Prepare an application for an employment opportunity. 	<ul style="list-style-type: none"> • Work in a team to research and plan a complex work-related activity or project. • Describe, analyse and demonstrate employability skills valued in a complex work-related activity or project. • Identify and solve issues relevant to a complex work-related activity or project. • Work cohesively in a team to complete a complex work-related activity or project. • Review and evaluate the process and outcome of a complex work-related activity or project. • Develop and deliver a presentation on a complex work-related activity or project, using appropriate technology.

Assessment: VCAL Work Related Skills assessment is ongoing and includes work completed in class and during work placement, and the self-reflection work journal.

VCAL PERSONAL DEVELOPMENT SKILLS

The curriculum for Personal Development Skills is designed to develop student knowledge, skills and attributes that lead to self-development and community engagement through:

- Self-awareness and self-worth
- Health and wellbeing
- Social connectedness
- Community and environmental awareness
- Critical and creative thinking.

Learning Outcomes:

	Unit 1	Unit 2
Foundation	<ul style="list-style-type: none"> • Plan, organise and carry out a simple activity. • Demonstrate knowledge specific to a simple activity. • Demonstrate skills specific to a simple activity. • Solve a problem specific to a simple activity. • Demonstrate teamwork skills in a simple activity. 	<ul style="list-style-type: none"> • Identify the roles of members of a community. • Plan and organise a simple activity concerning an environmental, cultural or social issue within a community. • Communicate information about a simple environmental, cultural or social activity within a community. • Identify problems related to a simple environmental, cultural or social activity within a community. • Demonstrate teamwork skills in a simple activity within a community.
Intermediate	<ul style="list-style-type: none"> • Plan, organise and carry out a complex activity or project. • Demonstrate knowledge and skills in the context of a complex activity or project. • Demonstrate self-management skills for goal achievement in the context of a complex activity or project. • Demonstrate interpersonal skills to communicate ideas and information. • Demonstrate leadership skills and responsibilities. 	<ul style="list-style-type: none"> • Work in a team to research and plan a complex work-related activity or project. • Describe, analyse and demonstrate employability skills valued in a complex work-related activity or project. • Identify and solve issues relevant to a complex work-related activity or project. • Work cohesively in a team to complete a complex work-related activity or project. • Review and evaluate the process and outcome of a complex work-related activity or project. • Develop and deliver a presentation on a complex work-related activity or project, using appropriate technology.

Assessment: VCAL Personal Development Skills assessment is ongoing and includes work completed in class and project work.

VOCATIONAL EDUCATION AND TRAINING (VET)

As part of the Industry Specific Skills VCAL strand, students are required to undertake Vocational Education and Training (VET).

There are three ways to include VET as part of VCAL:

1. Complete a VET subject at the school

Mount Beauty offers a limited number of VET subjects which students may choose to take as part of their VCAL or VCE Certificate. In 2021 these include:

- VET Engineering
- VET Furnishings
- VET Sport and Recreation

2. Complete a school-based apprenticeship or traineeship

To become an apprentice or trainee you have to be in paid work and sign a contract of training, which must be registered with the Victorian Registration and Qualifications Authority.

Your VCAL program would then include:

- VCAL studies at school
- VET studied through a registered training organisation, such as a TAFE institute
- Part-time paid work with an employer, in the industry in which you are doing the training.

There are many industries in which you can participate in a school-based apprenticeship or traineeship as part of your VCAL, these can be discussed with your teacher and the careers coordinator.

3. Complete a different VET certificate

If you are interested in doing a VET certificate that is not available as a subject at school, you may be able to complete training with an external registered training organisation. Please ask the VCAL and Careers Coordinator for more information.

WORK PLACEMENT

As part of their Work Related Skills units, students are required to undertake a work placement one day per week. Work placements should be 6 – 8 hours per week for the school year on the nominated work placement day. Work placements are a compulsory part of the VCAL program, providing students the opportunity to learn in the workplace and reinforce the skills studied in class.

Responsibilities:

Students are responsible for finding a work placement opportunity, attending their work placement and maintaining their own safety by following the instructions of the employer.

School is responsible for supporting students in finding a placement. Once a placement is found, the school will work with the student and the employer to make formal work placement arrangements. The school is responsible for the safety of the student.

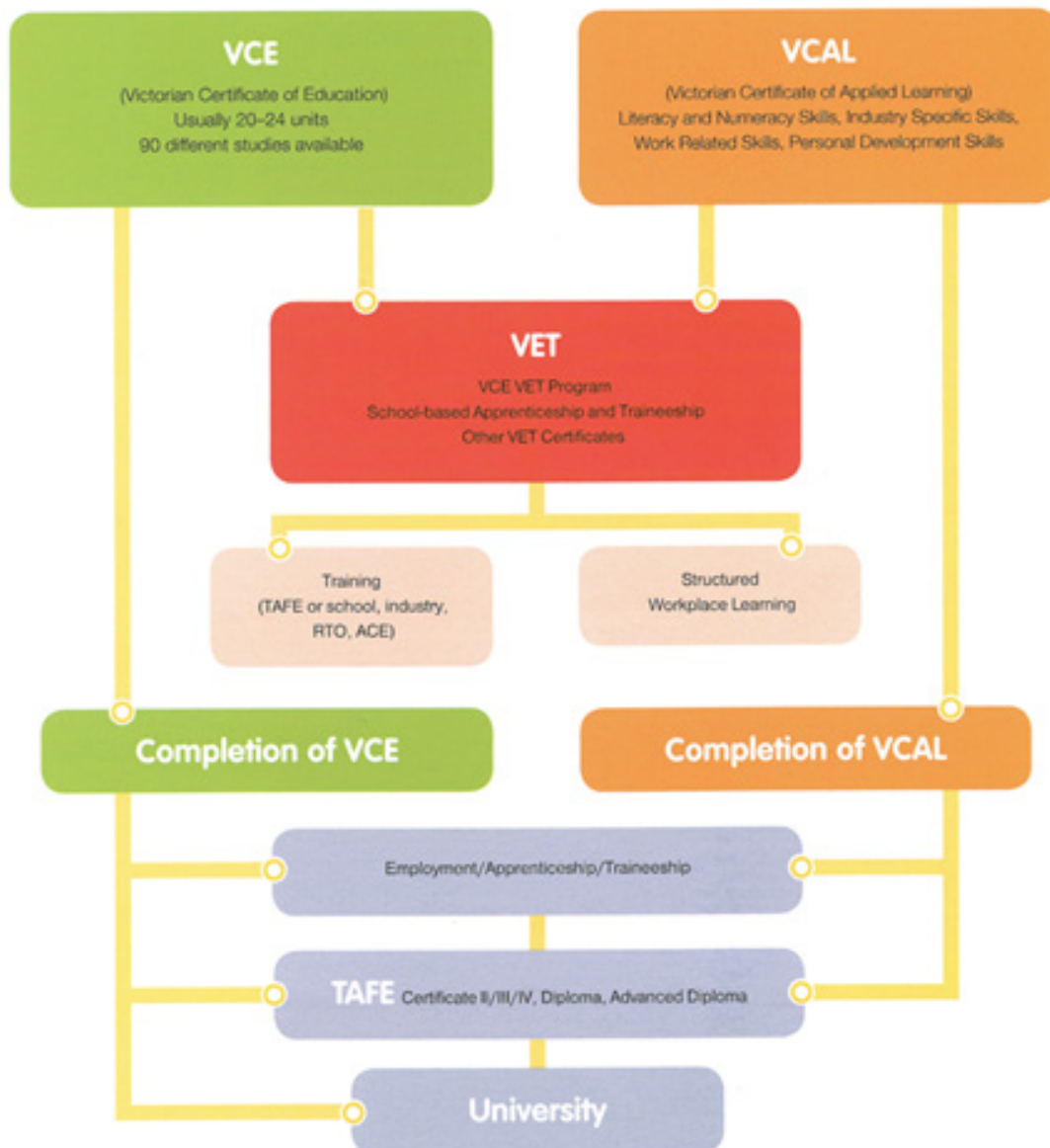
Employers are responsible for providing suitable tasks, a safe working environment and supervision for the student.

Work Placement options:

Once a work placement opportunity is found, the school will work with the student and employer to select the best arrangement based on the student and employer's needs. These arrangements can take one of the following forms:

- **Work Experience**
Work experience enables students to observe and explore possible career options while undertaking a short term placement in a real workplace.
- **Structured Workplace Learning**
Structured Workplace Learning (SWL) placements provide students with the opportunity to integrate on-the-job training with their VET studies. SWL can be undertaken by both VCE and VCAL students who are over 15 years old and should be directly linked to the VET course of study.
- **School-based Apprenticeships and Traineeships**
School-based Apprenticeships and Traineeships (SBATs) are available to secondary students who are over 15 years old. SBATs offer students the option of combining part-time employment, school and vocational training. These are formal part-time apprenticeships.
- **School Community Work**
School Community Work is a volunteering activity undertaken by students which is approved by the school, supports learning and career development, and directly benefits the community.

Learning Pathways



ADDITIONAL INFORMATION

Is VCAL the right pathway for me?

In deciding on whether to choose the VCAL pathway students should consider their post school goals and their preferred learning style. Students can also contact the Careers & Pathways Coordinator for further information to assist in making their choice.

Additional Resources

Mount Beauty Secondary College careers website - www.mtbeautycareers.com

Where to now? www.vcaa.vic.edu.au/studentguides/where-to-now

Get VET - www.vcaa.vic.edu.au/studentguides/getvet

Australian Apprenticeships - www.australianapprenticeships.gov.au

Victorian Curriculum and Assessment Authority - www.vcaa.vic.edu.au/curriculum/vcal

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