



Peninsula Training & Employment Program (PTEP) Community VCAL Program 2012 Information PYD4

The Victorian Certificate of Applied Learning is an excellent qualification and learning program for those not requiring a university entrance score.

VCAL provides 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 alternative accredited secondary certificate to Year 11 and 12 studies.

Students who do the VCAL are likely to be interested in going on to training at Technical and Further Education (TAFE) institutes, doing an apprenticeship, or getting a job after completing school.

Upon successfully completing VCAL, a certificate and a statement of results that details the areas of study that have been completed will be issued.

Aims of the Victorian Certificate of Applied Learning (VCAL)

The VCAL qualification is based on adult learning and youth development principles that focus on assisting students to successfully map and navigate their own pathway to further education and employment. The program aims to:

- Use curriculum that builds on students' interests, abilities and strengths
- Provide practical 'hands-on' activities to facilitate learning
- Provide opportunities to integrate learning outcomes across one activity
- Recognise all student achievements and value their contribution
- Allow students to learn at their own pace and in different ways according to their preferred learning style
- Build resilience and confidence
- Encourage and support active participation in the community
- Extend learning experiences beyond the classroom

VCAL Levels

There are three levels of VCAL:

Foundation: Knowledge and employability skill development is supported by a strong emphasis on literacy, numeracy and preparation for further learning. At this level scheduled class time is normally greater than independent learning. The foundation level is generally applicable to students who have not completed Year Ten.

Intermediate: Knowledge and employability skill development leads to more independent learning, confidence and a high level of transferable skills. At this level students will participate in scheduled class time and independent learning. The intermediate level is generally applicable to students that have successfully completed Year Ten but not Year Eleven.

Senior: Knowledge and employability skill development leads to a high level of interpersonal skills, independent action and achievement of tasks that require decision making and leadership. At this level students will participate in some scheduled class time and a high proportion of independent learning. The senior level is generally applicable to students that have successfully completed Year Eleven but not Year Twelve.

The VCAL Learning Program

Typically VCAL Learning Programs consist of a full time load that is made up of a mix of timetabled class time and independent learning of 1000 hours throughout the year. The learning programs may vary as they are designed to reflect individual needs and interests. Students work towards achieving a variety of outcomes that are based on what they must know and be able to do to satisfactorily complete the unit. A

VCAL qualification is attained when a student satisfactorily completes the required outcomes and gains a total of ten credits.

VCAL contains four strands:

- Literacy and numeracy skills
- Industry specific skills (including nationally accredited units from Vocational Education and Training (VET) qualifications)
- Work related skills (may incorporate part time-work, or structured workplace learning programs –on the job training during which a student is expected to practise a set of skills/competencies from their VET course, or School Based Apprenticeships/Traineeships)
- Personal Development Skills

Reporting

As a general rule no information will be provided to parents/guardians by PTEP Inc. about the student without the students' written authority; however parents/guardians will receive a written report at the end of each semester relating to the students' performance.

Pathway Options

Foundation Level:

- Intermediate or Senior Level VCAL
- Completion of VCE
- Apprenticeships and Traineeships
- Certificate I (or above) VET courses
- Certificate I (or above) Further Education Courses
- Employment

Intermediate Level:

- Senior Level VCAL
- Completion of VCE
- Apprenticeships and Traineeships
- Certificate II (or above) VET courses
- Certificate II (or above) Further Education Courses
- Employment

Senior Level:

- Completion of VCE
- Apprenticeships and Traineeships
- Certificate III (or above) VET courses
- Certificate III (or above) Further Education Courses
- Employment

What do I study?

With the help of you trainer, you can develop a VCAL program that suits your particular learning needs and interests.

- Literacy and Numeracy Skills
- Work Related Skills
- Industry Specific Skills - Certificate II in Business
- Personal Development Skills.

Timetable:

VCAL commences promptly at 9am daily and finishes at 1.30pm. This schedule maximises participation and productivity. It is expected all students will attend all days with the exception of their Work Experience day where they will be at a designated workplace. This could include an approved part/time job on the weekend or evening.

Absences:

Should your child be away from the program for any reason, a call to the VCAL Coordinator is required. Calls must be made by 9:30am on the day of absence, detailing reasons for their absence.

Excursions:

There will be occasions where students are required to participate in off campus activities e.g. excursions. All off campus activities will have formal approval and be appropriately supervised. An approved form is enclosed. Please read, sign and return it to the VCAL facilitator.

Media Images:

There will be occasions where students' images may be published e.g. local newspaper, internet. Please advise your facilitator if you do not wish for your image to be published.

Computer Use Agreement:

PTEP has formal policies dealing with the use of computers and the internet. It prohibits the inappropriate use of email and the internet. (The policy is found at www.ptep.com.au or call for a copy.)

Medical:

All sites have trained first aid officers. If students have any health issues please contact the facilitator.

Any student who breaks any civil or criminal law will be reported to the appropriate authority and contact will be made with parents / guardians where possible.

Where VCAL operates in leased premises, property must not be interfered with.

PTEP accepts no responsibility for money and valuables of any description or items of clothing brought by the student to the VCAL program.

The Community VCAL program does not permit students to leave the premises at any time without express permission.

If it is necessary for a student to leave early they are required to bring a note from home requesting that such permission be granted. This note should be handed to the facilitator at time of arrival.

If an ongoing need for early departure is required due to work commitments, travel arrangements, or any other specific individual need, then a letter detailing the reasons is to be submitted and kept on file.

For the VCAL program to operate successfully every student must be willing and able to take full responsibility for their independent learning. PTEP looks forward to working with you throughout 2012 to maximise your potential and future opportunities.

PTEP VCAL Locations

1/16 Henry Wilson Drive, Rosebud 3939 5986 4623	9 -11 Albert Street, Morningside 3931 5975 4772	10 Pound Road Hastings 3915
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If you have any queries or concerns, or if PTEP can help in any way, please contact:

Jackie Stephens

Administration Officer

5986 4623

Office Hours

9.00 to 5.00 Monday to Friday