

# Section B: VCE Program

## Australian Tertiary Admission Rank (ATAR)

The ATAR is a nationally agreed ranking based on all people of a comparable age throughout the nation. Calculation is based on the scaled scores for English (i.e. any English subject taken from the English group), the next best three scaled scores and 10% of any fifth and sixth scaled score that is available. Study scores will be available for VCE-VET (Multimedia, Hospitality, Community Recreation, Engineering, Business Administration and Information Technology). These units can be in the “best four” or the “primary four” when calculating ATAR Score. The remaining VET Certificates will not be scaled, based on the information available from the VCAA at the time of this booklet being printed. However, they contribute a 10% increment as the 5th and/or 6th subject, by averaging grades of the “best four” or the “primary four”. Each year the College produces a VCE/VCAL Policies and Procedures Handbook for students. The handbook contains the VCAA rules and regulations relevant to students and Penola Catholic College’s own requirements. It is essential that students and parents make themselves familiar with the content of this handbook.

## Subject Selection Requirements

Entry Requirements for VCE - Units 1 & 2

At Penola Catholic College, Year 10 students take part in the subject selection and transition program in Term 3, in order to guide them as they make their subject choices from the wide range of Senior Programs offered at the College, including VCE, VET and VCAL studies.

While the College encourages students to pursue their interests, we realise that sometimes the career pathways, and consequently the subject choices, are not always realistic and appropriate to the student’s academic ability. Students sometimes choose subjects that they struggle with, and ignore the recommendation from the subject teacher that there is a concern with the student continuing a particular subject in VCE Units 1 and 2.

In an attempt to refine the subject selection process further, the following recommendation is made:

**Penola Catholic College recommends that undernormal circumstances, a student must be able to achieve an average of a “C” grade in any particular subject before he/she may continue with that same subject in Units 1 and 2. In the case where a student selects a VCE subject which is not directly studied or offered by the College in Year 10, his/her general level of achievement in a similar area of study will be taken into account.**

For Mathematics the following applies:

- Specialist Maths: Average “A” grade
- Maths Methods and General Maths M: Average “B” grade
- General Maths F: Average “C” grade

For Science the following applies:

- Chemistry and Physics: Average “B” grade

Students who are not capable of achieving a “C” average grade will be looked at individually. If necessary, discussions with both parents and students will be held to arrive at a decision. It is hoped that this recommendation will help guide students towards more realistic subject choices at the senior level, as well as encourage all students to work to their full potential and be consistently motivated and focused in their studies throughout their education.

### **Subject Selection Process for Current Year 10 Students**

- Students undertake an extensive Transition Program as part of the Pastoral Program throughout Term 3.
- They complete their subject selection form, including parents' signature.
- Students bring completed form to course advice and are given an individual appointment to discuss their subject selection and complete the online process
- Year 10 Semester One results are checked against student subject choices on the Course Counselling Day.
- The Course Confirmation Committee follows up students where there is a concern about the subjects that have been chosen.
- Meetings will be held in Term 4, as required, with the following staff members: Deputy Principal Teaching & Learning, Senior Programs Co-ordinator, the relevant Head of Learning, Year Level Co-ordinators and the Career's Team Co-ordinator.

# Section C:

## Vocational Education & Training (VET)

### 1. VET Programs for VCE & VCAL Students

VET subjects are a group of optional choices available for VCE students. Each VET subject is a one- or two-year program that provides an opportunity for students to achieve a nationally recognised qualification, and as well, will contribute 'Units' towards achieving their VCE. Most VET subjects can be "scored" which means there will be a final exam at the end of Year 12 just like normal VCE academic subjects. This means that VET subjects are an industry based, applied learning option that can have a study score which will contribute towards the ATAR (Australian Tertiary Admissions Rank). If you do not want the subject "scored" towards an ATAR, that is your choice. In that case it will simply count towards your VCE certificate. A maximum of only two VET studies which can obtain a study score will be counted by the VCAA in the primary four which contributes towards an ATAR score.

By combining both vocational and general education, VET enables VCE and VCAL students to create more options towards further training or work and enhances existing pathways to TAFE and University. A student who successfully completes two years of study in either VCE or VCAL and includes a VET subject as part of their program, can therefore achieve two certificates because any VET subjects taken have "dual recognition". In other words, students will be awarded a TAFE certificate plus the VCE or VCAL. It also may allow any VCE or VCAL student to enter TAFE at a higher level than other students without a VET qualification.

VET courses have a practical "hands-on" component enabling students to "learn by doing" either at school, at the Registered Training Organisation (RTO) or out on a work placement. VET can give students an advantage into employment, apprenticeships and traineeships.

As most VET subjects are a two-year certificate course, they are not broken up into 4 units like VCE subjects. Therefore, VET subjects should only be taken at the beginning of Year 11. A subject change into a VET subject may prove very difficult or impossible for Semester 2 of Year 11 or at the beginning of Year 12 so students must choose wisely at the start of Year 11.

Penola Catholic College offers a wide range of VET subjects through a network of Registered Training Organisations (RTO) that includes Kangan Institute, Holmesglen, NCAT, Educational Living and IVET. While most of the courses are run on our Penola Broadmeadows Campus, in some cases students are required to attend one of the RTO sites for courses Penola does not run on-site. These RTO sites are off campus and VET subjects are taught at the RTO site usually on one day per week (Tues, Wed or Thurs).

**Note:** Students electing a VET program MUST provide their USI (Unique Student Identifier) code to the VET Co-Ordinator before the last day of the subject selection period or they cannot be accepted and enrolled in VET. If they delay providing their USI, they will usually miss out on a place in their chosen VET Subject.

#### **VET Fee Payments:**

As we are dealing with VET training providers (RTOs) who are outside of Penola, there needs to be a small parent contribution for each VET subject just like VCE & VCAL subjects. This covers materials used, registration, certification and RTO admin requirements. Penola pays all VET & SBAT tuition fees for students.

## 2. Apprenticeship Programs

School Based Apprenticeships & Traineeships (SBATs) can be set up for some Year 12 VCAL students and their week involves three days at school and two days working with an employer. They must also attend a one-week block of TAFE training every 6 weeks just like a normal full-time apprentice. This part-time apprenticeship is a nationally recognised qualification but is only suitable for those students who know the industry they want to work in, and most importantly, know an employer who is committed to them as a future apprentice. The SBAT is recognised by VCAA as contributing to the Learning Strands of VCAL and therefore counts towards their VCAL certificate.

The SBAT includes a Training Contract and qualifications registered with Skills Victoria. Through Penola, the Training Plan is signed with a Registered Training Organisation (RTO). It is responsible for training and assessment of the SBAT and forms a key part of the VCAL program.

**A WARNING THOUGH** - This SBAT Program is **ONLY** available to Year 12 VCAL students who have done their Year 11 work placement in the industry **AND** have an employer who genuinely wants to put them on as an apprentice. There must be no possibility of the SBAT “falling through” as this would mean the student may not gain their Senior VCAL certificate, thereby not completing Year 12 level.

SBAT Areas include: Automotive, Business, Carpentry, Community Services, Electrotechnology, Info Tech, Plumbing and Warehousing.

**Note: Students considering an SBAT must contact the Careers Centre at school for advice.**

# Section D: VCAL Program

VCAL is an equivalent Senior Certificate to sit alongside VCE to help young people develop knowledge and skills to prepare for further training and employment.

VCAL has 3 levels: Foundation, Intermediate and Senior.

Students can start at the level that matches their needs and abilities, for example in Year 11 at the Foundation or Intermediate level, and, in the following year, move to complete a second VCAL Certificate at the Intermediate or Senior level.

VCAL students are required to apply to participate in the VCAL program, which is followed up with an interview. Successful applicants are required to abide by the conditions outlined in a declaration they sign.

VCAL at Penola Catholic College has a mandatory requirement for all students in the program to find a structured work placement or a School based apprenticeship or traineeship.

## **Why was it developed?**

VCAL was developed to offer a viable, vocational pathway for all Senior students. Penola VCAL students are expected to actively develop and update a robust portfolio to provide a potential employer with useful information and students with an accurate account of their achievements.

## **Curriculum**

Students undertake 10 semester length studies, each of 100 nominal hours (50 hours of formal contact in classroom and/or workplace, plus 50 hours informal study just like VCE) are taken to complete the VCAL certificate.

There are 4 strands:

- Literacy and Numeracy
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills incorporating Religious Education

Five units must be taken from the

4 strands:

- Two Literacy and one Numeracy from the first strand
- One Industry Specific unit
- One Work Related unit
- One from the Personal Development strand

The remaining 5 units can come from any strand or combination of strands.

### **How might a VCAL program look?**

The VCAL course is tailored to meet a student's interest and career pathway needs. Students who select VCAL will have an interest in developing a range of general and specific skills to better prepare them for life and for employment. The subjects available within each strand are as follows:

Literacy and Numeracy are both compulsory. VCAL students will undertake two VCAL Literacy Units and one VCAL Numeracy Unit.

Industry Specific Skills will be developed via selected VET Certificate Units. It is compulsory to have a VET Study as part of the VCAL Program.

In most cases a VET program may be delivered by an offsite provider. It is mandatory that students attend their VET provider.

Work Related Skills are developed by participating in two VCAL Work Related Skills Units. In addition to these compulsory units, work skills are further developed by work placements or Christian Service that the student may do throughout the year.

Personal Development Skills are also compulsory units and incorporate aspects of the College Religious Education Program. Year 11 VCAL students undertake two VCAL Personal Development Units. Year 12 VCAL Students will complete one VCAL Personal Development Unit based on the Year 12 Religious Education Program.

### **Additional Opportunities:**

Students will also be offered the opportunity to complete the following certificates:

- Responsible Service of Alcohol Certificate
- Responsible Service of Gaming Certificate
- Food Safety Training Certificate
- Level 2 First Aid Certificate

All of these options are proved to increase employment opportunities for students.

### **Is it possible to move across VCAL levels, to move from VCE to VCAL, or to move from VCAL to VCE?**

The level of the Literacy and Personal Development units as well as four or more other units determine the level of the VCAL Certificate. If a student turns out to be enrolled at an inappropriate level – either too high, or too low – the student can be re-enrolled.

Under certain conditions it is possible to move from VCE to VCAL and VCAL to VCE. A student who has completed eight or more VCE Units 1-2 sequence may be deemed eligible to enrol in VCAL Senior level.

### **How is VCAL assessed and awarded?**

Students must successfully achieve each learning outcome and show they are competent in each unit of the VCAL program. VCAL units are not graded in the same way in which VCE units are graded. Where VET units are included in a VCAL program, grades will be included. The VCAL Certificate issued at the end of the year by the Victorian Curriculum and Assessment Authority (VCAA) will have a statement of results that includes all VCE, VCE-VET and VCAL units students undertake in their VCAL program.

### **Pathways**

VCAL prepares students for entry into TAFE Certificate courses, apprenticeships, traineeships and general employment. VCAL programs are not designed to give an ATAR score and will not lead directly to University. A senior VCAL certificate opens up many options for students. RMIT and Victoria University are currently considering the option for Senior level VCAL graduates. Employers are starting to favour the VCAL course because it develops literacy and numeracy skills, work related skills, industry specific skills along with personal and employability skills. Penola VCAL Students will exit with a full account of recorded experiences through use of platforms that enable all experiences to be captured.

# Section E: Accelerated Program

Penola Catholic College offers students the opportunity to participate in one of the two programs outlined below while completing the VCE program. It must be noted that selection of students to undertake these studies is based on availability of places in the classes and demonstrated academic ability.

The aim of accelerating is to have successfully completed six subjects by the end of Year 12 so as to gain bonus ATAR points.

## Year 12 subjects in Year 11

First year VCE students are able to apply for **one** Unit 3 & 4 study. Students applying to accelerate must be achieving **A/A+** grades in the study area selected and in English, as well as having a **B+** average in all other Year 10 subjects. The list of Unit 3 & 4 subjects students can choose from are indicated below. By taking a Year 12 subject in Year 11 and five subjects in Year 12, students will be able to maximise their ATAR by successfully completing six Unit 3 & 4 sequences.

**If you complete one Unit 3 & 4 study in Year 11, it does NOT mean you undertake one less subject in Year 12.**

**Please note:** Most VET subjects are completed over 2 years.

### Religious Education

- Religion and Society
- Catholic Youth Ministry and Leadership (VET)

### English

- Literature

### Health and Physical Education

- Outdoor and Environmental Studies
- Physical Education
- Health and Human Development
- Sport & Recreation (VET)

### Humanities

- Geography
- Business Management

### Economics

- Legal Studies
- Accounting (Units 1 & 2 pre-requisite)
- History
- Business (VET)

### Information Technology

- Computing
- Informatics
- Cert. III in IDMT - Game Programming (VET)
- Software Development

### Languages

- Italian (Italian Units 1 & 2 pre-requisite)

### Performing Arts

- Drama
- Music (Units 1 & 2 pre-requisite)
- Technical Production (VET)

### Science

- Psychology
- Biology

### Technology

- Product Design and Technology – Wood & Textiles
- Systems and Technology (Electronics)
- Food Studies
- Hospitality (VET)
- Salon Assistant (VET) - 1 year only
- Retail Cosmetics (VET) - 1 year only
- Electrotechnology (VET)
- Engineering (VET)

### Visual Arts

- Art
- Studio Arts
- Media
- Visual Communication Design
- Cert. III in Screen and Media (VET)
- Cert. II in Creative Industries - 3D Animation (Media)

## University Studies in Year 12

Melbourne, Monash and LaTrobe Universities offer Year 12 students the opportunity to enrol in one of their accelerated programs in the areas of:

- Arts / Humanities
- Business and Economics
- Information Technology
- Languages
- Mathematics / Science

Costs involved include an administration fee, books, transportation to and from the University and costs associated with materials needed for the courses offered. Details are found in the University publications.

These courses are usually available outside of school hours. Students would enrol in one additional study apart from their normal VCE load. While such additional University study would be very demanding, this experience would also offer the following benefits:

- A 10% bonus on your Australian Tertiary Admission Rank (ATAR)
- Benefit in tertiary selection
- Gain credit towards future studies at University of Melbourne, Monash University, LaTrobe University or other Universities
- Experience a taste of University life.

Any student thinking of taking up such an opportunity would do well to seek advice from current teachers prior to submitting an application. The Universities recommend that only students achieving A / A+ grades and / or a 40+ score in a VCE subject, should consider applying. The University also expects a B+ average in all other Year 11 subjects.

Students wishing to apply need to seek information from the Deputy Principal: Teaching and Learning. Should an application be accepted, students would be advised to seek out a teacher at Penola to act as a mentor and as a source of advice.

# Section F:

## Senior Studies Programs

A VCE or VCE-VET program is a two-year course plan outlining the combination of units a student aims to study. Students are encouraged to plan their studies around their interests, talents and career directions or pathways. It makes good sense to map out a program of study for the two years of the VCE that gives a sense of meaning and purpose to the final two years of secondary education. A program planner is provided in the rear of this Handbook to assist in that process. Many students will have a clear sense of direction and will construct quite specific programs. Some students, who are still working through possible career directions and pathways can construct programs from a variety of curriculum areas to explore their abilities and interests in a broad set of studies. The VCE offers both a general and a vocational education over the final two years of secondary education to all students. In constructing their program, students should consider the possible pathways that lead to University, TAFE, apprenticeships or employment.

### VCE and VCE-VET Studies

- Accounting
- Art
- Biology
- Bridging EAL
- Business (VET)
- Business Management
- Catholic Youth Ministry and Leadership (VET)
- Chemistry
- Classical Studies
- Creative 3D Animation (VET)
- Computing
- Dance (VET)
- Drama
- Economics
- Electrotechnology Integrated Technologies (VET)
- Engineering (VET)
- English/EAL
- English Language
- Food Studies
- Geography
- Global Politics
- Health and Human Development
- History
- Hospitality (Kitchen Operations) (VET)
- Informatics
- IDMT-Game Programming (VET)
- Screen and Media (VET)
- Languages:
  - French
  - Italian
  - Japanese
- Legal Studies
- Literature
- Mathematics:
  - Mathematical Methods
  - General Mathematics
  - Specialist Mathematics
  - Further Mathematics
- Media
- Music Performance (Solo and Group)
- Outdoor and Environmental Studies
- Physical Education
- Physics
- Product Design and Technology (Wood and Textiles)
- Psychology
- Retail Cosmetics (VET)
- Religion and Society
- Salon Assistant (VET)
- Software Development
- Sport & Recreation (VET)
- Studio Art
- Systems Engineering
- Technical Production (VET)
- Visual Communication Design

## VCAL Studies

- VCAL Literacy
- VCAL Numeracy
- VCAL Personal Development and Religious Education
- VCAL Work Related Skills

The VCE and VET subject descriptions and the VCAL program are grouped according to the following Key Learning Areas:

- Religious Education
- English
- Mathematics
- The Arts
  - Performing Arts
  - Visual Arts
- Health and Physical Education
- Humanities
- IT-Digital Technologies
- Languages
- Science
- Technology
- VCAL