Selecting a VET program of study

CAROLINE CHISHOLM CATHOLIC COLLEGE

MANY MINDS ONE HEART

Combining VET with your chosen senior pathway increases your future opportunities.

This booklet provides information on incorporating VET study into a senior pathway at Year 10, Year 11 or Year 12.

VET is a growing part of Caroline Chisholm Catholic College. Giving students access to VET studies is a large part of how the College tries to ensure all students have the opportunity to build their own pathway and be the best they are called to be.

VET provides students with an opportunity to learn about industry and employment pathways after Year 12, and gain skills that are relevant to the needs of industry.

VET can be a part of either the VCE or the VCAL pathway at Years 10-12. In VCE studies, some VET subjects can contribute to a Study Score and a student's ATAR. As it can teach important workplace skills and can enhance students VCE or VCAL studies, it is well worth considering VET as an option.

What is VET?

Vocational Education and Training (VET) refers to enhanced senior school studies, which enable a secondary student to combine their VCE or VCAL studies with vocational training.

Features of VET

- It is an accredited vocational education and training program (some programs run over two years).

- It enables students to complete a nationally recognised vocational qualification (e.g., Certificate II in Hospitality) and a senior secondary certificate such as VCE and/or VCAL at the same time.

- It allows students to go directly into employment or receive credit towards further study.

- It focuses on students developing industry specific and workplace skills.

- It is a vocationally oriented school program designed to meet the needs of industry.

How does VET work?

Registered Training Organisations (RTOs) are responsible for overseeing the delivery, assessment and certification of VET qualifications. An RTO may be a student's school, TAFE, private organisation or an ACE provider.

Why choose VET?

VET increases students' pathways and broadens options

- Develops students' capacities to make decisions and solve problems.

- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult setting.

- Fosters positive feedback by enabling students to demonstrate specific skills and competencies.

- Matches students' interests and career directions through the provision of strong pathways.

VET delivers national qualifications and skills

- Upon successful completion of the program, students may be awarded with a nationally recognised VET certificate, or contribution toward this certificate.

- VET qualifications may articulate directly into further education and training at TAFE through documented pathway agreements.

- VET provides access to a range of different technologies related to the type and place of work.

VET prepares students for the workforce

- Provides the opportunity to trial a career and helps students explore possible areas of interest which promote further study and work choices.

- Allows students to develop strong links with industry and local community employers in some cases students may be offered part time / casual work.

- Improves employment prospects.

- Helps students gain knowledge of employers' expectations and real working conditions.

- Assists in transition from school to work.

VET pathways for further study or employment

Certificate I

Duration: 6 months - 1 year
Career outcome: Foundational skills and knowledge.
Entry level, trainee, junior.
For example: Certificate I in Hospitality =
Finding employment in restaurants, cafes.

Certificate II

Duration: 1 year
Career outcome: Basic skills and knowledge.
Pre-apprenticeship in chosen industry.
For example: Certificate II in Hospitality =
Finding employment as bar attendant, café attendant, catering assistant.

Certificate III

Duration: 1 - 2 years
Career outcome: Advanced factual, technical and theoretical knowledge.
For some industries minimum standard qualification.
For example: Certificate III in Hospitality =
Finding employment as function host, senior bar attendant, restaurant host.

Note: Some courses do not need the certificate 1 or 2 to begin at the certificate 3 level
eg. Sport and Recreation
VETis = Vet in Schools tends to be at the certificate 2/3 level
Post secondary school students can step straight into a certificate 4 without prior certificate levels

Certificate IV

Duration: 1 - 2 years
Career outcome: Specialised skills and knowledge.
Usually entry level post-school qualification.

Diploma

Duration: 1 - 2 years
Career outcome: Technical knowledge and in-depth skills.
Para-professional, works closely with professional.

University

How VET can fit into a student's program
Year 10 - 12 pathways

	STANDARD	OPTIONS			VCAL
Year 10	Full Year 10 Program	Year 10 Program with a Unit 1&2 VCE or VET subject			Foundation VCAL
Year 11	Full Unit 1&2 Program	Unit 1&2 Program with a Unit 3 & 4 subject	Unit 1&2 Program with a VET course	Unit 1&2 Program with a Unit 3&4 subject and a VET course	VCAL
Year 12	Full Unit 3&4 Program	Unit 3&4 Program with a VET course	Unit 3&4 Program with a University Acceleration study		VCAL

Students may change pathway at each year level. However, students who choose to enter VCAL may not be able to re-enter the VCE program.

Contribution to VCE

VET may contribute to VCE. Some VET programs have a Victorian Curriculum Assessment Authority (VCAA) recognised Unit 1-4 structure. Partial or full completion of other programs may contribute via Block Credit to the completion of VCE.

- Scored VCE VET program can contribute to the Primary Four in the ATAR or as a 5th or 6th subject. A student's Primary Four subjects may be made up of English, with all other sequences derived from scored VCE VET programs. Non scored VCE VET programs usually provide credit at Units 1-4. The ATAR contribution is as a 10% 5th or 6th study increment.

- VFE Block Credit can be used towards satisfactory completion of the VCE but can only be used in calculation of an ATAR if there are fewer than 6 VCE or VCE VET studies available. If there are 6 or more VCE or VCE VET studies available, a VFE block credit result cannot be used towards an ATAR.

Contribution to VCAL

VET contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

Get Personal Job Talking
Development related Literacy Listening
Placement TAFE Discussions
Debates Projects Numeracy Course Community
Skills Work Volunteer
VCAL

Structured Workplace Learning (SWL)

This involves an employer accepting a student on a one-day a week or one or two week block basis.

Structured Workplace Learning is an essential part of VET and is highly recommended and in some certificates compulsory. It enables the student to demonstrate acquired skills and knowledge in an industry setting.

During the work placement, a student will undertake specific tasks in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.

There are three steps in making an application for a VET Program:

STEP 1
- Read the VET Handbook and program requirements carefully.
- Select your program and complete the Application Form.
- Submit this application to your VET Coordinator by the due date.

STEP 2
- Attend the compulsory Information Enrolment Day / Evening at the host TAFE or school in Term 4 if they hold one. The College will advise you about the location, date and time of this event.
- Please ensure that your all details are clear and correct on the Application Form which will be required.

STEP 3
- There may be a materials cost associated with each program.
- Applicants should contact their VET Coordinator for an estimate of their program cost and when payment is due.

*Please note: all VET course enrolments are at the discretion of the College. Also due to funding arrangements the College limits students to **one** off-site VET program. Should a student wish to enrol in a second offsite VET program, the students enrolment will be again at the discretion of the College.
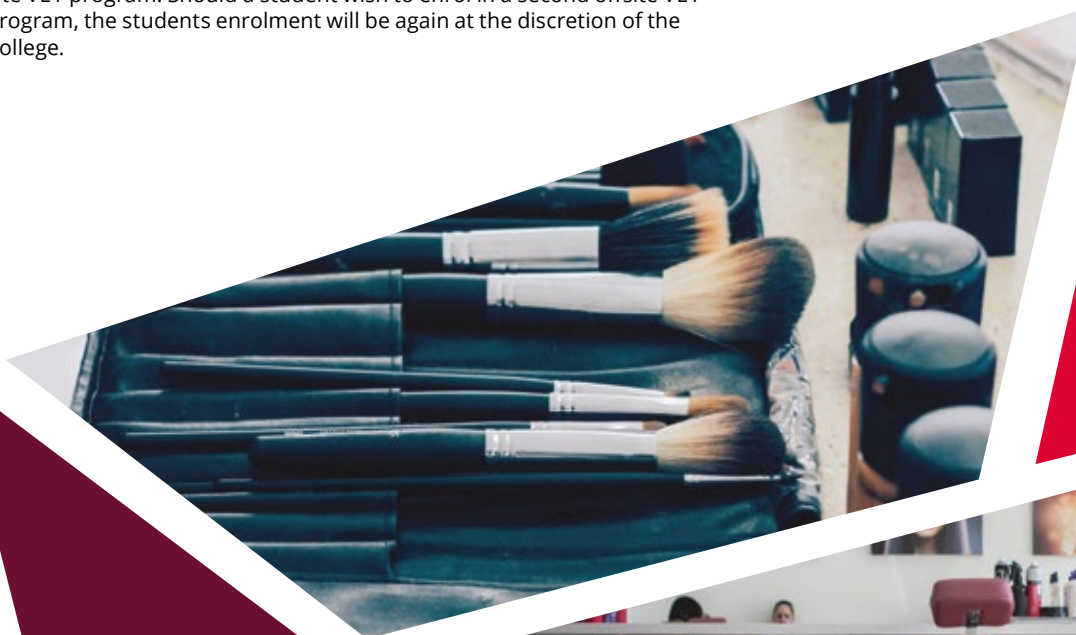
VET Course Requirements

Students enrolling in a VET program will be required to complete a Commitment Form covering their Code of Conduct. Any additional course requirements set out must also be adhered to. It is important that parents and students take time to read the following course requirements before submitting an enrolment form.

1. Absences

Students are permitted two absences a semester or four for the year. Where possible, **students need to notify their VET Coordinator and the College, trainers and/or workplace by 8:30am** if they are unable to attend VET class. An additional two approved absences will be allowed for school camps and excursions.

2. Punctuality

All students are expected to arrive on time to class.

3. Work requirements

All tasks as assigned by the trainer / employer are to be completed by the due date. Students who fail to meet deadlines will be given a warning and a second submission date will be negotiated. Students who fail to complete set tasks, by the end of the term in which the tasks were set, may be withdrawn from the program.

4. Information enrolment evenings

Some VET programs will hold an Information Enrolment Day/Evening early in Term 4. Students will receive a full program outline and have the opportunity to meet and speak with the trainers VET Coordinators.

5. Student commitment forms

This form is part of the enrolment process and outlines all students' responsibilities regarding work requirements, student behaviour and course expectations. This form must be completed by all students.

6. Program costs

All VET programs offered attract fees. These fees are kept to the minimum possible cost. Program costs will vary according to the materials required by students to complete the program including uniforms, trade materials, transport, books and equipment. It should be noted that the student's home school will determine the fees. All fees associated with a VET program must be paid on time, cost will be added to accounts.

It should be noted that a $200 admin fee is applicable for all VET courses. All fees associated with a VET program must be paid on time. Should a student withdraw prior to completion of the course/certificate or after enrolments close (28th Feb), full tuition costs will be incurred by the student in accordance with the certificate level undertaken and the costs to the College.

7. Structured Workplace Learning (SWL)

Structured Workplace Learning is a key feature of VET programs. All students are encouraged and in some courses it is expected to complete a minimum of a 10-day work placement in a related industry. It is the responsibility of the College and students to ensure that all paperwork associated with this structured workplace learning is completed and returned on time. Students will need to meet the work placement requirements of the course to the best of their abilities.

8. Reports

All students undertaking a VET program will receive an official written report or statement of attainment indicating their progress in the program. Reports are issued by the training providers to the student's school and will include information on completed competencies, student learning, attendance, behaviour and general comments.

Completed certificates will be sent directly to schools at the completion of the course. Schools will forward these to students. It should be noted that completed certificates might not be sent until the following year in accordance with graduation processes from the various TAFE and training institutions.

Students completing a VET program will receive notification of their final results from the Victorian Curriculum and Assessment Authority (VCAA).

Students undertaking VET programs with a Study Score or increment at Year 12 will have their results appear as part of their VCAA Statement of Results. ATAR contributions are calculated at the Year 12 level only by VTAC and are made available to students by VTAC through the normal channels.

9. Student behaviour

All students must abide by the trainers' rules and the rules of the Host School whenever they are on site. This includes meeting Occupational Health and Safety requirements in and out of the classroom. Attitude and behaviour are to be of the highest standard.

10. Catch up VET classes

Where necessary, students may be required to attend catch up classes after school, during the school holidays or on the weekend.

11. Absence from an assessed task - VCE, VET Units 3 & 4 only

Students, who are absent from class on a day when an assessed task is being held, should:

- Phone their VET Coordinator at the College and their VET classroom teacher by 8:30am. Provide a doctor's certificate / medical note immediately on return to school.

- The VET classroom teacher in conjunction with the student's VET Coordinator will determine whether the absence is excused and whether rescheduling the missed assessment task will be granted. Students who fail to report to their VET Coordinators on their first day back at school by 8:30am, will not have their assessment task rescheduled.

12. Withdrawal from a program

VET programs are successful because students are able to access programs offered by the college, via a VET cluster school or a TAFE schools. It should be noted by students and parents that failure to abide by the above course requirements may result in a student being withdrawn from the program.

All updates to the programs will be included in the future edition of the VCAA Bulletin. Final arrangements will be confirmed early February of each year.

Units may change from year to year subject to instructions from the Victorian Curriculum Assessment Authority VCAA).

Subject List

Caroline Chisholm Catholic College offers subjects from a range of industries, as part of the VET program. Courses are completed on and off-site based on students needs and demands.

Agriculture, Horticulture, Conservation and Land Management

Animal Studies

Applied Fashion Design and Technology

Applied Language

Automotive

Beauty and Make up

Building and Construction

Business

Communications Technology

Community Services

Creative and Digital Media

Dance

Electrical Industry

Engineering

Equine Studies

Furnishing

Hair and Beauty

Health

Hospitality

Information, Digital Media and Technology

Integrated Technologies

Laboratory Skills

Music Industry

Salon Assistant

Sport and Recreation

Glossary of terms

ATAR - Australian Tertiary Admission Rank: The ATAR is a measure of academic achievement in Year 12 that assists institutions with ranking applicants for selection to tertiary education courses.

Block Credit: Eligible credit towards VCE.

Home School: The School where the student is enrolled.

Host School: Where the study takes place. RTO's may be the student's school, another school, TAFE, private organisation or an ACE provider.

Industry-based learning/work integrated education/practical/industrial experience: Supervised practice take place in an approved workplace and helps develop skills relevant to the study. It may be undertaken during a semester or in semester breaks and can vary from regular one day placements to block periods of several weeks. Costs may be involved, such as instruments, uniforms, accommodation and travel. Check with the relevant institution.

Nationally accredited: A qualification which is valid and recognised through the nation.

Primary Four Subjects: English and top 3 results from eligible subjects.

Registered training organisation (RTO): An institution that has been approved by the Victorian Registration and Qualifications Authority (VRQA) or Australian Skills Quality Authority (ASQA) to deliver and issue VET qualifications.

SBATS - School Based Apprenticeships: Student can complete an apprenticeship or traineeships part-time whilst studying VCE or VCAL. You would need to work with a host employer 1-13 hours

SWL - Structured Workplace Learning

TAFE - Technical and Further Education: TAFE programs are practical and include apprenticeships, traineeships, certificates, diplomas and advanced diplomas. These qualifications provide the skills for employment at paraprofessional and professional levels.

Units (VCAL): Accredited units in Literacy and Numeracy Skills, Industry Specific Skills, Personal Development Skills and Work Related Skills that contribute towards the VCAL.

Units (VCE): The parts of a study in the VCE. There are usually four units in a study: Units 1, 2, 3 and 4.

VCE - Victorian Certificate of Education: Usually Year 11 and 12 (Units 1-4) at Secondary School.

VCAA - Victorian Curriculum and Assessment Authority

VCAL - Victorian Certificate of Applied Learning: Year 10-12 hands on learning.

VET - Vocational Education and Training: Certificate Courses 1,2,3 and 4.

VFE - Code on VASS denoting VET or Further Education programs.

VTAC - Victorian Tertiary Admission Centre: VTAC is responsible for calculating and distributing the ATAR and for processing student applications for tertiary entrance to universities, TAFE institutes and other Further Education Colleges.

Vocation: Is a chosen field of work or career.

Where to find help

Resources

Careers Website:
carolinechisholmcatholiccollegecareers.com

Year 10–12 College Course Guide
On the College website cccc.vic.edu.au

VTAC Website
vtac.edu.au
The Victorian Tertiary Admissions Centre (VTAC) is the office that administers the application and offer process for places in tertiary courses at university, TAFE and independent tertiary colleges in Victoria.

VICTER Guide
vtac.edu.au/pdf/publications/victer2018.pdf
In this publication, institutions outline the VCE study requirements needed for entry into their courses.

VCAA Website
vcaa.vic.edu.au
The Victorian Curriculum and Assessment Authority (VCAA) website that provides curriculum, assessment and reporting information for all your VCE, VCAL and VET needs.

Where to now? publication
vcaa.vic.edu.au/pages/vce/publications/WhereToNow

VCAA guide for students on the range of options available to them in their last two years of secondary school. This publication contains information about VCE and VCE VET studies, the VCAL and school-based apprenticeships and traineeships, and features the success stories of students.

People to ask

Your Learner Mentor

Your subject teachers

VET Coordinator

Senior Pathways Coordinator

Careers Coordinator

VCAL Coordinator

**Deputy Principal
(Learning and Teaching)**