



STAR OF THE SEA COLLEGE

VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)

ORIENTATION - 2018

STUDENT NAME: _____



PEOPLE YOU WILL WORK WITH

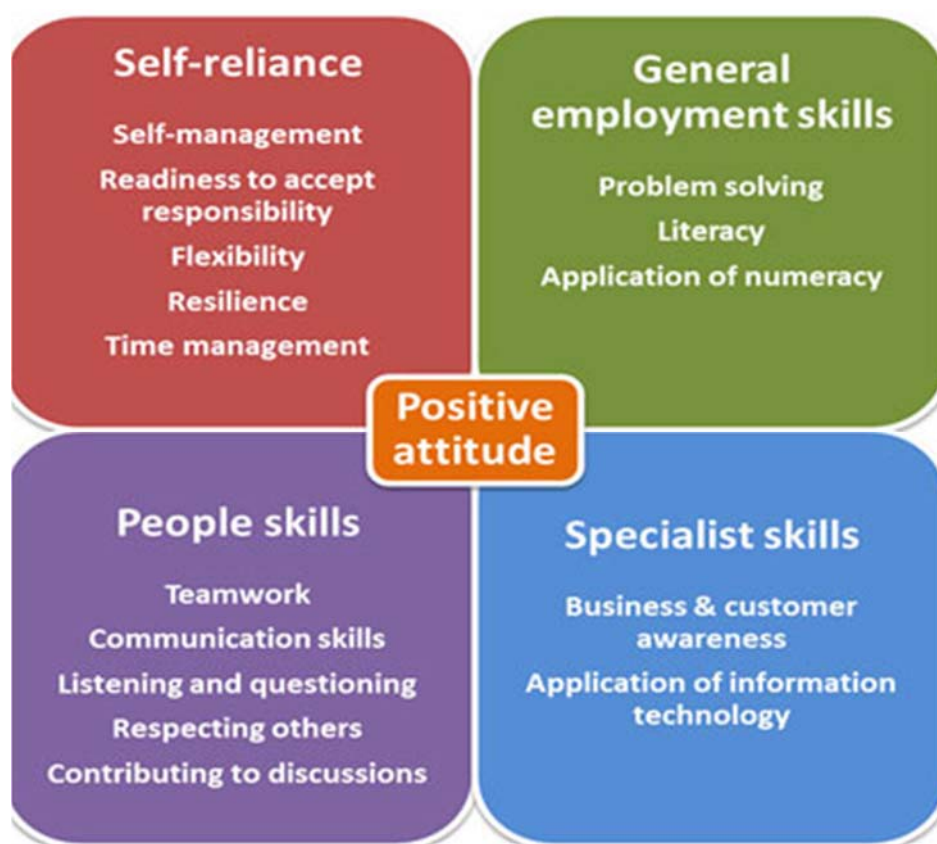
Regina Hooper: rhooper@starmelb.catholic.edu.au
VCAL Coordinator / Personal Development Skills Teacher

Matthew Lyons: mlyons@starmelb.catholic.edu.au
VCAL Literacy Skills Teacher

Jane Watkins: jwatkins@starmelb.catholic.edu.au
Senior Studies Leader

Dimi Palatsides: dpalarsides@starmelb.catholic.edu.au
Pathways Coordinator

Mark Weegberg: mweegberg@starmelb.catholic.edu.au
Careers Leader



WELCOME TO VCAL 2018

Congratulations for choosing a course that puts you directly on the path for your future career.

We have a very exciting year planned with many activities designed to make you more 'employable' and 'work ready'.

At school in Personal Development, Work Related Skills and Literacy we will be focusing on the skills that 'employers want'.



Your **TAFE** course will be teaching you information and skills that are specific to your industry.

Work Placement will give you the chance to put the knowledge and skills that you have learnt at school and TAFE into practice.

Remember, the most important skill you need to develop is the ability to clearly communicate and problem solve. Therefore, if there are any issues or concerns, you must bring them to our attention as soon as they arise.

We are looking forward to getting to know you and working with you

Regards,
Ms. Hooper and the VCAL Team

W
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C
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M
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LEARNER GUIDELINES AND EXPECTATIONS

Emails must be checked daily and acknowledgment/response of receipt required.

This is an applied learning course therefore **full attendance is expected**.

It is a requirement for senior studies that the school provides proof of a minimum of 90% attendance. Therefore **medical certificates will need to be obtained as evidence of illness**.

If classes are missed it is the **responsibility of the student to catch up on missed work**. Extra class time will not be possible.

The VCAL certificate is a nationally recognised Senior Secondary Certificate and therefore **minimum standard requirements need to be met**. This is obtained by a variety of methods including:

- a) Observation
- b) Verbal questioning
- c) Active class participation
- d) Teacher reports
- e) Group work
- f) Written/digital portfolio of evidence.

✓ Assessment of student competence is to be documented by teachers. As it is a very 'hands-on' course, it is the responsibility of each student to submit work by the due date and maintain/update record of completed learning outcomes and evidence submitted.

All **appointments outside of school must be after school hours (where possible)**. If this does not occur, students may be asked to make up class time during this period.

LEARNER GUIDELINES AND EXPECTATIONS continued

All TAFE classes must be attended in full unless accompanied by a medical certificate and/or prior arrangement with TAFE and Pathways Coordinator.

All free periods must be undertaken in the **Year 12 study/library and/or the VCAL room** when made available.

Active participation in all group work is a requirement before credits can be granted.

All assessment tasks and submission of evidence is required by the **due date**.

Work placement is the responsibility of each student with support from Star of the Sea. **Work placement is compulsory for VCAL students at Star of the Sea College.**

INTEGRATED PROJECTS

Personal Development Skills & Literacy

Both subjects are delivered as integrated units where PDS and Literacy have project-based outcomes on the same unit theme. All units have scope for students to negotiate tasks according to their personal interests and skill set.

The purpose of the **Personal Development Skills Strand** is to develop knowledge, skills and attributes that lead towards:

- The development of self
- Social responsibility
- Building community
- Civic and civil responsibility, for example through volunteering and working for the benefit of others
- Improved self-confidence and self-esteem
- Valuing civic participation in a democratic society.

The broad purpose of the **Literacy Skills units** is to enable the development of skills, knowledge and attitudes in literacy that allows progression in the main social contexts of:

- Family and social life
- Workplace and institutional settings
- Education and training contexts
- Community and civic life.

UNIT 1

In Unit 1 (Semester 1), we 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 one or more of the following: a relevant personal, social, health and wellbeing, educational and/or family goal
- Skills applicable to a relevant personal, social, health and wellbeing, educational and/or family goal
- Introduction to problem-solving skills
- Introduction to skills for planning, organising and working in teams.

In the past we have researched areas of:

- Health and Wellbeing.
- Personal profiling.
- Cyber issues.
- Social Media usage.

Tasks may include:

Students:

- Contributing to the initial planning discussions to develop an action plan/framework of the overall project, including liaising with key stakeholders.
- Arrange for guest speakers to visit the school.
- Collating peer input and deciding the key group activities necessary to plan, inform and deliver a safe and successful student wellbeing day.
- Plan, develop and implement an individual 'wellbeing' activity/lesson for others.
- Problem solving any issues as they arise and devise a checklist to ensure smooth delivery of the 'Wellbeing Day' and individual activities/lessons at the school.
- Completing all tasks and provide a portfolio of evidence through various mediums and copies of documentation and a reflection of projects.
- Launching individual 'personal profile' folios.

UNIT 2

This unit has traditionally seen us embark on outreach or community projects. 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



In the past we have:

- Produced and marketed products to sell as a fundraiser
- Planned, created and implement an 'awareness campaign' through building a website and social media

Tasks may include:

- Writing student journal entries
- Using multi-modal skills
- Creating evaluation surveys and reviewing results
- Conducting formal meetings (incl. arranging a time and location, notification, preparing agendas, chairing, taking minutes of meetings)
- Creating and implementing a marketing plan
- Planning and creating a product
- Finding markets and distributors for the product

- Designing advertising and promotional campaigns
- Maintaining communication with the stakeholders
- Reporting on progress and outcomes of fundraising projects
- Building and maintaining web and social media sites

WORK RELATED SKILLS

The purpose of the Work Related Skills is to develop employability skills, knowledge and attributes valued within community and work environments as a preparation for employment. The development of Occupational Health and Safety (OHS) knowledge will provide you with the necessary preparation for the workplace.

This unit will be completed over the whole year. It will be covered by a variety of sources and methods:

- Prior learning activities
- Incursions and excursions
- Work to be completed in time-tabled WRS sessions
- Work that will need to be completed during and after Work Placement.

Therefore, the requirements of this unit cannot be met unless you complete all of your Work Placements.

WORK PLACEMENT

As part of your VCAL certificate and your chosen VET subject you are required to organize and undertake 4 weeks of work placement which is aligned to your area of interest and study undertaken through your VET Certificate.

An important element of the VCAL program at Star is work placement.

The aim of work placement is to help build your **employability skills**.

Work placements help develop the following employability skills – communication:

- Team work;
- Problem solving;
- Initiative and enterprise;
- Planning and organising;
- Learning;
- Self-management and
- Practical use of technology

In addition, by gaining specific workplace knowledge and experience, work placements will mean you are better prepared for either employment or further studies. Work placements will certainly add to your resumes!

The expectation is that **you will be active in the organisation of a suitable work placement**. The work placement must relate directly to your VCAL study or to one of your VET units.

As part of your VCAL certificate and your chosen VET subject you are required to organize and undertake 4 weeks of work placement which is aligned to your area of interest and study undertaken through your VET Certificate.

Work Place learning provides students with the opportunity to develop practical on-the-job experience and learning's in industries they are interested in pursuing, enhances their employability skills and establishes greater employment opportunities for the future.

The work placements must be organised in consultation with the VCAL Coordinator and the Pathways Coordinator and all paperwork must be completed two weeks prior to the commencement of the placement.

Work placements during 2018

Term 1: Week 9 - Monday 19 March to Friday 23 March

Term 2: Week 9 – Tuesday 6 June to Friday 22 June

Term 4:

Year 12: Week 3 - Monday 22 October to Friday 4 November

Year 11: Week 6 - Monday 12 November to Friday 23 November

- As your first work placement is in Term 1 it is expected that you research and find your first placement over the school holidays. You will be invited to and have access to a VCAL Work Placement Google site which will have sample application letters which you can use to help find your work placements

- Please contact Ms. Palatsides once you have organized your work placement with the following details:

Name of Organisation

Contact Person

Address

Telephone Number and Email

Type of work

- Once I have this information I will then organize the legal paperwork and contact your employer to confirm this.
- Please contact me if you need assistance in finding a placement
- Throughout the year you will also complete a Work Placement Portfolio alongside your unit of work on Work Related skills.

Ms. Palatsides

dpalatsides@starmelb.catholic.edu.au

EXAMPLE: LETTER OF APPLICATION

05/02/2018

Sarah Star
1 Market Street
BRIGHTON 3186

Telephone: 9596 5241
Email: sstar@starmelb.catholic.edu.au

Duart's Travel
20 Flemington Rd
PARKVILLE 3052

Re: Work Placement 30 May to 10 June 2018

Dear Human Resources Coordinator, (OR Dear Sir/Madam OR Dear 'full name' (if known))

I am writing to you about the possibility of completing some work experience with your organisation.

I am currently a Year 11 student at Star of the Sea College, Brighton, and studying the Victorian Certificate of Applied Learning (VCAL). An important part of the program is work placement, which requires students to organise and complete two weeks of work experience in a field that relates to our VCAL studies. The aim of the work placement is to help develop employability skills and workplace knowledge. I am currently studying Tourism. The date for the work placement is from Monday 30 May to Friday 10 June.

I am very interested in pursuing a career in Tourism and, naturally, I would appreciate the opportunity to work in your organisation in order to gain valuable insight into this area.

(*You could also add any relevant information about related study you are doing at TAFE)

I have included contact numbers for both school hours and after hours if you wish to discuss a work placement with me or to request an interview.

Meanwhile, should you have any further enquiries, please do not hesitate to contact either myself or my Pathways Coordinator, Ms. Palatsides, at the College, on Telephone 9595 9595.

I appreciate your consideration of my request and I look forward to speaking with you further about a work placement.

Yours in anticipation,

(Sign here)

Sarah Star

VCAL, TAFE AND CAREERS

TAFE ADVICE

- Details of TAFE enrolment and specific classes will be forwarded to each student as they become available.
- You will be enrolled as a student of your TAFE provider, in addition to your enrolment as a Star of the Sea College student.
- Star of the Sea College has applied to TAFE on your behalf
- **You need to keep monitoring your email**
- The key to success at TAFE is attendance. Students who do not attend classes cannot pass their course.
- In 2018, if you are absent for any reason, you must contact the TAFE institution (your teacher) and Star of the Sea College (Ms. Palatsides)

CAREERS ADVICE FOR VCAL STUDENTS IN 2018

- Each student in VCAL in 2018 will have a minimum of two Careers Counseling meetings each Term. The first appointment will be given to you during the first week of Term One.
- Students in VCAL will have priority access to Mr. Weegberg and Careers resources

WORK PLACEMENT

- Students in VCAL will be made aware of dates at the start of 2018 and are expected to take the initiative in finding placements that are relevant to their particular VETIS course(s).
- Students are expected to meet with Ms. Palatsides regularly to plan their placements.

The trouble with
opportunity is that
it always comes
disguised as
hard work.
- UNKNOWN

UNIQUE STUDENT IDENTIFIER (USI)

USIs are free for all students

The USI scheme is free. The USI Office does not charge a fee for individuals creating their USI and maintaining their USI account, which will bring together their records of nationally recognised training completed after 1 January 2015.

Individuals can [create their USI](#) for free by themselves. It is a quick and easy process and will only take a few minutes of your time. Or if you like you can learn more about the steps to create a USI below.

Steps to create your USI

The following steps show how you can create a USI: It's very easy and only takes a couple of minutes providing you have one of the identity documents at hand, as listed below:

Step 1

Have at least one form of ID ready from the list below:

- Driver's License
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

Step 2

Have your personal contact details ready (e.g. email address, or mobile number, or address).

Important: Please note that the USI will be linked to your name, as it appears on the form of ID you used to create the USI. The personal details you enter when you create a USI must match exactly with those on your form of ID.

Step 3

Visit the USI website at: www.usi.gov.au

UNIQUE STUDENT IDENTIFIER (USI) continued

Step 4

Select the 'Create a USI' link and follow the steps.

The screenshot shows the Skills Unique Student Identifier (USI) creation page. At the top right is the industry.gov.au logo. Below it is a search bar with the text "Site Search..." and a magnifying glass icon, with a link to "Advanced Search". The main navigation menu includes: Home, About, Students >, Training Organisations >, System Developers, **Create your USI**, Help Centre >, and Contact Us. Below the navigation is a breadcrumb trail: "You are here: [Home](#) > Create your USI". The main heading is "Create your USI", followed by "Create your Unique Student Identifier" and "Important information". A highlighted box contains the instruction: "Please make sure you have one form of ID from the list below ready." Below this is a list of ID types: a. [Driver's Licence](#), b. [Medicare Card](#), c. [Australian Passport](#), d. [Visa \(with Non-Australian Passport\)](#) for international students, e. [Birth Certificate \(Australian\)](#), f. [Certificate Of Registration By Descent](#), g. [Citizenship Certificate](#), and h. [ImmiCard](#). A final highlighted box states: "Important: The details you enter MUST match your form of ID".

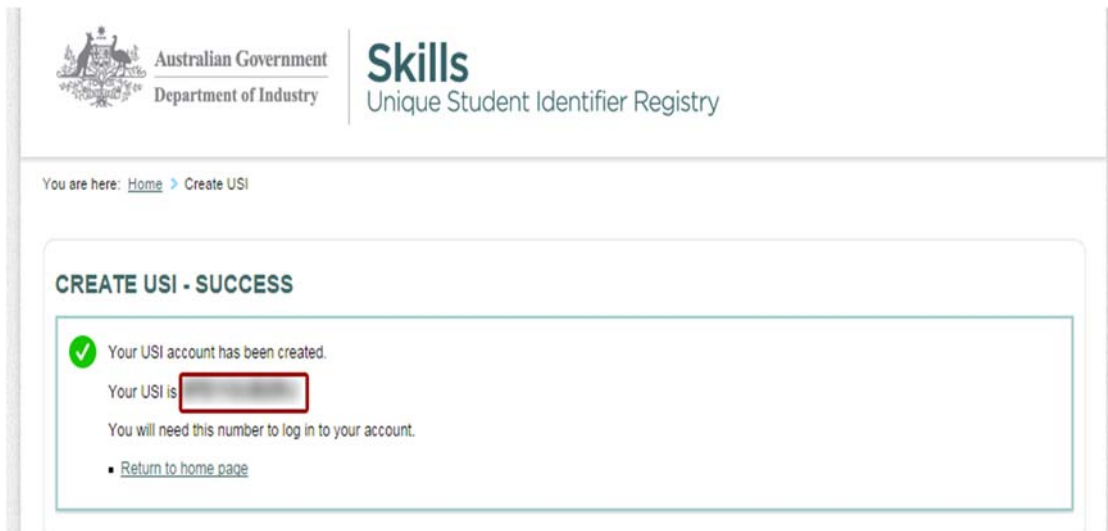
Step 5

Agree to the Terms and Conditions.

UNIQUE STUDENT IDENTIFIER (USI) continued

Step 6

Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen, plus, it will also be sent to your preferred method of contact (i.e. email).



Step 7

You should then write down the USI and keep it somewhere handy and safe. You must then bring your USI to your enrolment session.

For more information:

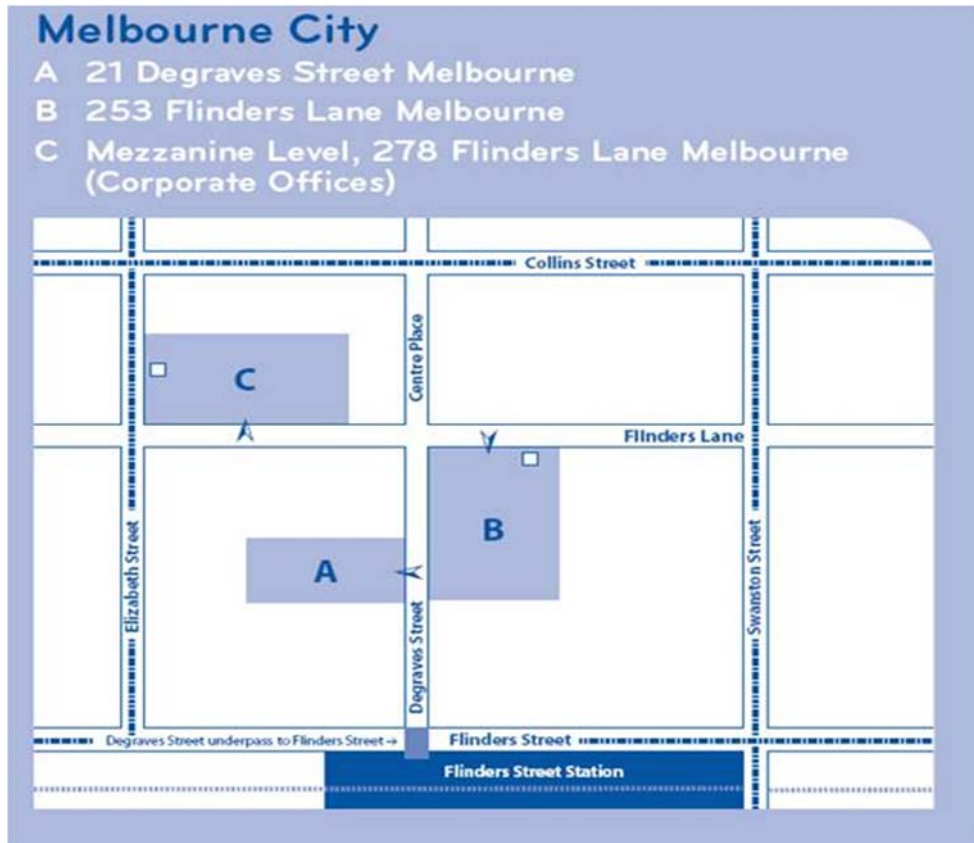
Website: www.usi.gov.au

Email: usi@industry.gov.au

Phone: Skilling Australia Information line – 13 38 73

TAFE CAMPUSES - BOX HILL INSTITUTE

MELBOURNE CITY CAMPUS



MOORABBIN CAMPUS

Moorabbin campus

488 South Road, Moorabbin 3189 (PO Box 42 Holmesglen 3148)
 T: 03 9564 1555 F: 03 9555 0060



i Information Point
 H Hemisphere Hotel
 C Cilantro Restaurant
 M Medical Centre
 S Holmesglen Security
 P Parking Available
 F Cafeteria
 B Bus Stop

Enquiries for:

General Course Information and Enrolment Building 4
 Adult Literacy Building 4
 Adult VCE Building 4
 Air Conditioning Building 4
 Business & Finance Building 2
 Community and Transitional Education..... Building 4
 Computing & Information Technology Building 4
 Design, Multimedia & Art..... Building 4
 Early Childhood Education..... Building 4
 Electrical & Electronics..... Building 4
 Engineering..... Building 4
 Fitness, Sport & Recreation..... Building 1
 Flexible Learning Unit..... Building 4

Holmesglen Language Centre (HLC)..... Building 2
 Hospitality, Cookery & Bakery Building 1
 International Centre..... Building 2
 Liberal Arts..... Building 4
 New Enterprise Incentive Scheme (NEIS) Building 4
 Nursing..... Building 3
 Pathology & Laboratory Technology Building 3
 Renewable Energy..... Building 4
 Security & Asset Protection Building 4
 Short Courses..... Building 4
 Social Science..... Building 4
 Tourism & Events..... Building 1
 Vocational College..... Building 4

Services:

Bookshop..... Building 4
 Cafeteria..... Building 4
 Campus Security..... Building 1A
 Cilantro Training Restaurant..... Building 1
 Fitness Centre Building 2
 Hemisphere Conference Centre & Hotel..... Building 1
 Information Office..... Building 4
 Infuse Restaurant & Swiri Bar..... Building 1
 Kids Time Early Learning Centre..... Building 10
 Learning Commons (Library)..... Building 2
 Media Services Department..... Building 4
 Property Services Office..... Building 7
 Student Lounge..... Building 2

Student Records..... Building 4
 Student Services..... Building 4
 Subway..... Building 4

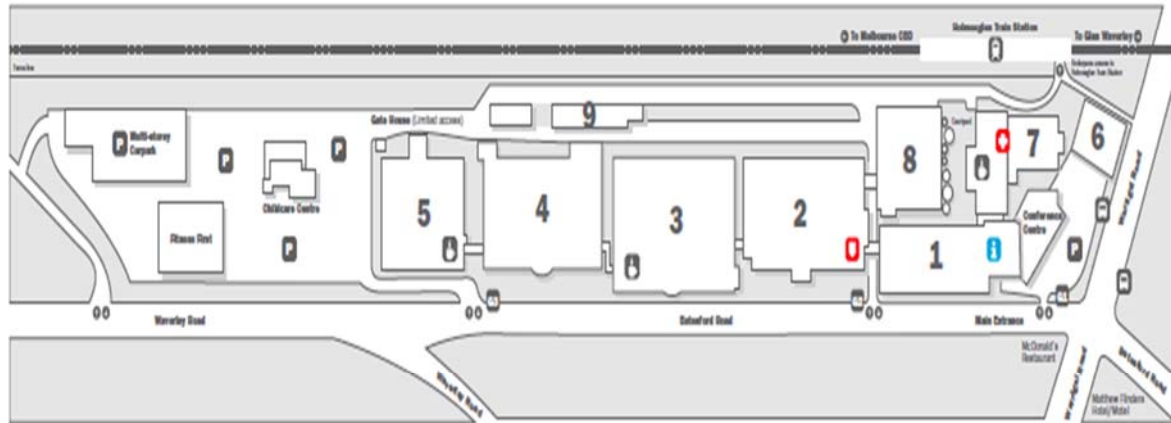
Disclaimer

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CHADSTONE CAMPUS

Chadstone campus

Batesford Road, Holmesglen (PO Box 42 Holmesglen 3148)
T: 03 9564 1555 F: 03 9564 1606



I Information Point **C** Medical Centre **S** Holmesglen Security **P** Parking Available **C** Cafeteria **T** Train Station **B** Bus Stop **G1** Gate One **G2** Gate Two **G3** Gate Three

Enquiries for:

General Course Information & Enrolments	Building 1
Applied Sciences	Building 1
Advanced Building Technology	Building 3
Bricklaying	Building 3
Built Environment Degree programs	Building 6
Business Services	Building 1
Carpentry	Building 3
Ceramics	Building 1
Community & Transitional Education	Building 4
Dental Technology	Building 1
Design, Arts & Science	Building 1
Fibrous & Solid Plastering	Building 3
Flexible Training Centre	Building 5
Furniture & Joinery	Building 5

Glass & Glazing	Building 3
Graphic Arts	Building 1
Industrial Skills	Building 5
Information Technology	Building 1
Interior Decoration & Design	Building 5
International Centre	Building 6
Language Centre	Building 7
Painting & Decorating	Building 2
Plumbing & Mechanical Services	Building 2
Roof Tiling & Slating	Building 2
Short Courses	Building 2
Stonemasonry	Building 3
Tile Laying	Building 3

Services:

Bookshop	Building 1
Cafeteria & Student Lounge	Building 3, 5, 7
Conference Centre	Building 1A
Corporate Suites	Building 8
Deliveries	Building 9
Learning Commons (Library)	Building 5, 8
Media Services	Building 1
Prayer Rooms	Building 7
Property Services	Building 9
Purchasing	Building 9
Recreation Room	Building 7
Security	Building 2
Student Services	Building 7
Technology Services Department	Building 1

Parking and deliveries:

General car park	Gate 3
Conference Centre (Limited access)	Gate 1
Corporate Suites (Limited access)	Gate 2
All deliveries	Gate 3

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TESTIMONIALS

PAST VCAL STUDENT - A Year 11 Experience

When doing your Victorian Certificate of Applied Learning you also do external **Vocational Studies**, which is when you attend an outside campus like Moorabbin Holmesglen, Chadstone Holmesglen, Kangan and Box Hill Institute. These places have a variety of courses to suit everyone. When attending your course is it normally on a Wednesday afternoon or a full day. In External Vocational Studies, you are not only learning new skills but you are also making new friends during your time there. Some of the courses the girls have done this year are, Event Management, Tourism and Travel, Retail Make-up and Skincare and Sport & Recreation.

We also do **Work Placement**, which has to be related to the course you are doing at TAFE. For example I do Sport and Recreation so I go to Cochrane's Gym because it's related to fitness. At the gym I do a lot of helping the personal trainers, particularly with clients' workouts. They teach me how to encourage them to keep on going and also how to position yourself. Doing the work placement gives you more time to learn more skills in your work place and sometimes just everyday skills in life.

Throughout our time doing VCAL this year we have learnt many skills that we will be able to take with us to the adult world and put to use in our everyday life. We learnt many different IT skills, e.g. how to use Google docs and how to make an iMovie, etc. We used Google docs for most of our group or teamwork activities. It was a big part in VCAL to keep everything organized and easy to find everything.

The teachers in VCAL have taught us many **communication skills** for us to take on when we grow up. For example, how to have formal and informal meetings, what is the correct email etiquette and how to have everything correct and planned out. We had many class discussions and negotiations with one another, which we would sometimes cause conflict between us and then we would have to resolve it. For SHM we were making Christmas cards to sell to help raise the funds and awareness for the charity. As a part of this we learnt about marketing, especially about the four P's, which are place, product, promotion and price. Then we learnt how to advertise it to the community and also how to use social media and how we could put our word out using it.

In the end we were very organized with our event management and how to work within a **time frame** and get everything done on time. Each step on the way we were learning basic admin skills that will help out with our futures and taught us how to **work as a team**.

TESTIMONIALS-continued

PAST VCAL STUDENT - A Year 12 Experience

What would I tell new students?

I would tell them that this is definitely the pathway for them. You will get so many opportunities doing VCAL unlike you would if you were doing VCE. VCAL is all about hands on learning. For example, being able to go out and work properly for a week or two so you get employability skills and better communication skills. You will be required to plan, organise and run events. VCAL is all about doing things yourself and not relying on your teachers to do it for you. Yes they are there to help guide you, but they aren't there to do all your work.

What has been your experience?

My experience has been interesting, I didn't expect VCAL to be like this but it has definitely been a better pathway for me. If I didn't do VCAL I don't think I would have learnt the things I have learnt in normal classes.

What skills have you learnt?

I have learnt many skills such as; how to communicate with people better, more work skills and things about work that I never knew before. Most importantly I have learnt to be more confident and to stand up for myself.

These skills have made me 'more employable'!

What have been the challenges?

Some challenges I have faced have been doing work that I didn't always enjoy. Sometimes and normally when I don't enjoy something I don't get it done.

I didn't enjoy the planning of things, just because I'm not much of a planner. I just like to get things done straight away.

Is VCAL taking over education?????

VCAL is becoming a more and more well-known subject for students all over Australia. We are seeing so many teenagers starting to take this pathway. At Star of the Sea College it has just been introduced this year with only 7 girls taking part in this program. Half way through the year we got 3 more girls wanting to participate in this program. This is not because they want an easy way out in schooling this is because they want to go down the pathway of getting skills to help get them proper jobs. They didn't necessarily want to go down the path of university. It has been shown on recent studies that employees are now looking for students with skills that are called soft skills, this means that the students are taught how to communicate, how to have a work ethic and have good life skills. These girls are coming out with skills that can't be assessed with an ATAR. VCAL is all about practicality; being able to go out and do what you want to do for your future and being able to actually learn by doing things.