

Guide to the VCE, VCAL, VET and
Apprenticeships and Traineeships

WHERE TO NOW? 2018





DIPLOMA
ADVANCED
DIPLOMA

TAFE CERTIFICATE
II / III / IV

UNIVERSITY

VCAL

VCE

EM
APPRENTICESHIPS
AND
TRAINEESHIPS

WC
L

SBA

APPRENTICESHIPS
AND
TRAINEESHIPS



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Welcome

Congratulations on reaching your final years of secondary school. This is an exciting time and the choices you make will help shape your future education and career opportunities.

Your senior secondary years are a wonderful opportunity for you to explore your potential, discover new interests and develop skills that will empower you to learn throughout your life. Victoria is committed to Education State initiatives that are making sure that our schools have the best facilities, our classrooms have the best teachers and that every child is given every chance to thrive, grow and succeed.

Whether you plan to enrol in university, complete an apprenticeship or traineeship, or enter the workforce, this booklet will help you choose a path that is right for you.

You can choose from two senior secondary qualifications – the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL). You can also undertake a Vocational Education and Training (VET) certificate or school-based apprenticeship or traineeship as part of your VCE and VCAL.

All Victorian education certificates are valuable and recognise the learning and skills you have gained. Discuss your options with your teachers, family and friends so you make the right choices to achieve your future goals.

I also encourage you to read the stories in this booklet from students who have recently completed VCE, VCAL, VET or a school-based apprenticeship or traineeship. The variety of their chosen pathways shows what is possible through the flexible learning opportunities available to you. Furthermore, their experiences and advice can help you decide what you want to study and provide you with practical tips for success.

I wish you all the best for the future in your senior school years and beyond.



A handwritten signature in blue ink that reads "James Merlino".

The Hon. James Merlino MP
Deputy Premier,
Minister for Education,
Minister for Emergency Services

Victorian Certificate of Education (VCE)

Speak to your careers counsellor for advice on your options

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The VCE is a senior secondary certificate that provides pathways to tertiary education, advanced certificate courses and the workforce.

It is a world class credential that enables students to study a broad range of subjects and is recognised nationally and internationally.

Most students in Victoria receive their VCE when they complete secondary schooling. Many students outside Australia also study the VCE, with students in China, Vanuatu, Timor Leste and Philippines choosing to complete the certificate.

How is the VCE structured?

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The VCE course is made up of studies and units, some of which must be studied as a sequence.

A study is a subject, for example, English or Biology. It is made up of four units (Units 1, 2, 3 and 4), each of which is a semester in length.

For most students, VCE is completed over two years.

Students typically study Units 1 and 2 in their first year, and Units 3 and 4 in their second year.

You can study Unit 1 or Unit 2 of a subject as stand-alone units. However, you must enrol in Units 3 and 4 of a study as a sequence. This sequence needs to be completed in the same year if a study score is to be calculated.

Students usually study from 20 to 24 units (five or six studies) in Years 11 and 12.

You can take longer than two years to finish VCE if you need to. Some students start VCE in Year 10, and some study Units 3 and 4 in Year 11.

You should talk to your teachers or careers counsellor about how to structure your VCE program to best meet your needs.



What studies can I choose?

You have a variety of study options in VCE through which you can pursue your interests and build your skills.

There are over 90 VCE studies and over 20 VCE VET (Vocational Education and Training) programs for you to choose from across the humanities, sciences, mathematics, technology, arts and languages, as well as vocational studies.

Each school decides which VCE studies and VET programs it will offer. If your school doesn't offer your chosen studies, they might be available from another provider.

You may want to consider Distance Education Centre Victoria or the Victorian School of Languages, or you can speak to your VCE coordinator about other options.

How should I choose which VCE studies to do?



The best idea is to choose studies that:

- > interest you
 - > you are good at
 - > lead to a job that interests you
 - > will help you get into a university or Technical and Further Education (TAFE) course that you want to do.
-

There is a full list of studies on the following page.

VCE Studies in 2018

The Arts

- Art
- Dance
- Drama
- Media
- Music:
 - Music Performance
 - Music Investigation*
 - Music Style and Composition
- Studio Arts
- Theatre Studies
- Visual Communication Design

Business Studies

- Accounting
- Business Management
- Economics
- Industry and Enterprise
- Legal Studies

Cross-curricular

- Extended Investigation*

English

- English/English as an Additional Language
- English Language
- Foundation English†
- Literature
- Bridging English as an Additional Language†

Health and Physical Education

- Health and Human Development
- Outdoor and Environmental Studies
- Physical Education

Humanities

- Australian and Global Politics:
 - Australian and Global Politics†
 - Australian Politics*
 - Global Politics*
- Classical Studies
- Geography
- History:
 - Ancient History
 - Australian History*
 - Global Empires†
 - Revolutions*
 - Twentieth Century History†
- Philosophy
- Religion and Society
- Sociology
- Texts and Traditions

Individual schools do not offer all these studies.
Check which VCE studies your school offers.

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Mathematics

- Foundation Mathematics†
- Further Mathematics*
- General Mathematics†
- Mathematical Methods
- Specialist Mathematics

Science

- Biology
- Chemistry
- Environmental Science
- Physics
- Psychology

Technology

- Agricultural and Horticultural Studies
- Algorithmics (HESS)*
- Computing:†
 - Informatics*
 - Software Development*
- Food Studies
- Product Design and Technology
- Systems Engineering

Languages

Arabic, Armenian, Auslan, Bosnian, Chin Hakha, Chinese First Language, Chinese Language Culture and Society, Chinese Second Language, Chinese Second Language Advanced, Classical Greek, Classical Hebrew, Croatian, Dutch, Filipino, French, German, Greek, Hebrew, Hindi, Hungarian, Indigenous Languages of Victoria: Revival and Reclamation, Indonesian First Language, Indonesian Second Language, Italian, Japanese First Language, Japanese Second Language, Karen, Khmer, Korean First Language, Korean Second Language, Latin, Macedonian, Maltese, Persian, Polish, Portuguese, Punjabi, Romanian, Russian, Serbian, Sinhala, Spanish, Swedish, Tamil, Turkish, Ukrainian, Vietnamese First Language, Vietnamese Second Language, Yiddish.

Key

† Units 1 and 2 only

* Units 3 and 4 only



Did you know that you can include a Vocational Education and Training (VET) program in your VCE? To find out more, see the VET section starting on page 22.

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What do I have to do to achieve my VCE?

To achieve your VCE you must successfully complete 16 units including:

- three units from the English group, two of which must be a Unit 3 and 4 sequence.
- at least three additional Unit 3 and 4 sequences.

Your teacher can explain the differences between the English group studies, or you can find out more about them on the Victorian Curriculum and Assessment Authority (VCAA) website.

You can complete the remaining units, including the three sequences at Unit 3 and 4 level, in any study that interests you. This could even be an additional English group study on top of the units you take to meet the minimum English requirement.

Your teacher determines if you have satisfactorily completed a unit based on the work you produce and submit and your adherence to VCAA and school rules.

How do I achieve marks in the VCE?

Units 1 and 2 are marked by your school; your teachers will set a range of assessments to see how you are progressing. The assessments have deadlines and you will need to plan and submit your work on time. Deadlines can only be extended in special circumstances.

For Units 1 and 2 you will receive either S (Satisfactory), or N (Non-Satisfactory). Your school may give you a grade for each unit, but only the S counts towards your VCE.

For Units 3 and 4 you will have grades calculated from A+ to E, UG (Ungraded), or NA (Not Assessed) for your assessment tasks, as well as an S or N.

There are three graded assessments for each VCE study at Unit 3 and 4 level. All VCE VET programs with scored assessment have two graded assessments.

Depending on the study, these may be School-based Assessments and/or external assessments.

School-based Assessments are set by your teacher and include School-assessed Coursework (SAC) that is completed at school, and School-assessed Tasks (SAT) that are completed at school and home. These are marked at your school. The VCAA checks the marks to make sure that all schools in Victoria are marking to the same standard. You can read about the rules for marking/assessment on the VCAA website, or you can ask your teachers.

External assessments are set and marked by the VCAA. They are the same for all students taking the same VCE study. Usually this will be an exam – whether written, oral, performance or in an electronic format.

Your external assessments are marked by assessors who are experts in their area of study. All VCE studies are marked to the same standard and there are multiple checks to make sure that marking is fair.

Exams are held each year in October and November. You will receive plenty of notice about the exact dates of your exams from your school.

Can I repeat a unit if I receive an N (Non-Satisfactory)?

Yes, you can repeat a VCE unit. There is no penalty for repeating, however, you cannot count a unit more than once towards satisfactory completion of the VCE.

If you repeat a unit you must do the full unit, including all assessments for the outcomes.



Georgia

Year 10

Adult Community Further Education Units 1+2

History: Twentieth Century History Units 1+2

Hospitality (VCE VET) Units 1+2
Physical Education Unit 2

Year 11

Biology Units 1+2

Chemistry Units 1+2

English Units 1+2

General Mathematics Units 1+2

Hospitality (VCE VET) Units 3+4

Mathematical Methods Units 1+2

Physical Education Units 3+4

Year 12

Biology Units 3+4

Chemistry Units 3+4

English Units 3+4

Further Mathematics Units 3+4

Mathematical Methods Units 3+4

Why did you choose VCE?

I chose VCE because I could explore my interests while keeping my options open and to allow me to enter university.

How did you choose your VCE studies?

I followed a Science and Maths stream because I enjoy the subjects and they were prerequisites for many university courses I was interested in. I also wanted to do subjects that I found exciting. For example, Hospitality (Kitchen Operations) was not a prerequisite of any courses I was looking at but I enjoy cooking and food. I did Units 3 and 4 in Year 11 and loved it!

What was your study management strategy?

I personally didn't want to have a set routine so I used a timetable with moveable pieces. This kept my study schedule flexible so I could prioritise as needed and allocate extra time for a subject when School-assessed Coursework came up.

What are your top study tips?

- Know your preferred learning style. I found out that I am a visual learner so I watched videos and made posters to solidify my understanding of key concepts.
- Summarise course content in your own words. If you can do this in a succinct way you will know the material well when it comes to your exams.
- Attempt past exam questions throughout the year and annotate questions that give you trouble.

What is your advice to future VCE students?

VCE is an opportunity to challenge yourself, so give it your best shot. People who work hard in VCE, regardless of natural academic ability, are generally those who are rewarded at the end of the year.

With that said, make sure to pace yourself and have fun. Time with friends gives you perspective and helps you appreciate the work you are doing.

How has VCE prepared you for the future?

VCE shaped the way I approach studying and taught me valuable time management skills. During my VCE years I became a more efficient and productive student, which is helping me in my further studies.

This year I'm studying a Bachelor of Applied Science/ Masters of Physiotherapy and my goal is to become a Paediatric Physiotherapist.



Arman

Year 9

Persian Units 1+2

Year 10

Persian Units 3+4

Year 11

Chemistry Units 1+2

General Mathematics Units 1+2

History: Twentieth Century History
Units 1+2

Japanese Second Language
Units 1+2

Literature Units 1+2

Mathematical Methods Units 1+2

Year 12

Japanese Second Language
Units 3+4

Literature Units 3+4

Mathematical Methods Units 3+4

Specialist Mathematics Units 3+4

Australian and Global Politics:

Global Politics Units 3+4

Why did you choose VCE?

I've always been academic and VCE was the certificate that would allow me to pursue a pathway to university.

How did you choose your VCE studies?

I let my interests guide my subject selection. I like critical thinking and pushing myself to pursue advanced subjects like literature and specialist mathematics. I also wanted to gain unique skills, like a language ... or two!

My teachers were supportive and gave me the confidence boost I needed to commit to my final subject selection. My friends were also great to talk to as they were asking themselves the same sorts of questions.

What was your study management strategy?

I am a crammer, and by the end of Year 12 it probably did me more harm than good. For students about to go into VCE, figure out your subject load and how much you need to dedicate to studies well before Year 12. If you have planned, scheduled and strategised you'll give yourself the best shot at showing what you are capable of.

What are your top study tips?

- Use Units 1 and 2 to get a foothold on your subjects and to build upon your strengths. Units 3 and 4 are about expertly applying your skills. This will make you more confident, self-assured, and less stressed.
- Understanding the concepts is the most critical part of learning. Take time to listen and think rather than focus on taking meticulous notes.
- Study regularly and study hard. VCE will ultimately reflect how much effort you put into your subjects.

What is your advice to future VCE students?

Play to your strengths. If you're doing a subject you find difficult you're more likely to underperform. If you enjoy a less difficult subject, you'll be more capable of striving and achieving your goals.

How has VCE prepared you for the future?

VCE was an instrumental time that shaped who I am, even outside academia. I'm now studying a double degree in Law (Honours) and Politics, Philosophy and Economics.

What is a study score?

If you obtain at least two graded assessments and achieve an S for both Units 3 and 4 in a study in the same year, you will receive a study score. A study score is a number between 0 and 50 that indicates your ranking in terms of all students doing that study in that year.

Can I repeat a study to achieve a better study score?

Yes, you can repeat a subject. Repeating a study at the Unit 3 and 4 level can also be a way of improving your study score and ATAR. To do this, it is necessary that you repeat the Unit 3 and 4 sequence of the VCE study.

What is an ATAR?

Tertiary institutions look at the ATAR and the combinations of VCE studies students have completed before offering places.

The ATAR is calculated by the Victorian Tertiary Admissions Centre (VTAC) on the basis of study scores and is presented as a ranking between 0.00 and 99.95.

If you want to obtain an ATAR, you need to have at least four study scores, one of which must be from the English group.

You can find out more information about the ATAR, subject combinations and course choices through VTAC.

What is the GAT and why is it important?

All students studying at least one Unit 3 and 4 VCE study (or scored VCE VET study) must sit the General Achievement Test (GAT). The GAT measures your general knowledge and skills in written communication, mathematics, science, technology, humanities, the arts and social sciences.

Although the results do not count directly towards your VCE results, they play an important role in checking that school-based and external assessments have been fairly and accurately assessed.

The GAT may also be used to determine Derived Examination Scores for students who are ill or affected by other personal circumstances at the time of a VCE external assessment and whose result is unlikely to be a fair or accurate indication of their learning or achievement.

How will I receive my results?

All students who enrol in VCE studies receive a Statement of Results.

If you undertake Units 1 and 2, your Statement will be sent to your school. If you are enrolled in at least one Unit 3 and 4 study, the VCAA will mail it to your home address in December. Your Statement of Results includes the overall grade for your school-based and external assessments.

Students who sit the GAT will also obtain a Statement, which will show their results in the three key areas tested.

You will also be issued a certificate when you have successfully completed the VCE.

How do I get into university or TAFE?

To get into university you may need to achieve particular study scores in your studies and have an Australian Tertiary Admission Rank (ATAR). To get into some TAFE courses you also need to have a study score.

Can I complete a VET qualification or school-based apprenticeship or traineeship as part of my VCE program?

Yes, you can. Read more about this in the VET and apprenticeship and traineeship sections of this booklet.

Extra challenges

Higher Education Studies in the VCE

If you've done well in your studies and want an extra challenge, you might be able to do a Higher Education study in Year 12.

A Higher Education study provides you with a defined pathway into a tertiary program. It can count towards your VCE and the first year of a university course in that study.

Only one Higher Education study can contribute towards your VCE, and your school has to approve you for the program.

Higher Education studies are offered by the VCAA in conjunction with most major universities in Victoria. The VCAA website has a list of universities that offer Higher Education studies. You can find them on the VCE studies page.

1



1. Jack Stacey, recipient of the 2017 Margaret Schofield Memorial Scholarship for Composition, received \$6000 towards his tertiary study in music.

VCE (Baccalaureate)

You might be eligible for VCE (Baccalaureate) in recognition of the depth, breadth and achievement level of your studies. To receive the VCE (Baccalaureate) you must complete VCE with:

- a score of 30 or above for English, Literature or English Language, or a study score of 33 for English as an Additional Language
- a VCE Languages study
- VCE Mathematical Methods or Specialist Mathematics
- study scores for at least two other Unit 3 and 4 sequences.

Your school can give you more information about the VCE (Baccalaureate).

Industry Pathways

Industry Pathways in the VCE and VCAL provide a form of recognition for students who choose to complete a senior secondary program of study in a specific vocational area. They are two-year programs and you can be awarded your VCE or VCAL with an Industry Pathway appellation.

Industry pathways are currently available in the following industries:

- Building and Construction
- Community Services and Health
- Manufacturing and Engineering
- Sport and Recreation.

Excellence and awards

There are awards and recognition available for high-achieving students who are studying the arts, design or technology, or involved in community service or public speaking:

- VCE Season of Excellence (including Top Arts, Top Designs, Top Screen, Top Class and Top Acts)
- Margaret Schofield Memorial Scholarship
- VCAA Plain English Speaking Award (PESA)
- VCE Leadership Awards
- Premier's VCE Awards

2



2. Top Screen 2017 filmmakers (L to R) Neha Shenvi, Rupa Anurendra, Shanon McKenzie, Sarah Said and Tessa Himpoo at the VCE Season of Excellence and Top Screen launch.
3. Luke Macaronas, winner of the 2016 VCAA PESA, with runner-up Madeline Wang. Luke went on to win the National PESA in Sydney, as well as the International Public Speaking Competition in London, UK.
4. Joanna Lean on her *Jeannie Chair*, an exhibit in Top Designs 2017 at the Melbourne Museum.

3



These awards can provide opportunities and a portfolio that can help your career and personal development. Find out more on the [VCAA website](http://www.vcaa.vic.edu.au).

As an indication of the profile of these awards, in 2016:

- over 14,000 people attended Top Designs at Melbourne Museum
- more than 3,700 people attended Top Screen at ACMI
- over 9,700 people attended Top Class and Top Acts concerts
- over 33,000 people attended Top Arts at the National Gallery of Victoria
- more than 200 students from across Victoria participated in the VCAA Plain English Speaking Award (PESA).

4





Margaret

Year 10

Biology Unit 1

Mathematical Methods Units 1+2

Vietnamese Units 1+2

Year 11

Biology Units 3+4

Chemistry Units 1+2

English Units 1+2

General Mathematics Units 1+2

Health (VCE VET) Units 3+4

Mathematical Methods Units 1+2

Year 12

Chemistry Units 3+4

English Units 3+4

Health (VCE VET) Additional
Units 3+4 Sequence

Mathematical Methods Units 3+4

Specialist Mathematics Units 3+4

Why did you choose VCE?

I chose VCE as a pathway to gain entry into a university course in Dentistry.

How did you choose your VCE studies?

Most of my VCE subjects were prerequisites for university but I also really enjoy studying science and math. I decided on subjects by the end of Year 9, and started three Unit 1 and 2 subjects in Year 10.

Based on advice from my brother I studied VCE VET Health (Allied Health Assistance). This was one of the best decisions I made. I got to interact with people in a medical aged care facility and hone my people skills.

What was your study management strategy?

I created a routine for learning. I would watch informative videos online before class, then attend class, read the textbook and then write my notes. I had a constant rhythm going.

Keeping busy with extra-curricular activities was equally important. I was in sports teams, had leadership roles and was volunteering as a tutor. These activities forced me to schedule my study and schoolwork so that I had time for other commitments.

What are your top study tips?

- Checklists are the key to organisation and keeping on top of your studies.
- Prioritise what needs to be done, and do it! Don't put it off!
- Work together with your friends always, because your classmates are not your competition.

What is your advice to future VCE students?

VCE is challenging, but if you work hard and remember bad grades don't equal failure, you will be fine.

Make sure you look after your body, physically and mentally, and keep everything in balance. The world doesn't stop because you are doing VCE, so go enjoy your friends' birthdays, watch movies and live life!

How has VCE prepared you for the future?

This year I am studying Dentistry. VCE has taught me great study habits, which I have brought along to university as well.

Planning my VCE program

Use this chart to plan the VCE program you would like to do.

Things to consider:

- whether you want to complete your VCE in two years or in three years
- that you must include an approved combination for the compulsory units from the English group
- the wide range of VCE studies and VCE VET programs available
- the student profiles in this booklet, and advice from your parents, teachers and careers counsellors that may help you identify the program that is best for you.

	Year 10	Year 11	Year 12
Unit 1			
Unit 2			
Unit 3			
Unit 4			

Victorian Certificate of Applied Learning



What is the Victorian Certificate of Applied Learning?

VCAL is a senior secondary certificate that provides you with practical work-related experience as well as literacy and numeracy skills that are important for life and work.

Like VCE, the VCAL is a senior secondary qualification and a pathway to many careers and future education.

If you like hands-on learning and would like to go to TAFE or university, do an apprenticeship or traineeship, or start a job when you finish school, VCAL may be a good choice.

The course is flexible and enables you to undertake a study program that suits your interests and learning needs in a variety of settings including schools, TAFE institutes and Adult Community Education centres.

How do I achieve my VCAL?

To achieve your VCAL you need to complete 10 units of study from four compulsory strands:

- Literacy and Numeracy Skills
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills.

If you successfully complete your VCAL, you will receive a Statement of Results that details the areas of study you have completed.

VCAL  **The hands-on option for Year 11 and 12 students**



Matthew

Matthew's VCAL studies included:

Literacy and Numeracy Skills
Oral Communications Foundation,
Reading and Writing Foundation,
Numeracy Skills Foundation

Personal Development Skills
Units 1 and 2 Foundation

Work Related Skills
Unit 2 Foundation

Industry Specific Skills
Automotive (VCE VET) Units 1+2
Automotive (VCE VET) Units 3+4

Why did you choose VCAL?

Growing up in a family of mechanics I knew that's what I wanted to do in the future. VCAL's hands-on learning helped me build skills towards this career. As a student from a special school I found the flexibility of VCAL created a supportive environment that suited my learning needs.

What did your VCAL program include?

I completed a Certificate II in Automotive Studies — the preferred course when applying for a mechanical apprenticeship.

I participated in community based programs and spent over 300 hours achieving my Queens Scout Award. Through these activities I improved my literacy and oral communication skills.

I also worked for local mechanics completing services and repairs under supervision. This gave me a great sense of achievement and taught me how workplaces function and the importance of teamwork.

What was your study management strategy?

I chose activities that interested me and through which I could develop new skills. Once I began my course I remained engaged and did not put things off.

Handwriting is difficult for me so I used speech-to-text technology to help complete work and, where possible, sought alternative ways to demonstrate my learning.

What are your top study tips?

- Make a plan of what has to be done so you know what tasks you have coming up.
- Complete tasks as soon as you can. It's not fun trying to do everything last minute.
- Balance is really important, so make time for your friends and the activities you enjoy.

What is your advice to future VCAL students?

If you are keen on pursuing employment or further education, VCAL can give you a great head-start. You will have the opportunity to gain workplace experience through a course tailored to your interests.

How has VCAL prepared you for the future?

VCAL gave me the confidence and skills to pursue further learning in the automotive field to help me obtain an apprenticeship.

How is VCAL structured?

VCAL has three levels: Foundation, Intermediate and Senior.

You can start and complete your VCAL at the level that matches your needs and abilities. Speak to your school if you need help with making this choice.

What can my VCAL program include?

Your teacher or careers counsellor can help you develop a VCAL program that suits your particular learning needs and interests.

A VCAL program can include:

- VCAL units
- VCE units
- Vocational Education and Training (VET)/ Further Education (FE) modules or units of competency.

Your VCAL learning program must include:

- a minimum of two VCAL units
- at least one Literacy unit
- at least one Numeracy unit
- at least one unit from the Industry Specific Skills strand. (At the Intermediate and Senior levels this must include a unit of study from a VET/FE qualification.)
- at least one unit from the Work Related Skills strand
- at least one unit from the Personal Development Skills strand
- six credits at the VCAL level attempted (Foundation, Intermediate or Senior) or above. One of these credits must be for Literacy and one must be for Personal Development Skills.



There is a list of all VCAL providers on the VCAA website.

www.vcaa.vic.edu.au

How will I be assessed for VCAL?

All units in your VCAL program are assessed by your teacher and/or registered training organisation (RTO).

If you include VCE studies in your VCAL, refer to the VCE section of this booklet for further information on assessment.

How will I receive my results?

You will receive a VCAL certificate for the level (Foundation, Intermediate or Senior) you chose to complete.

You will receive a Statement of Results from the VCAA, listing all the VCAL, VCE and VCE VET units you were enrolled in and have completed.

You will also receive a Full Qualification or Statement of Attainment from the RTO for VET studies that you have completed.

I've already started a VET certificate. Will it count towards my VCAL?

Yes. You should speak to your teacher or careers counsellor to work out how much of your previous study counts towards your VCAL so you can plan the rest of your VCAL program.

I've already done a VCE study. Will this count towards my VCAL?

If you have an S result for the VCE unit, it may count towards your VCAL. Your teacher or careers counsellor will be able to tell you if you are eligible for this credit.

Can I switch to the VCE if I change my mind?

If you start your VCAL and then decide the VCE is the right option for you after all, you can choose to transfer.

If you decide to take this option, you should discuss it with your teacher or careers counsellor.

Can I complete a school-based apprenticeship or traineeship as part of my VCAL program?

A school-based or part-time apprenticeship or traineeship can be included in your VCAL program. The VET certificate studied can meet two of the four VCAL curriculum strand requirements: Industry Specific Skills and Work Related Skills.

Can part-time work count towards my VCAL?

Part-time work may contribute to your VCAL. Other work activities that may contribute to your VCAL include:

- a school-based or part-time apprenticeship or traineeship
- voluntary work
- structured workplace learning placements.

The VCAL Achievement Awards acknowledge the achievements of VCAL students, teachers and partner organisations. Information about the awards can be found on the VCAA website.

www.vcaa.vic.edu.au

See page 26 for more information on apprenticeships and traineeships.



Brooke

Brooke's VCAL studies included:

Literacy and Numeracy Skills

Oral Communications Senior,
Reading and Writing Senior,
Numeracy Skills Senior

Personal Development Skills

Units 1+2 Senior

Work Related Skills

Units 1+2 Senior

Industry Specific Skills

Certificate III in Retail Baking

VCE Food and Technology

Units 3+4

Why did you choose VCAL?

In Year 10 I was offered an apprenticeship at a local bakery. I also wanted to complete Year 12 so I talked to my careers councillor and learned how VCAL could provide the flexibility for me to achieve both my goals.

What did your VCAL program include?

I gained valuable skills in the hospitality industry by completing courses in Occupational Health and Safety, Safe Food Handling and First Aid.

I managed a coffee shop at school. I gained experience in the financial aspects of retail business and learned to communicate as a leader.

I completed my Certificate III in Retail Baking which consisted of two full days of training completed at the bakery where I was an apprentice.

What was your study management strategy?

Each year I created a schedule for all my assessments. This let me plan my training and school strategically so I never felt overwhelmed. Regular communication with my teachers also made it easy to complete my tasks on time and to a high standard.

What are your top study tips?

- Take advantage of study classes at school to get your work done. If your class is too distracting then find a place that is quieter, e.g. the library.
- Utilise the teaching staff. I would often discuss my assessments with the teacher to make sure I was on the right track.
- If you take on a work placement make a detailed weekly planner. This helps you stay on top of everything.

What is your advice to future VCAL students?

VCAL gives you the opportunity to complete an apprenticeship alongside your secondary certificate. Consider the flexibility that a VCAL program has to offer, and discuss your options with your teachers.

How has VCAL prepared you for the future?

VCAL was invaluable. I was able to build a foundation of practical skills that would have been hard to learn in a traditional classroom setting. My experiences helped me become more confident and develop my abilities as a leader. The VCAL program has greatly assisted me in my further studies in Culinary Arts.

Planning my VCAL program

Your school or training provider will help you complete this table to develop a VCAL program that can best meet your needs.

Things to consider:

- the VCAL level (Foundation, Intermediate, Senior). Your school or training provider can help you decide the best VCAL level for you.
- what you would like to do when you finish school/training
- which VET programs you might want to include in your VCAL program
- which VCE studies you might want to include in your VCAL program
- whether you have a part-time job and want to receive formal recognition for your on-the-job work
- your interest in combining work and training (in a school-based apprenticeship or traineeship) or structured workplace learning.

	Literacy and Numeracy Skills Strand	Work Related Skills Strand	Industry Specific Skills Strand	Personal Development Skills Strand
VCAL Units				
VCE Units				
VCE/VET Programs				
VET/ Further Education Programs				
Credits (for use by school or provider only)				

Vocational Education and Training

Vocational Education and Training (VET) allows you to do nationally recognised training as part of your VCE or VCAL. Studying VET enables you combine general and vocational studies, explore career options and pathways, learn in the workplace and develop skills that prepare you for the workforce and further study.

The industries you can explore through VET are diverse and include engineering, equine studies, automotive, health services and dance. Many students do a VET study during their senior secondary years. In 2016 over 50,000 Victorian students were enrolled in a VET certificate.

How do I include VET in my VCE or VCAL?

1. Complete a VCE VET program

There are 24 VCE VET programs to choose from. Information on each of the VCE VET programs is available on the VCAA website.

VCE VET units contribute towards satisfactory completion of your VCE or VCAL and will give you a qualification that is recognised around Australia.

VCE VET programs that have Units 3 and 4 can be included in the calculation of an ATAR by VTAC.

If you are interested in a particular area of work, ask your school about how a VCE VET program in that area will contribute to your VCE or VCAL.

2. Do 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 (VRQA).

Your VCE or VCAL program would then include:

- VCE or VCAL studies at school
- VET at an RTO (for example a Technical and Further Education [TAFE] institute)
- part-time paid work in the industry in which you are doing the training.

There are many industries in which you can do a school-based apprenticeship or traineeship as part of your VCE or VCAL, including agriculture, building and construction, early childhood education and sport and recreation.

A school-based apprenticeship or traineeship qualification contributes to satisfactory completion of the VCE or VCAL in the same way that VCE VET programs do by giving credit for Units 1–4. School-based apprenticeships or traineeships may contribute to an ATAR.

Ask your school how a school-based apprenticeship or traineeship can be arranged for you.

3. Complete a different VET certificate

If you are interested in doing a VET certificate that is not available as a VCE VET program, you may be able to count this training towards satisfactory completion of your VCE or VCAL. Block credit is the name given to this arrangement.

There are specific rules for block credit, so ask your VET or VCE coordinator for more information to make sure your certificate will count towards your VCE or VCAL.

How do I get my results?

If you complete a VET qualification in any of these ways, you will receive a certificate from the RTO as well as credit towards the VCE or VCAL.



Ashley

Year 10

Outdoor and Environmental Studies Units 1+2

Year 11

Automotive (VCE VET) Units 1+2

English Unit 1

English Language Unit 2

Literature Units 1+2

Mathematical Methods Units 1+2

Outdoor and Environmental Studies Units 3+4

Year 12

Automotive (VCE VET) Units 3+4

Business Management Units 3+4

English Language Units 3+4

Literature Units 3+4

Mathematical Methods Units 3+4

Why did you choose a VET program?

In Year 10 representatives from an engine manufacturer gave a talk at my school. This inspired me to sign up for a week of work-experience where I learned about diesel engines and trucks. I enjoyed the experience so much I enrolled in VCE VET Automotive to gain more skills and experience.

How did you choose your VCE studies?

At the start of VCE I wasn't sure if I wanted to go to university or pursue a trade. I decided to keep my options open and focus on subjects that I enjoyed. I also sought advice from teachers, course counsellors, and my family and friends. It was helpful to hear their different perspectives and experiences.

What was your study management strategy?

I planned my homework around deadlines for assignments and tasks. This helped me manage my time and study more efficiently. I also focused on being proactive and starting assignments when they were handed out instead of cramming them in the day before they were due.

What are your top study tips?

- Everyone likes to study differently so take the time to find what works for you.
- Effective planning will ensure that you don't fall behind.
- Learn from your mistakes and think about how you can keep improving instead of just going through the motions of finishing tasks.

What is your advice to future VET students?

Although it's challenging to complete a VET program during VCE, if you are willing to do the work it is incredibly rewarding. Organise structured workplace learning outside the school program to experience a variety of workplaces and deepen your understanding of a trade and the jobs available in the industry.

How has VET prepared you for the future?

My VET program completely shaped where I am this year. It gave me insight and exposure to an industry I hadn't previously considered and the skills and knowledge I gained during the program gave me the confidence to pursue a trade. I am now a full-time apprentice and hope to become a great technician.

VCE VET Programs 2018

You may be able to complete a VET program at an RTO outside school. Individual schools are unlikely to offer all these programs.

Agriculture, Horticulture, and Conservation and Land Management

- Certificate II in Agriculture
- Certificate II in Conservation and Land Management
- Certificate II in Horticulture (all sectors)

Animal Studies

- Certificate II in Animal Studies

Applied Fashion Design and Technology

- Certificate II in Applied Fashion Design and Technology

Applied Languages

- Certificate II in Applied Languages
- Certificate III in Applied Languages

Automotive

- Certificate II in Automotive Vocational Preparation

Building and Construction

- Certificate II in Building and Construction*

Business

- Certificate II in Business
- Certificate III in Business†

Cisco

- Cisco Networking Academy v5 Routing and Switching

Community Services

- Certificate II in Community Services*
- Certificate III in Community Services†
- Certificate III in Early Childhood Education and Care

Creative and Digital Media

- Certificate II in Creative Industries
- Certificate III in Screen and Media†

Dance

- Certificate II in Dance†

Electrical Industry

- Certificate II in Electrotechnology Studies
- Certificate II in Electrotechnology (Career Start)

Engineering

- Certificate II in Engineering Studies**†

Equine Studies

- Certificate II in Equine Studies†

Furnishing

- Certificate II in Furniture Making Pathways†

Hair and Beauty

- Certificate II in Retail Cosmetics
- Certificate II in Salon Assistance
- Certificate III in Beauty Services
- Certificate III in Make Up

Health

- Certificate II in Health Support Services
- Certificate III in Allied Health Assistance†
- Certificate III in Health Services Assistance

Structured workplace learning

Hospitality

- Certificate II in Hospitality[†]
- Certificate II in Kitchen Operations[†]

Information, Digital Media and Technology

- Certificate II in Information, Digital Media and Technology
- Certificate III in Information, Digital Media and Technology[†]

Integrated Technologies

- Certificate II in Integrated Technologies[†]

Laboratory Skills

- Certificate III in Laboratory Skills[†]

Music

- Certificate II in Music Industry
- Certificate III in Music Industry[†]
 - Performance
 - Sound Production

Small Business

- Certificate II in Small Business (Operations/Innovation)

Sport and Recreation

- Certificate II in Outdoor Recreation
- Certificate II in Sport and Recreation
- Certificate III in Sport and Recreation[†]

* Pre-apprenticeship qualifications

† Scored program

Structured workplace learning (SWL) can be a valuable component of VET qualifications undertaken by VCE or VCAL students. SWL is on-the-job training that allows students to develop their work skills and understand employer expectations. It complements the training undertaken at the school/provider and should be spread across the duration of the training program. It provides context for:

- enhancement of skills development
- practical application of industry knowledge
- assessment of units of competency/ modules as determined by the registered training organisation (RTO)
- increased employment opportunities.



Apprenticeships and traineeships

What are apprenticeships and traineeships?

An apprenticeship or traineeship is a training contract between an employer and an employee (the apprentice or trainee) in which the apprentice or trainee learns the skills needed for a particular occupation or trade.

An apprenticeship or traineeship enables you to become qualified in the industry you want to work in while being directly employed in that industry.

As an apprentice or trainee, you can:

- learn valuable, nationally recognised job skills
- get paid while learning
- combine formal training from a TAFE or other training provider with employment.

An apprenticeship or traineeship is the pathway to a career in one of more than 500 occupations across a wide range of industries.

An **apprenticeship** leads to becoming a tradesperson, such as a plumber, a carpenter, an electrician, a motor mechanic, a fitter and turner or a hairdresser. Apprenticeships can take up to four years to complete.

A **traineeship** leads to an occupation such as childcare worker, business administrator, IT systems technician or retail or hospitality service employee. Traineeships are usually shorter programs of one to two years' duration.

Are there different pathways to completing an apprenticeship or traineeship?

As a student at school you can choose a number of different ways to enter and complete an apprenticeship or traineeship. Gaining employment as an apprentice can be quite competitive so it pays to be well prepared. Completing your VCE or VCAL is a good start.

In addition, undertaking a pre-apprenticeship as part of your VCE or VCAL studies lets you test out if you really like this type of work while gaining credit towards your senior secondary certificate. Completing a VCE VET program will give you a head start when applying for an apprenticeship.

You can also do a school-based apprenticeship or traineeship as part of your VCE or VCAL. You may only complete a portion of the apprenticeship or traineeship while at school, but can continue in a full- or part-time capacity once you complete your school studies.

To find out more about apprenticeships and traineeships, visit the Department of Education and Training (DET) website:

www.education.vic.gov.au/training/learners/apprentices/Pages/default.aspx

What are school-based apprenticeships and traineeships?

If you are enrolled in the VCE or VCAL, a school-based apprenticeship or traineeship offers you the opportunity to combine an apprenticeship or traineeship with your school studies.

A number of people are involved in arranging a school-based apprenticeship or traineeship, including you, your parents, an employer, a TAFE or other registered training organisation (RTO), your school and an Apprenticeship Network provider.

A school-based apprenticeship or traineeship requires a minimum of 13 hours per week, consisting of both training and employment. The arrangement must be integrated with your school timetable. It contributes towards your VCE or VCAL, leads to a nationally recognised qualification and includes paid work.

If you would like further information about school-based apprenticeships and traineeships, visit the DET website:

www.education.vic.gov.au/training/employers/apprentices/Pages/parttime.aspx

What are pre-apprenticeships?

Completion of a pre-apprenticeship will help you prepare for the working environment in a selected industry, give you some basic skills, and pave the way for the learning you will receive as part of your apprenticeship. Pre-apprenticeship courses may be undertaken while you are still at school, as part of your VCE or VCAL studies or after you have completed school.

There are pre-apprenticeships available for a variety of trades in the following industries: automotive, building and construction, electrotechnology and communications, metals and engineering, and hairdressing. Some of these pre-apprenticeships are the same as the VCE VET programs in those industries and are designed to integrate with your school studies. If you are interested in studying a pre-apprenticeship at school, you should discuss this with your school.

More information about pre-apprenticeships is available at:

www.education.vic.gov.au/training/learners/apprentices/Pages/preapprentice.aspx

What is the difference between a pre-apprenticeship and an apprenticeship?

A pre-apprenticeship is a preparatory course and is usually a Certificate II rather than the higher Certificate III level of an apprenticeship. Unlike apprenticeships, students undertaking a pre-apprenticeship do not have a job with an employer, but may undertake structured workplace learning. When you have successfully finished a pre-apprenticeship, the Skills and Jobs Centre at your local TAFE may be able to help you find out more about getting an apprenticeship.

If you do find employment as an apprentice, completion of a pre-apprenticeship may reduce the duration of your apprenticeship.



How do part-time apprenticeships and traineeships differ from school-based apprenticeships and traineeships?

Part-time apprenticeships and traineeships are not integrated into the school program. They are undertaken by school students outside school hours (like any other part-time job). As training and employment are independent of the school program, the school does not need to integrate your employment or training into the school timetable. A school-based apprenticeship requires your school to support your program, integrate employment or training into your school timetable and sign off on your training plan.

Under **Skills First**, you may be eligible for government-subsidised training if your course is part of a school-based apprenticeship or traineeship. Government-subsidised training is not otherwise available to school students. More information on Skills First can be found on the Skills First section of the Department of Education and Training's website:

<http://www.education.vic.gov.au/skillsfirst>

To search for training providers in Victoria or get an indication of your eligibility, see the Victorian Skills Gateway website:

<http://www.skills.vic.gov.au/victorianskillsgateway/Pages/Home.aspx>

What is competency-based completion?

Apprenticeships in Victoria are competency-based. This means your apprenticeship is complete once your RTO has assessed that you meet all the required competencies for the qualification and your employer confirms that you are competent in the workplace.

The length of an apprenticeship will differ for each apprentice based on their previous experience and training and how quickly they learn the skills needed for the trade. However, it will normally take between three and four years.

I have decided to do an apprenticeship or traineeship ...

Your pathway will differ depending on the options you have taken in your school studies. You may already have started a school-based apprenticeship or traineeship or completed a pre-apprenticeship or other vocational course. If this is the case, you may already have completed some of the following steps.

Step one

Find out what apprenticeships and traineeships are available:

- Visit the **Victorian Skills Gateway** www.education.vic.gov.au/victorianskillsgateway/Pages/Home.aspx

Step two

Choose an apprenticeship or traineeship in the industry that is right for you.

- Consider undertaking a pre-apprenticeship to get a better understanding of the industry and show potential employers that you are keen.
- Speak to your school careers counsellor, parents or guardians for guidance about the pathway you are interested in exploring.

Step three

Find an apprenticeship or traineeship:

- Contact your local **Apprenticeship Network provider** www.australianapprenticeships.gov.au/find-my-aasn/full-list
- Speak to your local TAFE Skills and Jobs Centre or RTO about local apprenticeship or traineeship opportunities. You can also write to or approach employers directly. Speak to your school careers counsellor for further guidance and help.
- Visit the **Apprenticeship Employment Network (AEN) website** www.aen.org.au The AEN is the peak industry body for Victorian group training organisations that employ apprentices or trainees and then place them with a host employer.
- Visit the federal government **Jobactive website** www.jobsearch.gov.au

Step four

- Sign a training contract with an employer and start work.
- Establish a training plan between you, your employer and an RTO, and start training.



James

Year 10

Information Communication Technology (VCE VET) Units 1+2
Integrated Technologies (VCE VET) Units 1+2

Year 11

Chemistry Units 1+2
English Units 1+2
Information Communication Technology (VCE VET) Units 3+4
Mathematical Methods Units 1+2
Physics Units 1+2

Year 12

Computing: Software Development Units 3+4
English Units 3+4
Information Communication Technology (VCE VET) Additional Units 3+4 Sequence
Mathematical Methods Units 3+4
Physics Units 3+4

Why did you choose a School-based Apprenticeship or Traineeship (SBAT)?

Information Technology (IT) has always been a passion of mine and when my school's IT department offered me a traineeship I knew it was a great opportunity to get a head-start in my career.

How did you choose your VCE studies?

I chose maths and IT studies because they interested me. My careers counsellor confirmed that my choices were relevant to university courses and a future career.

I began a VET Information Communication Technology (ICT) program in Year 10 and completed the second year with scored assessments in Year 11. Having a study score at the end of Year 11 allowed me more flexibility for Year 12 while I continued my traineeship. Doing extra ICT units to complete my Certificate III qualification gave me an additional Units 3 and 4 sequence that counted as an increment towards my ATAR.

What was your study management strategy?

I worked one day a week for my traineeship in both of my VCE Years. I also completed a subject in Year 12 via Distance Education Victoria. This meant I had to be incredibly organised and dedicate time each night to study and stay on top of my workload.

What are your study tips?

- Read topics ahead of time to be prepared before you get to class.
- Do practice exams and follow up with teachers if you didn't understand something.
- Attend additional lectures, workshops and holiday programs. They can broaden your understanding and provide you with valuable learning resources.

What is your advice to future SBAT students?

If there is an area that you want to work in, go for it. It can be difficult to juggle a traineeship along with your VCE, but the experience gained makes it worth it.

My traineeship was by far the best thing I did in high school. The workplace environment provided me with knowledge and practical skills I may not have experienced in a classroom.

How has SBAT prepared you for the future?

It gave me the confidence and direction to study a Bachelor of Computer Science this year. Through my work placement I confirmed that IT was the right industry for me and this in turn motivated me to study hard in VCE so I could get into my course.

Glossary

These are some of the terms used throughout this booklet and how they relate to the VCE, VCAL and VET.

Australian Tertiary Admission Rank (ATAR)

This is the overall ranking on a scale of 0.00 to 99.95 that you receive, based on your study scores. The ATAR is calculated by VTAC and used by universities and TAFE institutes to select students for their courses. (The ATAR used to be called an ENTER.)

Department of Education and Training (DET)

The Victorian government department that administers school education, apprenticeships and traineeships.

General Achievement Test (GAT)

The test that is completed by all students studying a VCE Unit 3 and 4 study or a scored VCE VET Unit 3 and 4 study.

Outcomes

What you are expected to know and be able to do by the time you have finished a VCE Unit.

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.

Satisfactory completion

This means you have achieved the outcomes for the unit. You receive an S for the satisfactory completion of the unit. If you do not satisfactorily complete the unit, you receive an N for it.

Semester

Half of the academic year. A semester is around 20 weeks in length (across two school terms). Most units last for one semester. In the VCE, Unit 3 is completed in the first semester and Unit 4 is completed in the second semester.

Statement of Attainment

A record of recognised learning that may contribute towards a qualification in the VET sector.

Statement of Results

A set of documents that formally state the results you received in the VCE or VCAL, and whether you have been awarded the relevant certificate.

Studies

The subjects available in the VCE.

Study score

A score between 0 and 50, showing how you performed in a VCE study or scored VCE VET program, relative to all other students doing that same study. It is calculated using the scores achieved in each of the three graded assessments for the study.

Technical and further education (TAFE)

TAFE institutes offer a range of mainly vocational tertiary education courses up to the level of advanced diploma.

Glossary

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.

Victorian Curriculum and Assessment Authority (VCAA)

The Victorian government agency responsible to the Minister for Education for the management of the VCE and VCAL.

Vocational Education and Training (VET)

This refers to nationally recognised VET qualifications.

Victorian Tertiary Admissions Centre (VTAC)

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.





DIPLOMA
ADVANCED
DIPLOMA

TAFE CERTIFICATE
II / III / IV

APPRENTICESHIPS
AND
TRAINEESHIPS

WORKPLACE
LEARNING

VCAL

VET

VCE

SBAT

APPRENTICESHIPS
AND
TRAINEESHIPS

