VCAL Policy

Entry to the VCAL Program
- There are no formal entry requirements for VCAL
- Admission to the VCAL Program at Mount Clear College will be at the discretion of the VCAL Coordinator and the Senior School Leading Teacher
- Selection decisions will be informed by a personal interview, previous reports as well as teacher and YLC feedback
- Priority will be given to students who demonstrate personal attributes that are consistent with the national *Employability Skills Framework*

Mid-Year Transfer To and From the VCE
- Upon request, students may be permitted to transfer between VCAL and VCE at the Semester break.
- Students will be given a two week trial period at the start of the second semester to determine if they wish to formalise their transfer. Unless there are exceptional circumstances, students cannot transfer between VCAL and VCE outside of this two week window.
- Please note that students who transfer from VCAL into VCE still need to complete a minimum of 16 Units in order to satisfactorily complete their VCE certificate. Depending on the Units they select, this may take longer than the standard period of two years. Students are advised to consult the Senior School Leading Teacher before making a decision.

Satisfactory Completion
- To receive an "S" for a Unit, students must satisfactorily complete ALL outcomes for the Unit in accordance with the specifications set out in the Unit Study Design.
- Students are also expected to model the standards of behaviour defined in the *Employability Skills Framework*, including harmonious communication, productive team work, personal initiative and self-management. A copy of the Framework is attached as an annexe to this policy.
- Students who fail to complete set work or to model the standards of behaviour defined in the *Employability Skills Framework* will be given a two week period to work towards achieving the expected standards. A record of their unsatisfactory progress will entered on Compass by the relevant classroom teacher who will also make contact with the student's parents/guardians.
- A student who fails to work towards achieving the expected standard within the two week period will be referred to the relevant Year Level Coordinator in the first instance, the Senior School Leading Teacher in the second instance and the Senior School Assistant Principal in the third instance.

Attendance
- VCAL students are expected to adhere to the College's VCE attendance policy of 85%
- Year 12 VCAL students who have met all of the Program requirements will be permitted, on request and at the discretion of the VCAL Coordinator, to exit school at the end of Term 3
- Attendance will be a criteria used to prioritise student admission to the VCAL Program

Vocational Education & Training (VET)
- To receive a VCAL Certificate, students must complete at least 90 hours of VET modules or units of competence before they exit the VCAL Program

- The VET hours requirement is met at Year 12 by completing VET Hospitality which has been incorporated into the VCAL Program's Work Related Skills Units
- This means that students who intend to exit at the end of year 12 do not have to complete any VET hours in Year 11
- However, Year 11 students are strongly encouraged to complete VET modules that support their interests and career aspirations or to enrol in VET taster programs that will help them to identify potential career paths
- Willingness to complete VET modules and/or tasters will be a criteria used to prioritise student admission to the VCAL Program

Work Placements
- Work placements are not a formal VCAL requirement
- However, it is an expectation at Mount Clear College that VCAL students actively look for work that they can undertake on at least one of their timetabled days off-campus
- Students are expected to find their own work placement but, where appropriate, may be invited to participate in employment programs sponsored by Mount Clear College
- The work placement expectation is met at Year 12 by working in the Cafe as part of the Work Related Skills Units
- Willingness to find work or participate in Mount Clear College employment programs will be a criteria used to prioritise student admission to the VCAL Program.

Excursions and Incursions
- Planned excursions and incursions form a critically important part of the VCAL Program's applied learning framework
- Students are expected to attend all excursions and incursions unless they have a valid reason not to – e.g. illness, bereavement
- All absences must be approved and all unapproved absences must be redeemed
- An estimate of associated costs will be made available by the start of the year
- Willingness to participate in planned excursions and incursions will be a criteria used to prioritise student admission to the VCAL Program

Award Level
- VCAL is accredited at three levels of award: Victorian Certificate of Applied Learning (Foundation) ; Victorian Certificate of Applied Learning (Intermediate) ; Victorian Certificate of Applied Learning (Senior)
- On exit, students will, regardless of year level, be conferred the level of award that is commensurate with their assessed level of skills, knowledge and attributes
- Please note that while it typically takes one year to complete a VCAL certificate, some students may take two or more years to satisfactorily complete the outcomes for one or more of their Units

Employability Skills Framework

Personal Attributes
- Loyalty
- Commitment
- Honesty and integrity
- Enthusiasm
- Reliability
- Personal presentation

- Common sense
- Positive self-esteem
- Sense of humour
- Balanced attitude to work and home life
- Ability to deal with pressure
- Motivation
- Adaptability

Key Skills
- **Communication –** skills that contribute to productive and harmonious relations between employees and customers
- **Team work –** skills that contribute to productive working relationships and outcomes
- **Problem-solving –** skills that contribute to productive outcomes
- **Initiative and enterprise –** skills that contribute to innovative outcomes
- **Planning and organising –** skills that contribute to long-term and short-term strategic planning
- **Self-management –** skills that contribute to employee satisfaction and growth
- **Learning –** skills that contribute to ongoing improvement and expansion in employee and company operations and outcomes
- **Technology –** skills that contribute to effective execution of tasks

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