

600 TEACHING & LEARNING**604 Victorian Certificate of Applied Learning**

VCE and VCAL Administrative Handbook: http://www.vcaa.vic.edu.au/Pages/schooladmin/index.aspx?Redirect=1		Last Update Month Year
Last Ratified by School Council		Date Month Year
Line Manager		Pam Oakes

Students enrolling in VCAL studies must meet the requirements of Wodonga Senior Secondary College and the Victorian Qualifications Authority. A student must have passed the appropriate subjects to provide them with a suitable course of study at the nominated VCAL level. These levels are Foundation, Intermediate and Senior. Some students may need to select studies at more than one year level to provide the base for a course. It may be appropriate or necessary for a student to complete their VCAL over a 3 year period.

GUIDELINES:

Students applying to undertake VCAL studies at Wodonga Senior Secondary College must satisfy the selection criteria and sign a contract of understanding that details the expectations of VCAL students and the consequences of breaching that contract. The selection criteria are as follows:

VCAL students:

- a. Must show a clear awareness of the differences between VCAL and VCE
 - b. Have demonstrated their capacity for high level attendance at scheduled classes
 - c. Have demonstrated a willingness to comply with teacher instructions and all college policies and processes
 - d. Be deemed reliable and responsible ambassadors for the college in a community or work placement
 - e. Commit to the whole VCAL program designed for them
 - f. Abide by all Wodonga Senior Secondary College Codes of Conduct and Uniform requirements
1. Prerequisites need to be met by specific subject areas. (see Senior College Handbook)
 2. Students should make their subject choices and Certificate level based on advice and information provided through the course counselling process.
 3. Students are advised to attend Information Evenings to familiarise themselves with relevant studies.
 4. Distance Education enrolment in studies not offered at the college may be available on application. Students enrolled in Distance Education must pay the appropriate fees and take responsibility for their own studies. They must maintain contact with their subject advisor at the provider college. Administrative support is provided by Wodonga Senior Secondary College.
 5. Wodonga Senior Secondary College students are expected to study a full VCAL program at the nominated level. Variations to this program are only permitted after application to and consultation with Year Level Coordinators and approval from the Assistant Principal, Senior

College. **Students who do not follow this process will be considered in breach of college rules and the matter will be dealt with as a discipline issue.**

6. Full-time enrolment in VCAL must be maintained at a minimum of 4 units per semester to meet Youth Allowance requirements.
7. Part-time mature-age students are an exception to point 4 and their program will be established at enrolment.
8. Enrolment in VCAL at Wodonga Senior Secondary College requires a commitment to serious study, and community and workplace expectations. A student who is not taking advantage of the educational opportunities offered will be provided with counselling and support. However if they do not respond their enrolment will be reviewed as a disciplinary issue. Students who are not meeting the expectations of VCAL and are in breach of their agreement will be taken out of VCAL and placed in VCE or otherwise dealt with under disciplinary procedures.
9. Wodonga Senior Secondary College believes in providing extension and acceleration programs to students who are identified as exhibiting the capacity to meet those programs. As a consequence, selected VCAL students may be permitted to undertake accelerated studies or extension programs not available at the college. (eg TAFE courses).
 - Access to accelerated studies is by negotiation with the VCAL coordinator. All applications will be reviewed for final approval by the Assistant Principal, Senior College.
 - Criteria established to meet acceleration and extension include; a proven commitment to academic study, sound attendance, strong organisational skills, independent learning skills and that there is an obvious benefit to the student in undertaking the study.

Individual Pathways Monitoring and Counselling.

From 2000 students have been individually monitored and counselled through the Pathways structure adopted by the senior college. Pathways are intended to be flexible to allow for changes of direction yet structured to encourage students to focus on their post college options. As the Pathways structure develops, adjustment may be made to the above conditions of VCAL Enrolment.