



**Senior School
PATHWAYS
Years- 10 11 & 12**

**2019
INFORMATION
HANDBOOK**

OVERVIEW - Senior School Pathways

UNIQUE ENVIRONMENT- EXTRAORDINARY OPPORTUNITIES

Our *VISION* is

- ✓ To enhance our provision of a unique and extraordinary education in order to maximize potential and ensure vibrant futures for all.

Our *MORAL PURPOSE* is

- ✓ To foster a school community of curious, flexible, healthy, and responsible citizens. By nurturing our student's individual talents and capacities, they will thrive in our local and global communities.

At Apollo Bay P-12 College we *VALUE*

- ✓ **Excellence-** We are determined to achieve our best.
- ✓ **Respect-** We take pride in and care for ourselves, each other, and our environment.
- ✓ **Integrity** We are honest, courteous, and we take responsibility for all our behaviors and actions.
- ✓ **Balance** We make choices that ensure we are happy, healthy and fulfilled.
We are flexible and resilient.

Student's in Years 10, 11 and 12 make up our *Senior School Pathways*

Our Senior years "Pathways" Learning Community strives to achieve our overall College moral purpose by providing our young people with breadth and opportunity in all their learning experiences, whilst they are able to acquire and develop new skills desirable for their future pathways. We seek to provide many and varied opportunities via our Senior Years Curriculum so that students can make informed choices regarding their futures educational options.

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1. INTRODUCTION

This booklet contains information that students and parents need to choose courses in the Senior Learning Community - Years 10, 11 and 12. It explains all aspects of senior education options and both the VCAA and Apollo Bay P-12 College Policy requirements, procedures and expectations around this level of study. More detailed advice on course selection, overall requirements and expectations is available from our Senior Leading Teacher.

1.1 Assistance for Parents and Students

Parents and students who have questions or concerns are most welcome to contact coordinating members of our *Senior Learning Community* as follows:

 Senior School Leader	Mr Brian Humphries (For advice on all matters related to VCE/VCAL/Vet courses)
 Careers Advice	Ms Debra Aird
 General Enquiries	Mr Brian Humphries - Assistant Principal
Telephone	5237 6483
Fax	5237 6065
Email	Humphries.brian.l@edumail.vic.gov.au
In person	please come to our main office and ask to make a time to see the appropriate contact person.

1.2 Common Acronyms Used within this booklet-

ATAR	Australian Tertiary Admissions Rank.
GAT	General Achievement Test
MIPs	Managed Individual Pathways
RTO	Registered Training Organisation
SAC	School Assessed Coursework
SAT	School Assessed Task
VCAA	Victorian Curriculum & Assessment Authority
VCAL	Victorian Certificate of Applied Learning
VCE	Victorian Certificate of Education
VET	Vocational Education & Training
VQA	Victorian Qualifications Authority
VTAC	Victorian Tertiary Admissions Centre

1.3 The Subject (Unit) Selection Process

Students will – after considering their career directions, interests and abilities – choose the subjects they wish to study in 2018/19 by completing the following steps

1. Read this booklet in conjunction with the “2018 Detailed Unit Offerings Booklet”.
2. Attend the *Parent & Student Information Evenings in August*.
3. Complete the **Course Planning Selection Form-
HARD COPY- Brian Humphries**

Deadline for submission of the above is:

3pm Monday 20th August 2018.

It is important that all students submit their initial selections as required above by the due date. Late selections may receive a lower priority.

1.4 Available Subjects (Units) and Higher Level Studies

- ✚ This booklet contains a summary list of all units being offered in the Senior school for 2017.
- ✚ See the 2018 Unit Description Booklet for a detailed description of Units on offer.
- ✚ Initial student choices are used to shortlist subjects that the college can deliver. Some subjects offered in this booklet may not be taught due to lack of student demand or staffing/scheduling issues.
- ✚ Subjects are “grouped” into blocks that run together on the timetable. This occasionally causes a “clash” for some students’ choice combinations. Where a student experiences a “clash” in unit choices, all effort will be made to either seek alternative ways to teach the unit, or discussions will occur with each student around other unit options. Course counselling will ensure that all students have a course that meets their career and future study needs.
- ✚ Students should keep in mind likely career (MIPs) and tertiary course requirements.
- ✚ They should seek the guidance of parents, teachers or the relevant learning area coordinator before making their selections.
- ✚ Finally, they should choose a balanced course that meets their own needs and keeps options open.

Students are often able to study a Unit that is normally taken a year later.

For example

- A Year 10 student may choose to take a (Year 11) Unit 1 and 2 VCE or VET sequence
- A Year 11 student may choose to include a (Year 12) Unit 3 and 4 sequence

Detailed advice about including a higher-level subject is given in the following sections devoted to subject selection for each year level and certificate (VCE or VCAL).

Please Note: For VET subjects studied at Apollo Bay P-12 College a \$150 fee is applicable for course materials. Students wishing to study VET outside of Apollo Bay must arrange their own travel to and from their training center.

1.5 SUMMARY of Units on OFFER for 2019

VCE – Victorian Certificate of Education Units

Key Learning Area	Units 1 & 2		Units 3 & 4	
	English	U1ENG U1LIT	English Literature	U3ENG U3LIT
Mathematics	U1GM U1MM	General Mathematics Mathematical Methods	U3FM U3MM	Further Mathematics Mathematical Methods
Science	U1BIO U1CH U1PHY	Biology Chemistry Physics	U3BIO U3PSY	Biology Psychology
Technology	U1PD	Product Design & Technology	U3PD	Product Design & Technology
The ARTS	U1SA U1ME U1VC U1MUS	Studio Art Media Visual Communication & Design Music	U3SA U3AH	Studio Art Ancient History
Health & Physical Education	U1HHD U1PE	Health & Human Development Physical Education	U3HHD U3OE U3PE	Health & Human Development Outdoor & Environmental studies Physical Education

VCAL – Victorian Certificate of Applied Learning Units

Compulsory UNITS Over 2 Years	LEVEL	Other
Literacy VCALL Literacy or U1ENG English	<ul style="list-style-type: none"> - Foundation - Intermediate - Senior <p><i>Students will complete the level that is appropriate to their learning needs and abilities.</i></p>	<p>Students also complete as part of their VCAL program</p> <ul style="list-style-type: none"> - A VCE Unit - A VET Unit And/or a VCE/VET Unit
Numeracy VCALN or U1GM General Maths		
PDS- Personal Development Skills VCALPD		
WRS- Work Related Skills School Based Apprenticeship or Structured Workplace Learning		

VET - Vocational Education & Training Units

Key Learning Area	VET – VCE UNITS			
	Units 1&2		Units 3&4	
The ARTS	VETMU	Certificate II Music	VETMU	Certificate III Music
Health & PE	VETOR	Certificate II in Outdoor Recreation		

1.6 Year 10 Specific Information

Students in Year 10 complete a core allocation of subjects as follows:

- English
- Mathematics
- Science
- Humanities
- Physical Education and Health
- Wellbeing/Careers

Students in Year 10 will also complete one elective unit per school Term from a variety of offerings from the following learning areas-

- Visual & Performing Arts
- Design & Technology
- Health & Physical Education

- ✓ Year 10 Student are all expected to complete a Unit 1 & 2 VCE or VET Subject.
- ✓ Students will also participate in a work Experience Program for one week.
- ✓ Excursions and camps also play a large role in the Year 10 Curriculum.

1.7 SUMMARY of Basic Information

The VCAA (Victorian Curriculum and Assessment Authority) controls the VCE and VCAL certificates and sets down certain rules for schools and students. These can be located at www.vcaa.vic.edu.au/

Apart from the general school rules, the school also has particular Senior School rules and procedures that students, parents and guardians need to be aware of. Reminders for students in our Senior School Pathways Learning Community as are follows:

ATTENDANCE- NOTES AND PASSES

According to VCAA, VCE students must attend 80% of scheduled classes in order to satisfactory complete the Unit. Absence notes, signed and dated, MUST be presented on the day you return to school. A medical certificate should be provided where attendance at a medical service has occurred.

Year 12 passes and study periods

Year 12 students may NOT leave the school grounds during the school day without presenting a permission note from their parent/guardian or their Lunch Pass. During study periods, all students must work in their designated study space in the college library. Year 12 students are permitted to visit the local street to purchase lunch, except on Tuesday's when the school canteen operates. A signed application and approval is required.

Late Arrival- If you are late to school you MUST report to the General Office with your diary for a late pass before going to class.

UNIFORM

Senior students and parents should note that Apollo Bay P-12 College is a uniform school. Enrolment is conditional upon an acceptance of School Council Uniform Policy. If you come to school out of uniform, you must bring a note from your parent/guardian, stating the reason.

CAR USE

The following conditions apply to student drivers:

- Student drivers are not permitted to drive any student (including siblings) to or from school.
- Once at school, you may not drive your car during the school day.
- You are not permitted to drive other students to any school excursion or activity, whether during school hours or at other times.
- You must not drive into the school grounds. Parking is available in Costin Street.

GENERAL EXPECTATIONS

The senior years are 'high stakes' and an important preparation for further study and future employment.

As such, the college expects all senior students to;

- choose their course with care and have a strong commitment to their studies;
- attend all classes;
- attend school on time;
- come prepared for work, with the correct books and equipment;
- work quietly and productively in class;
- be attentive and follow all reasonable directions from teachers;
- keep records of work set and due dates in their diary;
- satisfactorily complete all work requirements and outcomes;
- do sufficient home study to maintain progress in learning;
- obey the VCAA and college VCE/VCAL rules;
- behave in a mature manner, speak politely and consider the rights of others;
- stay in class until the bell sounds and the teacher dismisses you;
- model the college values & expected behaviour guidelines;
- Wear correct college uniform.

BALANCING STUDY, WORK AND RECREATION

Senior students are expected to complete between 1 and 3 hours of home study each night and up to 6 hours total each weekend. In busy assessment times or in the lead up to exams, you may be required to work even harder.

Ensure that a sensible balance of social activities, part time work, sport, study and sleep is achieved. If you are not able to manage home study requirements and are falling behind with course work, then you should adjust your other commitments to see that schoolwork does not suffer. Your senior studies (particularly VCE level work) should be your *number one priority*.

PERSONAL PROBLEMS AFFECTING YOUR STUDY

You should see our College Senior Learning Community Leader, Head of Senior School or College Nurse immediately if you;

- have any problem affecting your course or units;
- are having difficulties managing your chosen studies;
- need help with personal or family problems.

We are here to help!

EXAM DATES

2019 Examination Period

June GAT Examination: JUNE 2019

November Examinations: Begin WEDNESDAY 31ST OCTOBER 2019

These dates are as advised by VCAA. An official exam timetable is distributed to students prior to the examinations periods each year.

The examination timetable is also published on the VCAA website at www.vcaa.vic.edu.au

2. CERTIFICATES VCE – VCAL – VET

2.1 VCE – Victorian Certificate of Education

The VCE is a general-purpose certificate that is normally undertaken over 2 years. It is a recognised qualification within Australia and overseas and provides a pathway to further study at university, TAFE and employment. It is also possible to undertake a school-based apprenticeship or traineeship during your VCE years as part of the VCE qualification.

When selecting your VCE program, students should consider

- studies required for future education and training, particularly those which are prerequisites, or which provide bonus points or preferential entry to tertiary level studies;
- studies that may assist in gaining the required ATAR for a desired tertiary course;
- studies in which they have performed well in the past;
- studies they enjoy and believe they will find interesting;
- studies forming part of a well-balanced program.

See our MIPS/Careers Coordinator for information regarding tertiary prerequisites.

Qualifying for the VCE – VCAA Requirements

In order to be awarded the VCE by the Victorian Curriculum and Assessment Authority (VCAA) a student must successfully complete 16 units, including:

- *at least* three units of English satisfying a 3-4 sequence.
- *at least* three unit 3 and 4 studies in sequence other than English (i.e. three other Year 12 subjects).
- Some of these may be from VCE VET programs.
- To obtain an ATAR a student must take a 3-4 sequence from the English group.

Unit 1 and 2 studies are usually taken in Year 11.

Unit 3 and 4 studies, which are more advanced, are usually taken in Year 12.

VCE at Apollo Bay P-12 College

- Full time students normally undertake 6 subjects per semester in Year 11 and 5 sequences of unit 3 and 4 subjects in Year 12 including English.
- At Unit 1 / 2 level, students do not have to do sequential units of a subject.

VCE Assessment

- **Satisfactory completion**

For satisfactory completion of a unit, a student must demonstrate achievement of the set of “outcomes” for that unit as specified in the VCAA Unit Study Design.

The decision about the satisfactory completion of an outcome is based on the teacher’s professional judgment of the student’s performance on assessment tasks designated for the unit.

To achieve the outcome means

- (a) the work meets the required standard
- (b) the work is clearly the student’s own.

Teachers will set the dates for assessment tasks and inform students of the nature of the coursework, the modes of assessment and the levels of performance required to satisfy the outcomes.

Note: An N for ‘one’ outcome means an N for the ‘whole’ Unit.

- **School Assessed Coursework (SACs)**

These are part of satisfactory completion but this work is assessed. It is the assessment of a range of tasks designated in the study design. There will be a number of different modes of assessment – essays, practical activities, tests, analysis tasks, PowerPoint presentations, oral presentations, etc. These will be undertaken as part of the regular teaching and learning program and occur mainly during class time. This will assist teachers to authenticate the work. Students will receive SAC grades. At the end of the year these will contribute to the study score and ultimately the ATAR.

- **School Assessed Tasks (SATs)**

A SAT is a large folio/production piece or written work over an extended period. They are done during a specified period of time. Students are usually required to present progress reports to assist with authentication of this work.

- **Examinations**

These are a significant mode of assessment in the VCE units 3 and 4. Student performance in examinations will contribute to study scores and the ATAR.

Emergency procedures regarding exam non-attendance – contact Darren Gill Immediately

General Achievement Test (GAT)

All students undertaking a 3 and 4 sequence at Apollo Bay P12 College must complete the GAT. The GAT does not count towards students’ individual grades. It is primarily used as a check on grade levels awarded for SACs and SATs.

Tertiary Entrance

Please see our MIPS and Careers Coordinators for all information regarding Tertiary Entrance.

Submission of SACs

- Details of each SAC will be distributed to students. An indication of outcomes, content, presentation, resources, length, process to be followed etc. will be given. What is required for satisfactory completion will be clearly identified. A due date will be specified.
- **Authentication - see appendix 3.**
- **Redemption.** This is a process for students who have not satisfactorily met all outcomes for a specific piece of work or SAC. This may include not meeting the work deadline and/or producing work that is unable to be graded. See also our College Attendance Policy.
- When students make a legitimate and serious attempt to demonstrate key knowledge and skills, which are specified as part of an outcome, but are unsuccessful, they may attempt to redeem the outcome. Students may use the redemption process to obtain an S. However, any grade earned on the original assessment will stand.
- Return of work. Assessed work may be returned to the student. Students are responsible for the retention of returned work until final results are obtained. Grades or marks will be communicated to students at the discretion of the teacher. Students should be aware that coursework marks are statistically moderated by the VCAA.

Attendance

The VCAA has very specific rules regarding attendance. Please refer to our College Attendance Policy.

Reporting

The primary purpose of reporting is to provide students and parents with useful, accurate and clear information about a students' performance.

Formal reporting on progress towards the satisfactory completion of units and assessment tasks will occur on compass and at the start of Term 2, 3 & 4(interim report and interview).

Final grades are calculated by the VCAA after a statistical moderation process has been completed.

Unsupervised learning

Students have access to the library for private study sessions.

Implications of VCE Policies

- **Students need to be organised**

Due dates and progressive deadlines should be recorded in the student's diary. All VCE administration material, subject folders, etc. should be carefully arranged and all work kept in an appropriate place. An efficient filing system is needed.

- **Students must work continuously and with consistent effort**

The successful completion of a unit will require students to meet a number of outcomes. The process towards meeting these outcomes will include a number of coursework activities in a range of assessment modes.

Students cannot expect to satisfactorily complete a coursework activity, which is supposed to be undertaken in class time, or in a limited period of time, if they do not use class time productively or are absent without good cause.

- **Students must be responsible for their own learning**

It is vital that all set tasks are completed satisfactorily by the due date.

Teachers will give guidelines about the use of time and resources, but it is the student who is responsible for using them wisely and effectively.

VCE studies at Year 10 and Year 11

Units of the VCE may be taken by students at lower year levels. For example we regularly have year 10 students completing a unit 1 / 2 sequence or a year 11 student attempting a unit 3 / 4 sequence.

Students undertaking studies at unit 1 / 2 level do so for many reasons. For example, preparation for VCE or employment. As educators it is our responsibility to prepare these students for the requirements they will be subjected to in the following years.

UNSCORED VCE

Students who wish to obtain their VCE, but **do not** wish to acquire an ATAR score for entrance to a university degree, may choose to undertake an 'unscored' VCE.

Any student wishing to elect this option must undergo a counselling process with the Senior Leading teacher and MIPS/Careers Coordinator.

Parent/Guardian approval is required for this option, and the "Unscored VCE Contract" must be signed and returned to the College by the end of April, 2018- See Appendix 1.

2.2 VCAL – Victorian Certificate of Applied Learning

What is VCAL?

The Victorian Certificate of Applied Learning (VCAL) is a “hands-on” alternative for Year 11 and 12 students.

The flexibility of VCAL enables you to undertake a study program that suits your interests and learning needs. You will select a combination of VCAL, VCE and/or VET subjects from the four compulsory strands:

- A. Literacy and Numeracy Skills
- B. Work Related Skills
- C. Personal Development Skills
- D. Industry Specific Skills

VCAL sits alongside the VCE as an accredited senior secondary qualification undertaken in Years 11 and 12. You will receive a certificate and statement of results that details the areas of study you have completed.

Frequently Asked Questions about VCAL

- ***Why would I choose to do VCAL instead of VCE?***

The VCE is the appropriate option for students who would like to go straight from school to further education at university. The VCE allows them to gain an ATAR score from the Victorian Tertiary Admissions Centre (VTAC). However, you might feel that this is not the right option for you.

- ✓ Students who choose to do the VCAL are more likely to be interested in going on to training at TAFE, doing an apprenticeship, or getting a job after completing school.
- ✓ The VCAL will give you practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work.

- ***What are the VCAL levels?***

- The VCAL has three levels – Foundation, Intermediate and Senior.
- Most Year 11 students will begin at Intermediate level.

You will receive a VCAL certificate and statement of results at the end of each year when you successfully complete your VCAL program for the level you have chosen. Your statement of results will list all VCAL and VCE units that you have completed, and also a statement of attainment for VET or Further Education courses.

- ***What if I begin VCAL and change my mind?***

If you start your VCAL and then decide the VCE is the right option for you after all, it won't be too late to change your mind. Any VCE Units successfully completed as part of VCAL will count towards your VCE.

- ***How is the VCAL assessed?***

Students must successfully achieve (by demonstrating ‘competency’) each learning outcome in each unit or module in the VCAL program. You do not need grades. If you do VCAL at the senior level, then you will be enrolled in VCE Units 3 and 4. You will only sit the GAT (General Achievement Test) if you want a score for your VCE units.

If you successfully complete the requirements of a VCE unit or VCE VET unit, you will receive a Statement of Results. If you successfully complete a VET or Further Education unit or module, you will receive a Statement of Attainment. These will list all units you have successfully completed as part of your VCAL program.

- **What are my options once I have completed VCAL?**

The VCAL will give you practical work-related experience and a qualification that will be recognised by TAFE institutes and employers. Together, these will help you move from school into work, an apprenticeship or traineeship and/or further training at TAFE.

Some people study a vocational education and training course at TAFE, perhaps leading to a Diploma or Advanced Diploma, and then decide that they would benefit from a university course. VCAL can contribute to this pathway.

- **What support is there for VCAL students?**

In addition to the teachers involved in the delivery of the VCAL program our Senior Leading teacher is responsible for coordinating and managing your individual program.

- **Where can I get more information?**

You can speak to the College's Senior Leading teacher who can provide sample VCAL courses and help design a personal program for you. Our MIPS and Careers Coordinator can also answer any questions you may have about VCAL and VET subjects or this pathway in general.

VCAL is accredited by the Victorian Qualifications Authority (VQA). You can contact the VQA at www.vqa.vic.gov.au. This site also contains interesting stories about other VCAL programs and students throughout the state.

How to Choose a VCAL Course

Students must select a combination of VCAL, VCE and/or VET subjects from the four compulsory strands:

- A- Literacy and Numeracy Skills
- B- Work Related Skills
- C- Personal Development Skills
- D- Industry Specific Skills

A. Literacy and Numeracy Strand

The purpose of this strand is to develop literacy and numeracy skills. Students can choose a combination of the subjects listed below to fulfil their literacy and numeracy requirements.

- In general, Year 11 VCAL students choose either English or VCAL Literacy.
- For Numeracy, students generally take VCAL Numeracy.

Students **must** complete one literacy subject and one numeracy subject.

Literacy

VCAL Literacy - Intermediate
VCAL Literacy - Senior
VCE- English
VCE- Literature

Numeracy

VCAL- Maths
VCE- General Maths

B. Work Related Skills Strand

The purpose of this strand is to develop skills, knowledge and behaviours that enable pathways development of skills and personal attributes valued by employers.

At Apollo Bay P-12 College, students undertake VCAL work related skills units that are based on students working one day per week on work placement.

VCAL Work Related Skills units aim at developing skills, knowledge and attitudes necessary for employment.

At Intermediate level, students are required to participate in career planning which includes research, accessing outside agencies, updating their resume. They must complete occupational health and safety training; attend work placement; document an on the job journal and present a Power Point presentation to an audience in response to their work placement.

They are expected to demonstrate attributes and skills such as motivation, enthusiasm, work ethic, reliability, punctuality, initiative, effective communication skills, problem-solving skills, organisational skills and the ability to work in teams.

In Year 11, students would complete two intermediate units. In Year 12 students complete the senior units. Assessment tasks at this level are negotiated between student and teacher based on the student's individual work placement.

Work Placement

Students are expected to organise their own work placements when in Year 12 under the supervision of the VCAL Coordinator, but there is assistance available for Year 11 students. Most students will attend work placement one day per week. If there is a circumstance where the employer would prefer to have the student for a more concentrated period of time, students can do their work placement on the school holidays. Students will collect the appropriate work placement forms from the VCAL Coordinator when they are ready to organise a suitable placement.

Part-time work

If students already have a part-time job they may be able to credit this to their VCAL Work Related Skills, rather than take on work placement for the entire year.

Occupational Health & Safety

It should be noted that a student would not be allowed to commence work placement until they have completed all exercises in their VCAL Occupational Health & Safety Workbook and any other related activities – as designated by their VCAL teacher. The College takes this requirement very seriously. All students must demonstrate adequate knowledge of OH&S prior to work placement.

C. Personal Development Skills Strand

VCAL Personal Development units aim to develop skills, knowledge and attitudes that lead toward building community and civic responsibility and improving self-confidence and self-esteem.

At Intermediate level, students are required to undertake voluntary work on a regular basis in school and community settings; maintain a journal; identify and implement occupational health and safety measures; use effective communication and listening skills; and give an oral presentation in response to their voluntary work placement.

Short courses

From time to time, opportunities may arise for students to undertake short courses as part of their personal development units, for example, Surf Bronze Medallion

Projects

Students will also have the opportunity to work on school-based and community projects depending on what is available. For example, students have worked on such projects as the "Bright aboriginal camp".

D. Industry Specific Skills Strand

The purpose of this strand is to develop skills, knowledge and behaviours to enable the development of industry specific skills.

Options for this Strand

1. Students select VCE subjects to satisfy this strand, and, at **Intermediate and Senior levels** students **must also** undertake a VET subject (see explanation on VET below).

2. SBAs - School Based Apprenticeships

Apollo Bay P-12 College supports the idea of SBAs. Students who begin a SBA traditionally are at school 3 or 4 days per week and attend the workplace for up to 2 days per week. The college will liaise with the employer or RTO when trade school is required. Students who miss class work due to work placement or trade school commitments are required to catch up on the classwork missed.

A school-based part-time apprenticeship or traineeship involves a student attending school part-time and working part-time. Students are paid for the time they are at work and, as part of their training agreement, undertake vocational training registered with the Office of Training & Tertiary Education (OTTE). This gives students a nationally recognised qualification. In their workplace, they receive on the job supervision, feedback and support – just the same as any other apprentice or trainee.

School based apprenticeships and traineeships contribute to the satisfactory completion of VCE/VCAL and ATAR scores in the same way VET subjects do.

Our experience has been we have more students who want a part-time apprenticeship/traineeship than employers willing to take on students. If a student already has part-time work or an industry contact, this may be an advantage, as many apprenticeships are filled by “word of mouth”.

Students interested in school based apprenticeships should see Mr Gill or Mr Humphries, who can provide further contacts and information. Students must register an interest in a SBA program prior to submitting their subject selection form.

2.3 VET - Vocational Educational & Training

What is VET?

VET stands for Vocational Education and Training. VET programs are designed to provide a more vocational senior certificate, to expand opportunities for senior secondary students, to link schools to industry and training providers, to help meet the needs of industry and to prepare young people for the workplace of the future.

This is achieved through the provision of nationally recognised training qualifications integrated into either VCAL or the VCE. All training qualifications are derived from the National Training Framework, reflect specific industry competency standards and are delivered by Registered Training Organisations. VCE VET units have equal status with VCE subjects – both can provide credit towards the VCE and VCAL certificates.

Frequently Asked Questions about VET

- **What are the advantages of doing a VET subject?**

Successful completion of a VET subject will;

- contribute units towards gaining the VCE or VCAL;
- contribute to the student's ATAR, where taken at the unit 3 and 4 level and the requirements for gaining the VCE and an ATAR score are otherwise met;
- provide the recipient with a nationally recognised training qualification at an appropriate AQF level issued by a Registered Training Organisation;

- provide the recipient with a statement of results listing all VET modules/units of competence completed and issued by the VCAA;
- Facilitate entry to and provide credit towards articulated courses (related TAFE studies at TAFE colleges, such as the University of Ballarat SMB campus). See our MIPs/Careers staff for further information.

- **How much does it cost?**

There is an enrolment cost to students for each VET unit at Apollo Bay P-12 College or within the VETis Cluster to cover course materials and administrative costs. There may be additional costs to this that will vary depending on the course. However, if students were to undertake the same certificates in the TAFE system the cost would be considerably higher. See Mr Brian Humphries, Assistant Principal, for further information.

VET Units studied at Apollo Bay P-12 College will cost \$150 per year for course materials

Please note: VET fees are subject to change due to VET Cluster funding decisions.

- **What VET units can I do at Apollo Bay P-12 College?**

See summary list at the beginning of this Handbook.

Industry Recognition

The VET certificates offered by the college can provide useful *entry-level* pathways into related jobs.

Given the competitive nature of the current job market, it will – in almost all cases – be necessary for students to complete further vocational TAFE (or higher) training to receive industry recognition of their skills, increased job security, higher pay and a wider range of employment opportunities. See Ms Aird for further advice regarding vocational pathways.



UNSCORED VCE CONTRACT

Request to study year 12 VCE for a satisfactory completion without an ATAR score.

1. I wish to undertake my Year 12 VCE this year in order to achieve a “satisfactory result” only.
2. I understand that this means I will not have SAC scores submitted to the Victorian Curriculum and Assessment Authority (VCAA) or be required to sit the June or November examinations.
3. I am aware that I will not receive an ATAR score as a result of my studies this year and will therefore be ineligible to apply for particular tertiary study courses.
4. I have explored my further study and career interests for next year with the Careers/MIPs teacher and have found that these do not require an ATAR score.

Student

Name:.....
Signed.....
Date:

Parent or Guardian

Name:.....
Signed.....
Date:

Careers/MIPs Coordinator

Name:.....
Signed.....
Date:

Senior School Leader

Name:.....
Signed.....
Date:

Appendix 2

The Victorian Curriculum and Assessment Authority (VCAA) Rules

The VCAA sets down eight rules which a student must observe when preparing work for assessment. These rules apply to School-assessed Coursework and School-assessed Tasks. They are:

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own.
2. A student must acknowledge all resources used, including:
 - text, websites and source material
 - The name(s) and status of any person(s) who provided assistance and the type of assistance provided.
3. A student must not receive undue assistance from any other person in the preparation and submission of work.

Acceptable levels of assistance include:

- The incorporation of ideas or material derived from other sources (e.g. by reading, viewing or notetaking), but which has been transformed by the student and used in a new context.
- Prompting and general advice from another person or source which leads to refinements and/or self-correction.

Unacceptable forms of assistance include:

- use of, or copying of, another person's work or other resources without acknowledgement
 - Corrections or improvements made or dictated by another person.
4. A student must not submit the same piece of work for assessment in more than one study.
 5. A student who knowingly assists other students in a breach of rules may be penalised.
 6. A student must sign the authentication record (see Appendix 6) for work done outside class at the time of submitting the completed task. This declaration states that all unacknowledged work is the student's own.
 7. A student must sign a general declaration that he/she will obey the rules and instructions for the VCE, and accept its disciplinary provisions.
 8. A student undertaking School-assessed Course work or School- assessed Tasks tests must comply with examination rules.

