

WHERE

TO

NOW?

2019

**GUIDE TO THE
VCE, VCAL, VET,
APPRENTICESHIPS &
TRAINEESHIPS**



VICTORIAN CURRICULUM
AND ASSESSMENT AUTHORITY

WHERE TO NOW?

**CONTAINS INFORMATION ABOUT THE SENIOR SECONDARY
QUALIFICATIONS AVAILABLE IN VICTORIA AND WHERE
THESE CAN LEAD AFTER YOU'VE FINISHED SCHOOL**

Before you decide what you want to study, make sure you talk to your VCE or VCAL coordinator or careers counsellor; they will help you make the best choices.

If you want to do the VCE or VCAL and you have special needs associated with an illness, a disability or personal circumstances, there are many support options. This is called Special Provision. Your school is best placed to tell you what's available to help you complete your VCE or VCAL studies.



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WELCOME

Congratulations on reaching your final years of secondary school, an important milestone in your education. You have many exciting opportunities available to you that will allow you to pursue your passions and help shape your future education and career opportunities.

Your senior secondary years are a wonderful opportunity for you to realise your potential, discover new interests and develop skills that start you on your journey of lifelong learning. In the Education State, Victoria is committed to ensuring that our schools have the best facilities, our classrooms have the best teachers and that every student is given an equal opportunity 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 pathway 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 or VCAL.

Victoria's senior secondary certificates are highly regarded and recognise the learning and skills you have gained. I encourage you to discuss your options with your teachers, family and friends so you make informed choices that will help you achieve your future goals.

I also encourage you to read the stories in this booklet from students who have recently completed VCE, VCAL or VET studies or a school-based apprenticeship or traineeship. Their pathways demonstrate the flexible and varied 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 signature is fluid and cursive, with the first name "James" and last name "Merlino" clearly distinguishable.

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

VCE

VICTORIAN CERTIFICATE OF EDUCATION

SPEAK TO YOUR CAREERS COUNSELLOR FOR ADVICE ON YOUR OPTIONS

The Victorian Certificate of Education (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 the Philippines choosing to complete the certificate.

How is the VCE structured?

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, the 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 of the VCE.

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 the VCE if you need to. Some students start the 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 the VCE through which you can pursue your interests and build your skills.

There are more than 90 VCE studies and over 20 VCE Vocational Education and Training (VET) programs for you to choose from across the humanities, sciences, mathematics, technology, the 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 NEXT PAGE

VCE STUDIES IN 2019

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

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

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



**DID YOU KNOW THAT YOU CAN
INCLUDE A VET PROGRAM
IN YOUR VCE?**

TO FIND OUT MORE, SEE THE VET SECTION STARTING ON PAGE 22

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 whether 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 (Not 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, or 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 following the requirements set by the VCAA in the relevant study design and include School-assessed Coursework (SAC) that is completed at school, and School-assessed Tasks (SATs) that are completed at school and home. These are marked at your school by your teacher. You can read about the rules for 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 examination – 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.

Examinations are held each year in October and November. Your school will give you plenty of notice about the exact dates of your examinations.

Can I repeat a unit if I receive an N (Not 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.



SUCCESS STORY

BAILEY



Year 10

Mathematical Methods (CAS) Units 1 and 2

Year 11

Biology Units 1 and 2

Chemistry Units 1 and 2

English Units 1 and 2

General Mathematics
Units 1 and 2

Mathematical Methods (CAS) Units 3 and 4

Physics
Units 1 and 2

Religion and Society
Unit 2

Year 12

Chemistry
Units 3 and 4

English
Units 3 and 4

Further Mathematics
Units 3 and 4

Specialist Mathematics
Units 3 and 4

Physics
Units 3 and 4

Why did you choose VCE?

I chose VCE because I could focus on tailoring my studies around subjects that I found both interesting and challenging, but broad enough that I could take my tertiary education in numerous directions at the end of Year 12.

How did you choose your VCE studies?

I looked at university courses that caught my interest and factored in the prerequisites for those courses when planning my VCE program. I spoke to past Year 12 students to hear feedback on subjects, and read the course outline for a few courses I was unfamiliar with.

My parents gave me what I consider the most important advice: choose subjects you find interesting, as it will pay off in the future.

What was your study management strategy?

Prioritising was key; I would break down large tasks into smaller, achievable workloads, and complete them each individually in no particular order or structure. I would set up an effective study environment for myself at home (with my phone left at the other end of the house) and complete these small work tasks with breaks when I felt I needed them.

What are your top study tips?

- Learning through discussion is an incredibly effective way to revise content.
- Read and watch videos about the upcoming content in classes to develop some familiarity with new material.
- Attempt past papers then review with fellow classmates, allowing for small mistakes and gaps in knowledge to be ironed out easily.

What is your advice to future VCE students?

Year 11 is a great opportunity to try different study habits and techniques to refine what works for you. Additionally, going into Year 11 is a great time to look at course prerequisites for university degrees you find interesting. The most important advice I can give, however, is to have fun throughout your VCE experience. Pick subjects that you love, and thrive by stepping out of your comfort zone and into an exciting new chapter of your studies.

How has VCE prepared you for the future?

VCE supported my flexibility in choosing my tertiary education pathway. I am now studying an Engineering and Commerce double degree. The well-planned content in VCE subjects allowed me to study interstate with no hassles, and I love it!

SUCCESS STORY

TESSA



Year 10

Philosophy
Unit 1

Year 11

Economics
Units 1 and 2

English
Units 1 and 2

Literature
Units 1 and 2

General Mathematics
Units 1 and 2

Physical Education
Units 3 and 4

**Visual Communication
Design**
Units 1 and 2

Year 12

Economics
Units 3 and 4

English
Units 3 and 4

Literature
Units 3 and 4

Further Mathematics
Units 3 and 4

Media
Units 3 and 4

Why did you choose VCE?

I didn't really plan it that way, but it was the VCE that gave me the prerequisites to get into a Bachelor of Music and Sound Design.

How did you choose your VCE studies?

I chose my subjects based mostly on what I enjoyed in Years 10 and 11. However, I found myself with an extra subject block that needed to be filled. I turned to my older sister for advice. I think it's helpful to take advice from people as long as they know you well enough to suggest things that suit you personally.

What was your study management strategy?

I wrote down what I needed to do for each week, and knew that as soon as I had completed everything I had free time. Planning helped me a lot because you allocate times for everything and it makes things much less overwhelming.

What are your top study tips?

- Be honest with yourself. Realistically, you're the only one who knows what you need to do.
- Study harder, not longer. You can't always be studying, so make your study time count for as much as possible.
- Plan when you are going to get work done and plan your free time. That way when you're having fun or relaxing you won't feel like you should be studying instead, because you're meant to be relaxing according to your work schedule.

What is your advice to future VCE students?

People say Year 12 is stressful, but it doesn't have to be. It's also your last year of school so give yourself the best chance of enjoying it by staying on top of things.

How has VCE prepared you for the future?

Although a Bachelor of Music and Sound Design doesn't relate closely to any of my VCE studies, I still have a keen interest in film and editing, which started in VCE. Outside of university I have continued with short filmmaking and may study it in the future.

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 relation to all students doing that study in that year.

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

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

How do I get into university or TAFE?

To get into university, you generally need to achieve particular study scores in your studies and have an ATAR. To get into some TAFE courses you may also need to have a study score.

What is an ATAR?

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. The ATAR reflects your relative achievement compared to everyone else in the Year 12 group.

Before offering places, tertiary institutions look at each student's ATAR and the combination of VCE studies they have completed.

To qualify for 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 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) are required to 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 of Results, 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.

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.

VCE – Baccalaureate

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

Top: Ceridwen McCooley performing her original composition *Nothing to do with Calypso* at Top Class Sound 2018

Middle: Eliza Bennetts O'Connor (left) and Ally Cho (right), recipients of the 2018 Margaret Schofield Memorial Scholarship for Performance

Bottom: Leyton Abdulli was selected for the Creative Museums program Internship, pictured with his textile design at Top Designs 2018

AWARDS CAN PROVIDE OPPORTUNITIES AND A PORTFOLIO THAT CAN HELP YOUR CAREER AND PERSONAL DEVELOPMENT

Find out more on the [VCAA website](http://vcaa.vic.edu.au)



Top Designs 2018 exhibitor Bishal Shrestha with his 'Marsmobile', created in VCE Systems Engineering

Industry Pathways

Industry Pathways in the VCE and Victorian Certificate of Applied Learning (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.

Industry Pathways are currently available in the following industries:

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

PESA 2017 State finalists (L-R): Cree Oliveira, Emma Darvas, Niamh Nolan, Fergus Dale, Shahani Munaff and Anand Bharadwaj



Top Screen 2018 Filmmakers Robert Hess, Caitlin Liston, Jenna Tang and Rachel Hooker at the Top Screen 2018 launch

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.

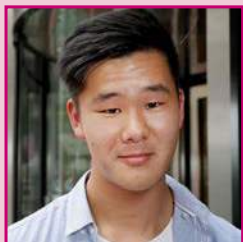
As an indication of the profile of these awards, in 2017:

- nearly 14,000 people booked to attend Top Designs at Melbourne Museum
- more than 3900 people attended Top Screen at the Australian Centre for the Moving Image
- about 10,000 people attended Top Class and Top Acts concerts
- over 33,000 people attended Top Arts at the National Gallery of Victoria
- more than 220 students from across Victoria participated in PESA.



SUCCESS STORY

TAISEI



Year 10

Japanese Second Language Units 1 and 2

Visual Communication Design Units 1 and 2

Year 11

English Language
Units 1 and 2

Japanese Second Language Units 3 and 4

General Mathematics
Units 1 and 2

Mathematical Methods (CAS) Units 1 and 2

Media Units 1 and 2

Psychology
Units 1 and 2

Visual Communication Design Units 3 and 4

Year 12

English Language
Units 3 and 4

Further Mathematics
Units 3 and 4

Mathematical Methods
Units 3 and 4

Media Units 3 and 4

Psychology
Units 3 and 4

Why did you choose VCE?

I took the time to carefully think about which specific subjects would grab and hold my attention as well as challenge my talents and skills.

How did you choose your VCE studies?

I got advice from teachers and past Year 12 students to find out more about the subjects, the workload and their opinion on the degree of difficulty of individual subjects. I found that past Year 12 students were a great source of advice.

What was your study management strategy?

Studying VCE subjects in Year 10 helped me to develop good study habits and establish which learning style suited me best. It gave me a real taste of how VCE works differently to my secondary school experience up until then.

What are your top study tips?

- I found it helpful to use a journal or diary to set priorities and keep me on track.
- Think about your learning style. If you like memorising facts, think of linking or memory aiding techniques. If you are a visual learner, study with visual aids, and draw pictures and diagrams in your notebook.
- Take notes in class. I found that taking notes forces you to listen carefully to the teacher and helps you to filter out what is relevant information and what is not.

What is your advice to future VCE students?

The key is balance. Learn to balance your study life with other things that are important to you. Don't neglect your family and friends, as well as your hobbies and interests. Take time to sit back and relax, or relieve stress by doing regular exercise or other methods.

How has VCE prepared you for the future?

I'm enrolled in university to study web technology. Doing the VCE gave me the insight that life is filled with study choices, and whichever choice you make will inevitably lead to more learning.

PLANNING MY VCE

USE THIS CHART TO PLAN YOUR VCE PROGRAM

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			

VCAL

VICTORIAN CERTIFICATE OF APPLIED LEARNING

What is the Victorian Certificate of Applied Learning?

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 the Victorian Certificate of Education (VCE), 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 Technical and Further Education (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.

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.



SUCCESS STORY

CHELSEA



Chelsea's VCAL studies included:

Literacy and Numeracy Skills

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

Personal Development Skills

Units 1 and 2 Senior

Work Related Skills

Units 1 and 2 Senior

Industry Specific Skills

Business (VCE VET)

Units 1 and 2

Personal Services (VCE VET)

Units 1 and 2

VCE Business Management

Units 1 and 2

VCE English

Units 1 and 2

VCE Health and Human Development

Units 1 and 2

VCE General Mathematics

Units 1 and 2

VCE Psychology

Units 1 and 2

Certificate II in Hairdressing*

Certificate II in Business

Certificate III in Beauty Services

*now Certificate II in Salon Assistant

Why did you choose VCAL?

VCAL allowed me to focus my studies in a practical way on things that really interested me.

What did your VCAL program include?

As an Indigenous student, I knew my VCAL program would include supporting Indigenous education in some way. That's why I developed a partnership between the Cathy Freeman Foundation and my school. This involved creating a range of fundraising activities throughout the year, including organising for the foundation to partner with the Stawell Gift, a world-famous foot race held in the local community, and leading the school's National Aborigines and Islanders Day Observance Committee (NAIDOC) Week celebrations.

I also completed a Certificate II in Hairdressing and a Certificate III in Beauty Services while participating in work experience at a local hair salon.

What was your study management strategy?

Facing challenges in study and work means you have to be super organised and flexible. Being aware of this, I always sought alternative ways to adjust my project to meet the required tasks for VCAL.

What are your top study tips?

- Be organised so you know exactly what you need to do and when to do it.
- Be sure to complete tasks as soon as you can, so you aren't rushing to complete them.
- Don't be scared to ask for help from your teachers. They want you to succeed.

What is your advice to future VCAL students?

I chose to study something I was passionate about and knew I was interested in. It is so important to remain passionate and engaged for the length of the course.

If you put in the effort and remain passionate and positive, you can do things you never thought you could.

How has VCAL prepared you for the future?

My experiences through VCAL have helped me become more confident and developed my organisational and public speaking skills. VCAL helped prepare me for the studies I went on to do in the beauty industry, where I now work.



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 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.

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.

**THERE IS A
LIST OF
ALL VCAL
PROVIDERS
ON THE VCAA WEBSITE**

www.vcaa.vic.edu.au

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 Victorian Curriculum and Assessment Authority (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.

Excellence and awards

There are awards and scholarships available for high-achieving VCAL students who demonstrate commitment to community service:

- VCAL Achievement Awards
- Lynne Kosky Memorial VCAL Scholarships.

These awards provide opportunities to further your VCAL studies and support your personal development.

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.

**SEE PAGE 26 FOR MORE INFORMATION ON
APPRENTICESHIPS & TRAINEESHIPS**

SUCCESS STORY

ALEX



Alex's VCAL studies included:

Literacy and Numeracy Skills

Reading and Writing Senior,
Oral Communication Skills
Senior, Advanced Numeracy
Skills Senior

Personal Development Skills

Units 1 and 2 Senior

Work Related Skills

Units 1 and 2 Senior

Industry Specific Skills

Kitchen Operations (VCE VET)
Units 1 and 2

Adult Community Further
Education (VCE VET)
Units 1 and 2

VCE Industry and Enterprise

Units 1 and 2

VCE English

Units 1 and 2

VCE Business Management

Units 1 and 2

VCE General Mathematics

Units 1 and 2

VCE Food and Technology

Units 1 and 2

VCE Visual Communication

Design Units 1 and 2

Certificate II in

Applied Language

Certificate III in

Catering Operations

Why did you choose VCAL?

I knew that I wanted a career which combined my interests in business and hospitality. VCAL provided me with a way to combine practical experience in hospitality with other studies useful in business, such as mathematics, literacy and numeracy.

What did your VCAL program include?

I completed a Certificate III in Catering Operations and spent time on programs that raised awareness about autism in my school and local community.

I developed skills in communication and in working as a member of a team. Raising awareness about autism was a big part of my VCAL program and I really enjoyed it, as autism is an issue I feel passionately about.

What was your study management strategy?

At first my study management strategy was to take it day by day, but that turned into week by week, and month by month. Write yourself a study management plan and try to stick to it. There will always be setbacks, so it's good to have a clear plan for study.

What are your top study tips?

- Have a clear idea of what you want to do at the end of study and what kind of work you want to do.
- Know what assignments you have to do well in advance. You will need to plan ahead to be able to achieve everything you need to.
- Study something that you're passionate about and have a connection with.

What is your advice to future VCAL students?

Put your best in. If you do, opportunities will find you. A lot of my teachers and school friends recognised the work I did, and getting a VCAL Achievement Award was an incredible experience.

How has VCAL prepared you for the future?

Doing VCAL gave me the confidence and skills to keep studying. I'm currently completing a Certificate IV in cooking and hospitality.

PLANNING MY VCAL

USE THIS CHART TO PLAN YOUR VCAL PROGRAM

Your school or training provider can 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)				

VET

VOCATIONAL EDUCATION & TRAINING

Vocational Education and Training (VET) allows you to do nationally recognised training as part of your Victorian Certificate of Education (VCE) or Victorian Certificate

of Applied Learning (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 2017, more than 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 with 42 qualifications to choose from. Information on each of the VCE VET programs is available on the Victorian Curriculum and Assessment (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 a registered training organisation (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 or statement of attainment from the RTO as well as credit towards the VCE or VCAL.



SUCCESS STORY

DOMINIQUE



Year 10

Dance (VCE VET)

Units 1 and 2

Foundation English

Units 1 and 2

Year 11

Dance (VCE VET)

Units 3 and 4

Dance

Units 1 and 2

English Language

Unit 1

English

Unit 2

Legal Studies

Unit 1

General Mathematics

Units 1 and 2

Studio Arts

Unit 2

Sociology

Units 1 and 2

Year 12

Dance

Units 3 and 4

English

Units 3 and 4

Further Mathematics

Units 3 and 4

Studio Arts

Units 3 and 4

Certificate II in Dance

Why did you choose a VET program?

I decided to do VET Dance because it helped me to further my knowledge and experience of the dance industry while studying for the VCE.

How did you choose your VCE VET studies?

VET gave me real industry experience, helping me transition from VCE to full-time dance training. Nutrition, auditions, CV writing and head shots and forming strong bonds with industry leaders in my field, are all crucial elements to succeeding outside Year 12.

What was your study management strategy?

Good time management was my strategy. By managing my time as efficiently as possible for each subject, I found it a lot easier to retain the information I learnt and focus on key points.

What are your top study tips?

- Practice SACs and exams are key!
- Attempt past exam questions throughout the year, as it will give you a basis from which you can improve.
- Be organised and learn to prioritise your time under the limits you'll have during exams.

What is your advice to future VET students?

Believe in yourself and set study goals; without that belief and those goals you'll find it very hard to stay motivated. Once you've set your goals, achieving them will count towards your final VCE result.

How has VET prepared you for the future?

Doing VET helped me to be confident in a broad range of areas that support my career as a dancer. VCE and VCE VET Dance really cemented my love for dance during my final years of high school. I was able to learn so much about the industry and had valuable experiences, gaining a deeper understanding of the art and the profession. Going into full-time dance training could have been really daunting, but because I completed those VCE studies I felt fully prepared.

VCE VET PROGRAMS 2019

Agriculture, Horticulture, 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 Language

- Certificate II in Applied Language
- Certificate III in Applied Language

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 v6

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 (prevocational)
- 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 Assistant
- 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

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†

YOU MAY BE ABLE TO COMPLETE A VET PROGRAM AT ANOTHER SCHOOL OR AT AN RTO BY ARRANGEMENT WITH YOUR SCHOOL

Integrated Technologies

- Certificate II in Integrated Technologies†

Laboratory Skills

- Certificate III in Laboratory Skills†

Music Industry

- 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†

Key

† Scored VCE VET program

Individual schools are unlikely to offer all these programs

Structured workplace learning

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 or 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 RTO
- increased employment opportunities.

When you undertake SWL in the same industry as your VET certificate, you can gain additional units towards your VCE or VCAL if you complete SWL Recognition. This is a process where you reflect on your SWL experiences in a Workplace Learning Record and discuss these with your school.



APPRENTICESHIPS & 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 Technical and Further Education (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.

FIND OUT MORE ABOUT APPRENTICESHIPS & TRAINEESHIPS

Visit the Department of Education and Training (DET) website:

www.education.vic.gov.au/training/learners/apprentices

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 Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (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.

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, your school, a TAFE or other registered training organisation (RTO) 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/learners/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.skills.vic.gov.au/victorianskillsgateway/Students/Pages/PreApprenticeshipCourses.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 DET website: 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: 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 have already completed some of the following steps.

Step one

Find out what apprenticeships and traineeships are available:

Visit the **Victorian Skills Gateway**
www.skills.vic.gov.au/victorianskillsgateway

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:

- Speak to your local TAFE **Skills and Jobs Centre** or RTO about local apprenticeship or traineeship opportunities:
www.education.vic.gov.au/about/programs/pathways/skillsandjobscentres

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**: 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.
- The contract is provided by an **Apprenticeship Network provider** (they may also be able to help you to find employers). Contact your local Apprenticeship Network provider:
www.australianapprenticeships.gov.au/find-my-aasn/full-list
- Establish a training plan with your employer and an RTO, and start training.



SUCCESS STORY

BETHANY



Year 11

Accounting

Units 1 and 2

Business Management

Units 1 and 2

Business Services (VCE VET)

Units A3 and A4

Units B3 and B4

English

Units 1 and 2

Mathematical Methods

Units 1 and 2

Psychology

Units 1 and 2

Year 12

Accounting

Units 3 and 4

Business Management

Units 3 and 4

English

Units 3 and 4

Further Mathematics

Units 3 and 4

Certificate III in

Business Administration

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

Growing up in a family-run business, I always knew I wanted a career in business. An SBAT gave me the freedom to start work, earn money and study in my chosen field.

How did you choose your VCE studies?

I made sure my VCE subjects complemented my SBAT work in tourism and hospitality. It was important to me that I kept my future career and study options open. I even did two subjects at university as part of VCE Plus at La Trobe University.

What was your study management strategy?

It shouldn't come as a surprise, but the last few years of school are extremely busy. I was working part-time, doing my traineeship and studying. Developing time management skills, planning for time off and making time to attend class are all essential for doing well in an SBAT and the VCE.

What are your top study tips?

- Make a study-work plan and try to stick to it as much as possible.
- Develop good working relationships with your teachers. They can offer you support in a variety of different ways and help keep you on track.
- Attend class as much as you can. If you do miss anything, make sure you ask for help from your teachers so that you don't slip behind.

What is your advice to future SBAT students?

If there is an industry you are interested in and you have the opportunity to work in that industry, go for it. I have had a lot of opportunities to grow and learn as a result.

My teachers were very helpful and offered me alternative ways to access classroom teaching to make sure I didn't miss out on anything.

How has a SBAT prepared you for the future?

I currently work at a group training organisation, working directly with apprentices and trainees. Doing an SBAT helped me to develop networks in the field I wanted to work in. It really gave me a head start in my career.

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 the Victorian Tertiary Admissions Centre (VTAC) and is used by universities and TAFE institutes to select students for their courses.

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.

School-based Apprenticeship or Traineeship (SBAT)

A school-based apprenticeship or traineeship (SBAT) is an apprenticeship or traineeship undertaken by a student enrolled in a senior secondary program (VCE or VCAL), with at least one day per week timetabled to be spent on the job or in training during the normal school week.

Semester

Half 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 states 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.

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 independent tertiary colleges.

