

How can I be awarded a VCAL qualification?

The Victorian Curriculum and Assessment Authority (VCAA) is the organisation that issues VCAL Certificates, so you will be enrolled with the VCAA as well as at Diamond Valley Learning Centre (DVLC). The VCAA keeps an up-to-date record of your learning progress along with your contact details, and whether you are eligible for the award of a VCAL qualification.

You can ask your teacher or a VCAL Administrator at any time to arrange to check your VCAA enrolment details, including an update on your current record of results. Throughout the year your teacher or administrator will print a report (an Eligibility Report) and discuss this with you. You will both be required to sign a copy.

The VCAL Certificate has three levels – Foundation, Intermediate and Senior. At each level, the learning program must include units from the four curriculum strands of Literacy and Numeracy Skills, Industry Specific Skills, Personal Development Skills and Work Related Skills. For more details about these strands please refer to the information sheet called 'What is VCAL?' or the VCAA website at <https://www.vcaa.vic.edu.au/Pages/vcal/students/compulsorystrands.aspx>

VCAL Awards

To be awarded any VCAL qualification, students must successfully complete a learning program that contains a minimum of 10 credits. One credit is awarded for the successful completion of:

- one VCAL unit;
- one VCE unit (which may have been studied at a previous school);
- a minimum of 90 hours of VET units of competency; and
- a minimum of 90 hours of Further Education (FE) units of competency.

The VCAA has rules for how those ten credits are made up at each certificate level. The rules include:

- curriculum components that can be justified against the purpose statement for the Literacy and Numeracy Skills Strand*: one credit is required for Literacy Skills and one credit is required for Numeracy Skills*;
- curriculum components to the value of at least one credit that can be justified against the purpose statement for each of the Work Related Skills Strand, Personal Development Skills Strand and Industry Specific Skills Strand;
- a minimum of two VCAL units;
- curriculum components to the value of six credits at the level of the VCAL award or above: one of which must be for Literacy Skills and one component be a VCAL Personal Development Skills unit.

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*Note:

- If using VCAL units to meet the eligibility requirements of the literacy component of the VCAL Literacy and Numeracy Skills Strand, the Reading and Writing unit must be completed at the award level or above.
- If using VCAL units to meet the eligibility requirements of the numeracy component of the VCAL Literacy and Numeracy Skills Strand, a Unit 1 numeracy unit must be completed.
- At Foundation level, Numeracy Skills Foundation meets the eligibility requirements.

Source: 2019 VCE and VCAL Administrative Handbook (VCAA)

The VCAA allows students to carry credit forward from their previous award level, into the level in which they are currently enrolled. However, the VCAA limits these credits so that credits allocated at Foundation level cannot contribute to a Senior level VCAL certificate.

For current and accurate information about VCAA requirements including course standards, timelines, and qualification requirements, please refer to the most recent VCE & VCAL Administration Handbook at www.vcaa.vic.edu.au

So how do I earn a VCAL credit?

To earn a VCAL credit, you must:

- complete all the learning activities and projects that make up the assessment evidence requirements for a unit of competency (VCAL, VET or FE);
- be marked by your teacher with an 'S' (satisfactorily completed); and
- attend your classes regularly.

DVLC will update your learning progress on the VCAA database (VASS) so that your credit can be recorded.

If your attendance is poor and/or you do not complete or submit all your learning activities for assessment, you will place yourself at risk of being marked with an 'N' (not completed) for a unit.

Important Note: any unit marked 'N' cannot count towards a VCAL credit, and this may harm your chances of completing your VCAL certificate by the end of the year. Depending on the unit, you may also have to repeat / restudy this unit later in order to meet the VCAA eligibility rules for achieving a VCAL certificate.

At the end of the year you will receive a Statement of Results from the VCAA which has:

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- a cumulative record of your achievement of all the VCAL, VCE, VET and FE units you have studied, and the academic year in which the result was obtained. VCAL, VET or FE units awarded an N result (and VCE units awarded a J result) are not included in this record;
- graded assessment and study scores for each sequence of VCE and VCE VET Unit 3 and 4 studies previously studied before you came to DVLC; if both Units 3 and 4 are awarded a J result, the entire unit record is not printed;
- any credit obtained for study undertaken overseas, interstate, as part of the International Baccalaureate or for a vocational certificate;
- university studies successfully completed;
- a statement indicating if the student sat the GAT;
- a statement indicating whether the student has or has not been awarded the VCAL; and
- the number of credits and a list of strands the student has satisfied towards the VCAL.

Students who have met all the requirements for award of the VCAL certificate will also receive a certificate from the VCAA, which will be sent to DVLC for distribution.

Students who have lost their original certificate or Statement of Results may apply to the VCAA for a replacement. Requests for replacement certificates or Statements of Results should be made on the appropriate forms available on the VCAA website.