The Victorian Certificate of Applied Learning

- Literacy
- Numeracy
- Work Related Skills
- Religious Education and Personal Development Skills
VCAL LITERACY SKILLS

Literacy will help students develop the skills and knowledge to read and write a range of texts on everyday subject matters where practical, relevant documents will be utilised to provide examples of what will be required in the workplace.

Reading and Writing
Learning outcomes include:
• Writing for self-expression
• Writing for practical purposes

Oral Communication
There are four learning skills:
• Oracy for self-expression
• Oracy for Knowledge
• Oracy for Practical Purposes
• Oracy for exploring issues and Problem Solving

Writing for knowledge
• Writing for public debate
• Reading for self-expression
• Reading for practical purposes
• Reading for knowledge
• Reading for public debate

Assessment methods
The range of assessment methods are used to verify successful completion of learning outcomes of each VCAL unit in the VCAL program. Assessment methods are flexible and include a student portfolio of evidence of learning such as:
• Self-assessment
• Teacher observation
• Reflective work journals
• Student log books
• Reports and essays
• Oral and written presentations
• Research projects

VCAL NUMERACY

Year 11 VCAL: Numeracy
This unit looks at maths applied to tasks which are part of the students normal routine and also outside their immediate personal environment such as the workplace and the community, whether first hand or portrayed by the media. The maths involved includes measurement, shape, numbers and graphs.

The units focus on:
• Numeracy for Practical Purposes – Design and Measuring
• Numeracy for Personal Organisation – Money, Time and Location
• Numeracy for Interpreting Society - Data and Numerical Information

Year 12 VCAL: Numeracy
Numeracy aims to enable students to explore maths beyond the familiar and everyday use to its application in wider, less personal context such as newspapers, workplace documents and procedures, and specific projects at home or in the community. The mathematics involved would include measurement, graphs and statistics, use of maps and directions and an introduction to the use of formulae and problem-solving strategies.

This unit focuses on:
• Numeracy for Practical Purposes
• Numeracy for Personal Organisation
• Numeracy for Interpreting Society
• Numeracy for Knowledge

Foundation Units
Foundation units will be offered where applicable to students at that level in preparation for intermediate participation.

All subjects at Foundation level have the same title and is a pre-requisite for the higher level.
The purpose of the work related skills is to develop employability skills, knowledge and attitudes valued within community and work environments as a preparation for employment. The development of employability skills within this strand provides students with a capacity to consider and choose from the range of pathways open to students.

In both years’, students must complete a minimum of 100 hours of structured workplace learning.

Please note it is compulsory for students to find a work placement.

Curriculum
Work Related Skills
Intermediate Unit 1

Year 11:
• Learn about basic conditions and entitlements of a specific industry
• Obtain and communicate information in response to a work-related Occupational Health and Safety issue
• Develop knowledge and understanding of OH&S in a work-related context
• Identify workplace safety hazards
• Work in a team to follow work procedures within a work-related activity
• Use information and communications technology in relation to a work-related activity

Foundation Units

Foundation units will be offered where applicable to students at that level in preparation for Intermediate participation. All subjects at Foundation level have the same title and is a pre-requisite for the higher level.

Year 12:
• Research information about a specific industry or workplace from a variety of sources
• Communicate ideas and information about a range of OHS requirements in the workplace
• Understand Hazard Identification, Risk Assessment and Control of hazards and risks within the workplace
• Demonstrate an understanding of the OHS issues - resolution process
• Work in a team to follow safe work procedures within a complex work-related project
• Use information and communications technology in relation to a complex work-related project
• Use workplace technology and equipment in accordance with OHS guidelines in a complex work-related project.
Aims
The course aims to develop practical abilities and appreciation of a range of values essential to Christian communal life, including:

• Personal self-esteem and confidence
• Social justice and responsibility
• Care for the needs of others
• Respect for individual rights and democratic process
• Participation in community action
• Active participation in the school community

Process
Course time will be divided between:

• Off-campus participation in the activities of a particular community institution or agency.
• Class time devoted to:
  (a) Developing an understanding of cultural self, family identity and connection to the community, places and religion
  (b) The study of community structures and operations
  (c) Reflection on placement experiences
  (d) Work on assessment outcomes
  (e) Practical project on campus
  (f) Development of a health, strength and wellbeing program incorporating physical activity

Foundation Units
Foundation units will be offered where applicable to students at that level in preparation for intermediate participation.

All subjects at Foundation level have the same title and is a pre-requisite for the higher level.

Year 11 Personal Development Skills incorporating Health, Strength and Wellbeing

This unit has the following outcomes:

• Plan and organise a complex activity
• Demonstrate self-management skills for goal achievement
• Demonstrate knowledge, skills and abilities in the context of an activity or project
• Describe leadership skills and responsibilities
• Utilise interpersonal skills to communicate ideas and information

Students undertake a Scope Young Ambassadors program. This incorporates Christian service.

Year 12 Personal Development Skills

This unit has the following outcomes:

• Identify planning and organisation skills relevant for the management of health or community service activities
• Demonstrate skills relevant to complex problem solving

Religious Education will have a large focus serving the local community through charitable work whilst also incorporating:

• Theology of the Body: Exploring ways to develop healthy relationships
• Understanding Religion in Our World: Exploring Christian and non-Christian faith
• Ethical Decision Making: Exploring contemporary ethical issues in society
• Building the Kingdom Through Social Justice: Exploring ethics through active Christian Service

Year 12

The PDS Senior Unit 1 will be conducted over the first three terms of the year. The course builds on the skills developed in the Intermediate Units through practical activities which have a community service focus. A particular outcome of the course is the development of an awareness and understanding of cultural diversity in the community. Students will also have the opportunity to participate in some elements of the Year 12 R.E. elective program including:

• Within the Faith and Justice Unit, participating in the visiting program by supporting local communities
• Participation in personal development activities of the Term 3 Faith and Sexuality unit
VCAL students are required to apply to participate in the VCAL program, which is followed up with an interview. Successful applicants are required to abide by the conditions outlined in the declaration they have signed. Successful applicants will be required to undertake the first unit of Work Related Skills prior to being eligible to commence placement.

To qualify for the award of VCAL you must complete a minimum of 1000 nominal hours of study during the year. This is typically made up of 10 semester length units each of 100 hours.

The program can lead to extensive pathways and can take various forms as outlined in these three options.

Students may also be offered the opportunity to participate in RSA, RSF, RSG and Barista Training.

<table>
<thead>
<tr>
<th>Option One</th>
<th>Option Two – by negotiation</th>
<th>Option Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literacy</td>
<td>Personal Development Skills</td>
<td>Literacy</td>
</tr>
<tr>
<td></td>
<td>Literacy</td>
<td></td>
</tr>
<tr>
<td>Numeracy</td>
<td>Numeracy</td>
<td>Numeracy</td>
</tr>
<tr>
<td>Work Related Skills</td>
<td>Work Related Skills</td>
<td>Work Related Skills</td>
</tr>
<tr>
<td>Personal Development Skills</td>
<td>Personal Development Skills</td>
<td>Personal Development Skills</td>
</tr>
<tr>
<td>VET Program</td>
<td>School Based Apprenticeship Training</td>
<td>External VET</td>
</tr>
<tr>
<td>Selected from the list of VET Certificates offered internally at Penola Catholic College – refer to this handbook in the Senior Programs section. For example, Retail Cosmetics and Salon Assistant, Certificate II in Business</td>
<td>Students must check the number of credits awarded through the SBAT and external VETs. Note: There may be some cost for fees and equipment for students undertaking SBATS.</td>
<td>For Example: Building and Construction, Plumbing, Electrotechnology (Pre-App)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Placement specific to the VET industry you are studying.</td>
<td>Work Placement specific to the VET industry you are studying.</td>
<td>Work Placement specific to the VET industry you are studying.</td>
</tr>
</tbody>
</table>

**VCE options** for VCAL students may be possible by negotiation but must directly complement a VET program whilst not compromising other subjects.

**VET courses** through Kangan or other TAFE institutes could be full or half day programs. These can have varying starting and finishing times, therefore students will be expected to be at Penola Catholic College when not at TAFE on these days. Programs such as Hospitality may go into the evening, so students must organize travel arrangements and must notify both TAFE and school of non-attendance.

**Participation in College Events:** On occasions, students will be required to participate in College activities on TAFE days. This will be pre-arranged, and the TAFE institutions will be informed, where work placement is affected students will be required to notify employers.

**VCE Maths:** In some circumstances, VCAL students may undertake General Maths-Further Units 1 & 2 as part of the VCAL Program.

VCAL students will be required to attend a regular program during VCE exams.

**Work Placement:** Intermediate and Senior VCAL students must complete Work Placement. Students are to organise their own placements and have Work Placement Agreement Forms completed a minimum of 2 weeks prior to commencing their placements.

The VCAL Pathways Liaison will also assist students in completing their documentation prior to commencement of the placement.
### VCAL PROGRAM PLANNING FIRST YEAR (YEAR 11)

<table>
<thead>
<tr>
<th>Strand</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literacy Skills</td>
<td>VCAL Literacy</td>
<td>VCAL Literacy</td>
</tr>
<tr>
<td>Work Related Skills (WRS)</td>
<td>Work Related Skills (WRS) 1</td>
<td>Work Related Skills (WRS) 2</td>
</tr>
<tr>
<td>Personal Development Skills (RE)</td>
<td>VCAL PDS 1</td>
<td>VCAL PDS 2</td>
</tr>
<tr>
<td>VET Certificate</td>
<td>Your VET selections for Unit 1 &amp; 2</td>
<td></td>
</tr>
</tbody>
</table>

**Accreditation**

Students can elect to participate in the following -

- Whitecard, Responsible Service of Gambling, Responsible Service of Food, Barista Training

### VCAL PROGRAM PLANNING SECOND YEAR (YEAR 12)

<table>
<thead>
<tr>
<th>Strand</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literacy Skills</td>
<td>VCAL Literacy</td>
<td>VCAL Literacy</td>
</tr>
<tr>
<td>Numeracy Senior Skills (WRS)</td>
<td>VCAL Numeracy</td>
<td>VCAL Numeracy</td>
</tr>
<tr>
<td>Work Related Skills (WRS)</td>
<td>VCAL WRS 1</td>
<td>VCAL WRS 2</td>
</tr>
<tr>
<td>Personal Development Skills (including Religious Education)</td>
<td>VCAL Product Development Skills 1</td>
<td>VCAL Product Development Skills 1</td>
</tr>
<tr>
<td>VET Certificate</td>
<td>Your VET selections for Unit 1 &amp; 2</td>
<td></td>
</tr>
</tbody>
</table>

**Additional VET Selection or SBAT**

Your VET Selection for Unit 3 or SBAT

Your VET Selection for Unit 4 or SBAT

**Accreditation**

Students can elect to participate in the following -

- Whitecard, Responsible Service of Gambling, Responsible Service of Food, Barista Training