VCE VET Applied Language

Program Booklet

Incorporating

10949NAT Certificate II in Applied Language (Version 1)

11074NAT Certificate III in Applied Language (Version 1)

January 2024

Modification history

|  |  |  |  |
| --- | --- | --- | --- |
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| 1.0 | Current | January 2023 | Program booklet updated in line with the implementation of the VCE VM and VPC |

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Introduction

VCE VET programs are vocational training programs approved by the Victorian Curriculum and Assessment Authority (VCAA). VCE VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain the Victorian Certificate of Education (VCE) or the Victorian Certificate of Education Vocational Major (VCE VM), as well as a nationally portable vocational education and training (VET) certificate. VCE VET programs:

* are fully recognised within the Units 1 to 4 structure of the VCE and the VCE VM. VCE VET units have equal status with other VCE studies
* will contribute towards the Victorian Pathways Certificate (VPC)
* function within the National Training Framework.

Program development

This iteration of the VCE VET Applied Language program was implemented in 2018. It must be used in conjunction with the Nationally accredited curriculum, 10949NAT Certificate II in Applied Language (Version 1) and 11074NAT Certificate III in Applied Language (Version 1). This program booklet supersedes the previous VCE VET Applied Language program published in January 2019 and all subsequent program summaries.

The VCE VET Applied Language program provides students with the knowledge and skills to enhance their employment prospects in a language other than English (LOTE).

The VCE VET Applied Language program has been developed to provide a stronger pathway for students undertaking language studies and support the provision of small languages that are not represented in the VCE or CCAFL offerings.

Industry overview

Accredited course

This accredited course is designed to provide individuals with language skills and intercultural knowledge to enable them to communicate in social and workplace situations in a language other than English, both in Australia and overseas. The course applies to all languages - the specific language to be acquired will depend on student demand at the time of provision.

10949NAT Certificate II in Applied Language and 11074NAT Certificate III in Applied Language need to be read in conjunction with the course accreditation document. The curriculum is available from the course copyright owner, Ripponlea Institute.

Qualifications / Packaging rules

10949NAT Certificate II in Applied Language (Version 1)

Students must achieve four units of competency to gain 10949NAT Certificate II in Applied Language, including:

* four core units of competency.

The accredited course details are available from the copyright owner, Ripponlea Institute: <[[training.gov.au - 10949NAT - Certificate II in Applied Language](https://training.gov.au/Training/Details/10949NAT)](https://training.gov.au/Training/Details/10297NAT)>.

11074NAT Certificate III in Applied Language (Version 1) ?

Students commencing training from January 2023 and beyond will be required to be enrolled in 11074NAT Certificate III in Applied Language (Version 1). They must achieve four units of competency to gain 11074NAT Certificate III in Applied Language, including:

* four core units of competency.

RTOs should note that the successful completion of the 10949NAT Certificate II in Applied Language (or equivalent) is an entry requirement for 11074NAT Certificate III in Applied Language.

The accredited course details are available from the copyright owner, Ripponlea Institute: <[training.gov.au/Training/Details/11074NAT](https://training.gov.au/Training/Details/11074NAT)>.

For further information, visit the [National Training Register](https://training.gov.au/Home/Tga).

Links to a companion volume implementation guide may be provided as a resource for this qualification. For further information, visit [VETNet](https://vetnet.gov.au/Pages/default.aspx).

For more information on the accredited courses, visit [Department accredited VET courses](https://www.vic.gov.au/department-accredited-vet-courses):

*

VCE VET program details

Aims

The VCE VET Applied Language program aims to:

* provide participants with the language skills and cultural knowledge to enable them to communicate in social and workplace situations in a language other than English (LOTE)
* enable participants to gain a recognised credential and to make an informed choice of vocation or career path.

Scored assessment

The VCE VET Applied Language program does not offer scored assessment.

VCE VET credit

10949NAT Certificate II in Applied Language (Version 1)

Students undertaking 10949NAT Certificate II in Applied Language Version 1 are eligible for up to three VCE VET units on their VCE, VCE VM and VPC statement of results:

* three VCE VET units at Units 1 and 2 level

VCE VET credit will accrue in the following order: Units 1, 2 and 1. These units of credit may be accumulated over more than one year.

11074NAT Certificate III in Applied Language (Version 1)

Students undertaking 11074NAT Certificate III in Applied Language Version 1 are eligible for up to three VCE VET units on their VCE, VCE VM or VPC statement of results:

* a VCE VET Unit 3–4 sequence
* an additional VCE VET Unit at Unit level 3.

VCE VET credit will accrue in the following order: Units 3, 4 and 3. These units of credit may be accumulated over more than one year.

For more information on VCE (including VCE VM and VPC) credit contributions, please refer to the [appendix](#Appendix).

Nominal hour duration

Nominal hours represent the supervised structured learning and assessment activities required to sufficiently address the content of each unit of competency.

Nominal hours are used to determine credit towards the VCE (including VCE VM and VPC) for VET units of competency.

Duplication

When a VCE VET program duplicates or is very similar to another VCE study or VET unit of competency in a student’s program, a reduced VCE VET unit entitlement may apply.

A duplication policy for VCE and VET languages was approved in 2011 and published in the *VCAA Bulletin* in February 2012. For the purposes of credit towards the VCE, equivalence has been established between all VCE languages, VET languages and VCE VET Applied Language where the language is the same.

The following policy regarding duplication will apply:

A student may be enrolled in a VCE language study and a VCE VET Applied Language or other VET language qualification in the same language either simultaneously or sequentially, but in that case will receive credit in the VCE for the VCE language study only.

Where a student has not received credit for a VCE language study, nor is enrolled in a VCE language study, credit for VCE VET Applied Language will be awarded according to the credit arrangements. This policy will affect any student wishing to receive credit towards the VCE by undertaking study or training in a language from 2012 onwards. The intention of this policy will apply to any updates or revisions to the VET qualifications.

All students enrolled in a VCE VET Applied Language must be enrolled in the unit indicating which language is being undertaken on VASS. This is a compulsory enrolment field on VASS. For example: A student undertaking Certificate III in Applied Language - Japanese must be enrolled in the specific language unit on VASS “LO15 - Japanese First Language”.

Dual enrolments

When students undertake multiple qualifications within a VCE VET program, care must be taken to ensure the students enrol in all the units of competency only once. Credit for a unit of competency can be counted only once towards the VCE (including VCE VM and VPC).

Sequence

Certain units of competency will complement each other, lending to coordinated delivery that minimises content overlap. Units of competency have guidelines for different situations and delivery contexts, and a range of delivery sequences is possible.

The intention of VCE VET programs is to provide students with a qualification that meets industry expectations. The strong advice and assumption of industry bodies is that the quality of the qualification is compromised when foundation training is neglected.

The sequencing of units of competency is determined by the RTO, teacher or trainer; however, it is anticipated that a number of the core units of competency will be undertaken in the first year of the program.

The following considerations should be used in determining the sequence of a student’s VCE VET Applied Language program:

The successful completion of 10949NAT Certificate II in Applied Language (or equivalent) is an entry requirement for 11074NAT Certificate III in Applied Language (Version 1)

VCE VET Applied Language program structure

10949NAT Certificate II in Applied Language (Version 1)

|  |  |  |
| --- | --- | --- |
| Code | Unit Title | Nominal Hours |
| **Units 1 and 2** |
| **Compulsory Units:** |
| VCE VET Language | The language being studied must be selected on VASS (e.g. LO15 - Japanese First Language) | 0 |
| NAT10949001 | Conduct basic oral communication for social purposes in a language other than English  | 70 |
| NAT10949002 | Conduct basic workplace oral communication in a language other than English | 70 |
| NAT10949003 | Read and write basic documents for social purposes in a language other than English | 70 |
| NAT10949004 | Read and write basic workplace documents in a language other than English | 70 |
| **Compulsory Units Subtotal:** | **280** |
| **Minimum Total for three VCE VET Units at Units 1 and 2 level:** | **270** |

11074NAT Certificate III in Applied Language (Version 1)

|  |  |  |
| --- | --- | --- |
| Code | Unit Title | Nominal Hours |
| **Units 3 and 4** |
| **Compulsory Units:** |
| The successful completion of the Certificate II in Applied Language is an entry requirement for the Certificate III in Applied Language. |
| VCE VET Language | The language being studied must be selected on VASS (e.g. LO15 - Japanese First Language) | 0 |
| NAT11074001 | Conduct routine oral communication for social purposes in a language other than English | 80 |
| NAT11074002 | Conduct routine workplace oral communication in a language other than English | 80 |
| NAT11074003 | Read and write routine texts for social purposes in a language other than English | 80 |
| NAT11074004 | Read and write routine workplace texts in a language other than English | 80 |
| **Compulsory Units Subtotal:** | **320** |
| **Minimum Total for three VCE VET Units at Units 3 and 4 level:** | **270** |

Enrolment advice

Transition arrangements

All students commencing training from January 2023 and beyond will be required to be enrolled in 10949NAT Certificate II in Applied Language (Version 1) or 11074NAT Certificate III in Applied Language (Version 1).

VASS Training Package Industry Group

10949NAT Certificate II in Applied Language (Version 1) and 11074NAT Certificate III in Applied Language (Version 1) is included within the **GEN** VASS Training Package Industry Group for credit purposes.

For more information on VASS industry groups, please refer to the [appendix](#Appendix)

Additional information

Consider the following when determining the sequence of a student’s VCE VET Applied Language program:

* The successful completion of Certificate II in Applied Language is an entry requirement for Certificate III in Applied Language.
* Prior to engaging in structured workplace learning (SWL), students must be undertaking or have completed the workplace health and safety unit aligned with the VCE VET program.

Certificate II in Building and Construction Pre-apprenticeship and Certificate II in Construction Pathways include the unit of competency ‘CPCCWHS1001 Prepare to work safely in the construction industry’ with an allocation of 6 hours.

Certificate II in Civil Construction includes the unit of competency ‘CPCCWHS1001 Prepare to work safely in the construction industry’ as an imported elective with an allocation of 6 hours.

Certificate II in Electrotechnology (Pre-vocational) and Certificate II in Electrotechnology (Career Start) include the unit of competency ‘CPCCWHS1001 Prepare to work safely in the construction industry’ with an allocation of 6 hours.

Certificate II in Plumbing (Pre-apprenticeship) includes the unit of competency ‘CPCCWHS1001 Prepare to work safely in the construction industry’ with an allocation of 6 hours.

This unit of competency is recognised by WorkSafe Victoria for the registration of construction workers for workplace health and safety induction.

Any person on a construction site needs a construction induction card. This includes all work experience or structured workplace learning students. Construction induction cards issued in other states and territories are recognised in Victoria. The major requirement is that, at the time of the training, the student was residing in the state or territory of issue.

Students who require a construction induction card for work experience or for another qualification where ‘CPCCWHS1001 Prepare to work safely in the construction industry’ is not listed in the qualification structure should be enrolled on VASS in the construction induction card course (course code: CICARD).

For more information, please refer to [WorkSafe Victoria](https://www.worksafe.vic.gov.au/).

Resources

For updates or information relating to VCE VET programs, please refer to:

* the [VCE VET program webpage](https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/Index.aspx)
* the [*VCAA* *Bulletin*](https://www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/bulletin/Pages/index.aspx)
* the ‘[Get VET](https://www.vcaa.vic.edu.au/studentguides/getvet/Pages/Index.aspx?Redirect=1)’ webpage for videos, success stories, flowcharts and posters designed to support teachers in engaging, informing and inspiring students and parents about VET Delivered to Secondary Students.

Supplementary advice is available for scored VCE VET programs on the relevant VCE VET program webpage.

Appendix

Credit arrangements

VASS industry group

|  |  |
| --- | --- |
| VCE VET program | VASS industry group |
| VCE VET Agriculture, Horticulture, Conservation and Ecosystem Management |  |
| * Certificate II in Agriculture
 | AHC |
| * Certificate II in Conservation and Ecosystem Management
 | AHC |
| * Certificate II in Horticulture
 | AHC |
| * Certificate II in Rural Operations
 | AHC |
| VCE VET Animal Care |  |
| * Certificate II in Animal Care
 | ACM |
| VCE VET Applied Fashion Design and Technology |  |
| * Certificate II in Applied Fashion Design and Technology
 | MST |
| * Certificate II in Apparel, Fashion and Textiles
 | MST |
| VCE VET Applied Language |  |
| * Certificate II in Applied Language
 | GEN |
| * Certificate III in Applied Language
 | GEN |
| VCE VET Automotive |  |
| * Certificate II in Automotive Vocational Preparation
 | AUR |
| VCE VET Building and Construction |  |
| * Certificate II in Building and Construction Pre-apprenticeship
 | CPC |
| * Certificate II in Construction Pathways
 | CPC |
| VCE VET Business |  |
| * Certificate II in Workplace Skills
 | BSB |
| * Certificate III in Business
 | BSB |
| VCE VET Cisco |  |
| * CISCO CCNA v7
 | ICT |
| VCE VET Civil Infrastructure |  |
| * Certificate II in Civil Construction
 | RII |
| VCE VET Community Services |  |
| * Certificate II in Active Volunteering
 | CHC |
| * Certificate II in Community Services
 | CHC |
| * Certificate III in Community Services
 | CHC |
| * Certificate III in Early Childhood Education and Care
 | CHC |
| VCE VET Creative and Digital Media |  |
| * Certificate II in Creative Industries
 | CUA |
| * Certificate III in Screen and Media
 | CUA |
| VCE VET Dance |  |
| * Certificate II in Dance
 | CUA |
| * Certificate III in Dance
 | CUA |
| VCE VET Electrical Industry |  |
| * Certificate II in Electrotechnology (pre-vocational)
 | UEE |
| * Certificate II in Electrotechnology (Career Start)
 | UEE |
| VCE VET Engineering Studies |  |
| * Certificate II in Engineering Studies
 | MEM |
| VCE VET Equine Studies  |  |
| * Certificate III in Equine Studies
 | ACM |
| VCE VET Events and Tourism |  |
| * Certificate II in Events
 | SIT |
| * Certificate II in Tourism
 | SIT |
| * Certificate III in Tourism
 | SIT |
| VCE VET Furnishing |  |
| * Certificate II in Furniture Making Pathways
 | MSF |
| VCE VET Hair and Beauty |  |
| * Certificate II in Retail Cosmetics
 | SHB |
| * Certificate II in Salon Assistant
 | SHB |
| * Certificate III in Beauty Services
 | SHB |
| * Certificate III in Make-Up
 | SHB |
| VCE VET Health |  |
| * Certificate II in Health Support Services
 | HLT |
| * Certificate III in Allied Health Assistance incorporating:
* Certificate III in Health Services Assistance
 | HLT |
| VCE VET Hospitality |  |
| * Certificate II in Hospitality
 | SIT |
| * Certificate II in Cookery
 | SIT |
| VCE VET Information and Communications Technology  |  |
| * Certificate II in Applied Digital Technologies
 | ICT |
| * Certificate III in Information Technology
 | ICT |
| VCE VET Integrated Technologies |  |
| * Certificate II in Integrated Technologies
 | ICT |
| VCE VET Laboratory Skills |  |
| * Certificate II in Sampling and Measurement
 | MSL |
| * Certificate III in Laboratory Skills
 | MSL |
| VCE VET Music |  |
| * Certificate II in Music
 | CUA |
| * Certificate III in Music (Performance)
 | CUA |
| * Certificate III in Music (Sound Production)
 | CUA |
| VCE VET Plumbing |  |
| * Certificate II in Plumbing (Pre-apprenticeship)
 | CPC |
| VCE VET Small Business |  |
| * Certificate II in Small Business (Operations/Innovation)
 | BSB |
| * Certificate II in Small Business Operations and Innovation
 | BSB |
| VCE VET Sport and Recreation |  |
| * Certificate II in Outdoor Recreation
 | SIS |
| * Certificate II in Sport and Recreation
 | SIS |
| * Certificate III in Sport, Aquatics and Recreation
 | SIS |
| VCE VET Visual Arts |  |
| * Certificate II in Visual Arts
 | CUA |
| * Certificate III in Visual Arts
 | CUA |

VET credit arrangements

Accruing credit in one certificate

Students may accrue two VCE VET units of credit at Units 1 and 2 level by completing 180 nominal hours in a certificate II or III qualification. Students may further accrue a VCE VET Unit 3–4 sequence by completing an additional 180 nominal hours in the same certificate provided that it is drawn from:

* a VE1 – VCE VET qualification that provides a Unit 3–4 sequence
* a VE3 – Other VET qualification at a certificate III level.

Where a qualification includes enough nominal hours, further units of credit may be available.

Accruing credit across multiple certificates

Students may accrue two or more VCE VET units of credit at Units 1 and 2 level by completing a minimum of 180 nominal hours across multiple certificate II or III qualifications. From 2024, students may further accrue a VCE VET Unit 3–4 sequence by completing an additional 180 nominal hours in one certificate provided that it is drawn from:

* the same industry group as at least one certificate from the student’s first 180 hours of VET
* a VE1 – VCE VET program that provides a Unit 3–4 sequence
* a VE3 – Other VET qualification at a certificate III level.

Accruing credit in a VE2 – SBAT

Students may accrue two VCE VET units of credit at Units 1 and 2 level by completing 180 nominal hours in a traineeship or apprenticeship. Students may further accrue a VCE VET Unit 3–4 sequence by completing an additional 180 nominal hours in the same VE2 – SBAT provided that it is drawn from:

* a VE2 – SBAT qualification that provides a Unit 3–4 sequence.

From 2024, where a student accrues their initial VCE VET units of credit at Units 1 and 2 level from a VE1 – VCE VET program or a VE3 – Other VET qualification, the next 180 hours they complete in a VE2 – SBAT will provide a VCE VET Unit 3–4 sequence provided that it is drawn from:

* a VE2 – SBAT qualification that provides a Unit 3–4 sequence.

VCE VM credit arrangements

The VCE Vocational Major (VM) is a vocational and applied learning program within the VCE designed to be completed over a minimum of two years. The VCE VM will give students greater choice and flexibility to pursue their strengths and interests and develop the skills and capabilities needed to succeed in further education, work and life.

For information on credit arrangements, please refer to [VCE Vocational Major (VM)](https://www.vcaa.vic.edu.au/curriculum/vce/Pages/AboutVCEVocationalMajor.aspx).

VPC credit arrangements

The Victorian Pathways Certificate (VPC) is an inclusive Year 11 and 12 standards-based certificate that meets the needs of a smaller number of students who are not able or ready to complete the VCE (including the VCE VM). It provides an enriched curriculum and excellent support for students to develop the skills, capabilities and qualities for success in personal and civic life.

For information on credit arrangements, please refer to [Victorian Pathways Certificate (VPC)](https://www.vcaa.vic.edu.au/curriculum/VPC/Pages/AboutVPC.aspx).

‘Get VET’ resources

Discover the wide range of VET courses available to secondary school students in Victoria. Explore these helpful ‘Get VET’ resources, including videos and success stories, and talk to the relevant teachers or coordinators at your school to assist you on the right pathway.

* VET Fast Facts
* How VET is different
* What you get from VET
* How VET can prepare you for the future
* What a VET pathway looks like
* 7 questions to ask yourself
* Which VET are you?
* VCE VET programs
* Structured Workplace Learning
* School-based apprenticeship or traineeship
* Other VET qualifications
* Get a taste of VET careers and training
* Where to find out more about VET
* Resources
* Hear what VET students say
* Hear what VET teachers say
* Career pathway posters

For more information, please refer to [‘Get VET’](https://www.vcaa.vic.edu.au/curriculum/vce/Pages/AboutVCEVocationalMajor.aspx).

VCE VET program chart

The [VCE VET program chart](https://www.vcaa.vic.edu.au/Documents/vet/GetVET/resources/VCE-VET-program-chart.pdf) provides a list of all VCE VET programs and shows if they can be undertaken as scored or non-scored. The chart also shows if a program offers Units 1 and 2 and/or a Unit 3–4 sequence.

Scored assessment

Some VCE VET programs are scored and offer a scored Unit 3–4 sequence. The study score calculated from the scored Unit 3–4 sequence may contribute to a student’s ATAR as one of the primary four studies or as two available (and permissible) increments.

The scored Unit 3–4 sequence must be delivered and assessed in a single enrolment year. Students are strongly advised against undertaking the scored Unit 3–4 sequence without first completing Units 1 and 2 because Unit 3–4 sequences are not designed for standalone study.

Study score

To be eligible for a study score students must:

* satisfactorily complete all the units of competency required in the scored Unit 3–4 sequence
* be assessed in accordance with the tools and procedures specified in the *VCE VET Scored Assessment Guide* and program-specific assessment plan templates published annually on the VCAA website
* undertake an examination during the end-of-year examination period, based on the underpinning knowledge and skills in the compulsory units of competency in the scored Unit 3–4 sequence, and in accordance with the current examination specifications.

A study score for a scored VCE VET program is based on evidence from two sources: coursework tasks and an examination (or end-of-year performance examination where applicable). The assessment of three VCE VET coursework tasks does not replace the qualification assessments. Both tend to be complementary and may be integrated. Tasks may be designed with both assessment purposes in mind.

For further information on scored assessment, including an overview of study score assessment, advice regarding the development of coursework tasks, and integration of study scores with competency assessment, please refer to the [*VCE VET Scored Assessment Guide*](https://www.vcaa.vic.edu.au/Documents/vet/publications/VETScoredAssessmentGuide.pdf).

For more information on study scores and ATAR contributions, please refer to [Victorian Tertiary Admissions Centre (VTAC)](https://www.vtac.edu.au/).

ATAR contribution

Please note that for a Unit 3–4 sequence to be eligible it must come from one certificate enrolment on VASS. Where credit has accrued across multiple certificates, an ATAR contribution may not be available.

For more information on study scores and ATAR contributions, please refer to [VTAC](https://www.vtac.edu.au/).

Scored VCE VET program

Students wishing to receive an ATAR contribution for a scored VCE VET program must undertake scored assessment for the purpose of achieving a study score.

This study score can contribute directly to the ATAR, either as one of the student’s best four studies (the primary four) or as a fifth or sixth study increment.

Where a scored Unit 3–4 sequence is used as an increment, the increment will be calculated using 10% of the scaled score.

Where a student elects not to receive a study score, no contribution to the ATAR will be available.

For more information on study scores and ATAR contributions, please refer to [VTAC](https://www.vtac.edu.au/).

Scored VCE VET program with an additional
non-scored stream

Some scored VCE VET programs include both a scored and a non-scored Unit 3–4 sequence.

Where a non-scored Unit 3–4 sequence is undertaken, a student may be eligible for a fifth or sixth study increment. Fifth or sixth study increments are calculated using 10% of the fourth study score of the primary four.

For more information on study scores and ATAR contributions, please refer to [VTAC](https://www.vtac.edu.au/).

For more information on VCE VET programs with scored and non-scored Unit 3–4 sequences, please refer to the [VCE VET program chart](https://www.vcaa.vic.edu.au/Documents/vet/GetVET/resources/VCE-VET-program-chart.pdf).

Non-scored VCE VET programs and all other VET

Some VCE VET programs do not offer scored assessment. A student who achieves a Unit 3–4 sequence from a non-scored VCE VET program may be eligible for an increment towards their ATAR.

All other VET, including school-based apprenticeships and traineeships (VE2 – SBATs) where the certificate offers a Unit 3–4 sequence, may contribute towards a student’s ATAR as a fifth or sixth study increment.

Increments from a non-scored Unit 3–4 sequence or a Unit 3–4 sequence from all other VET are calculated using 10% of the fourth study score of the primary four.

For more information on study scores and ATAR contributions, please refer to [VTAC](https://www.vtac.edu.au/).

For more information on whether a Unit 3–4 sequence is available in a certificate, please contact the VET Unit.

Please note that for a Unit 3–4 sequence to be eligible it must come from one certificate enrolment on VASS. Where credit has accrued across multiple certificates, an ATAR contribution may not be available.

Structured Workplace Learning

The VCAA has determined that Structured Workplace Learning (SWL) is an appropriate and valuable component of all VCE VET programs. SWL involves on-the-job training, during which students are required to master a designated set of skills and competencies related to VCE VET programs.

SWL complements the training undertaken at the school/RTO. It provides the context for:

* enhancement of skills development
* practical application of industry knowledge
* assessment of units of competency, as determined by the RTO
* increased employment opportunities.

SWL should be spread across the duration of the training program.

The VCAA mandates SWL under the following situations:

* where a period of work placement is mandated for the award of the qualification
* where the assessment conditions from a unit of competency contain a statement regarding the requirement to demonstrate skills in a workplace

For more information, please refer to the [National Training Register](https://training.gov.au/Home/Tga).

For more information on SWL, the SWL Manual and the SWL portal, please refer to the [Department of Education](https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy).

Structured Workplace Learning Recognition

The VCE Structured Workplace Learning (SWL) Recognition for VET study design provides students with the opportunity to gain credit into their VCE (including the VCE VM) or VPC, for undertaking a SWL placement that is aligned to a VE1 VCE VET program or VE2 School-based Apprenticeship or Traineeship (SBAT).

To receive recognition and credit, students are required demonstrate satisfactory achievement of the outcomes for the relevant unit of the VCE Structured Workplace Learning Recognition for VET study design outcomes VCE study.

For more information please refer to [VCE Structured Workplace Learning (SWL) Recognition for VET](https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/SWLRforVET/Pages/Index.aspx).

Workplace health and safety

Schools/RTOs must ensure that workplace health and safety (WHS) is fully addressed in the training program.

The principal is responsible for ensuring the school meets its responsibilities for students in SWL arrangements.

Where the student will be employed under an SWL arrangement, the principal must be satisfied that the student is undertaking training in the WHS unit of competency before the arrangement can be entered into.

Students must be informed of the significance of work-related hazards. They must understand the need for, and the nature of, workplace risk controls such as safe working procedures and the use of personal protective clothing and equipment.

Schools must also be satisfied, through their review of the acknowledgement provided by employers on the SWL Arrangement form, that the workplace in question and the activities proposed will not expose a student to risk during their structured work placement.

Employers must view their duty of care towards students as essentially no different from that owed to their employees. They must understand that students cannot be expected to possess the judgement or maturity to undertake any task that presents potential risk. This means that no student may be exposed at any time to dangerous plant machinery, equipment, substances, work environments or work practices.

On the first morning of their placement, students should be introduced to their supervisor and provided with a formal induction to the workplace. This will include first-aid, emergency and incident reporting arrangements.

The student should be given an orientation tour of the workplace, during which any excluded areas or activities should be pointed out. Students should be instructed to report without delay anything they feel may be unsafe. They should be encouraged to ask for help or further instruction if they are not sure of the correct way to carry out any task.

Close supervision of students undertaking SWL is essential. Supervisors nominated by the employer must understand all requirements for safely managing a student’s activities. Supervisors must understand that a student may not fully grasp information or instructions the first time they are told. They should encourage students to ask for help if they have forgotten instructions or if they experience difficulty with putting information into practice.

For more information, please refer to [WorkSafe Victoria](https://www.worksafe.vic.gov.au/).

VCE Season of Excellence

The VCE Season of Excellence is a five-month annual festival showcasing the outstanding work of senior secondary students from Victorian schools. The VCE Season of Excellence presents work created by VCE (including VCE VM and VPC) and VET students in design, technology, research, multimedia and cinematic, and visual and performing arts through exhibitions, screenings and performances supported by educational talks, forums and panel discussions, catalogues, programs and online material.

The annual VCE Season of Excellence comprises 12 concerts (Top Class and Top Acts), two exhibitions (Top Designs and Top Arts), a research presentation program (Top Talks) and multiple screenings of short films (Top Screen) presented at Melbourne’s major cultural venues from February to June.

Works on show are by a representative sample of outstanding students from the previous year, for the benefit of current students and teachers.

The VCE Season of Excellence is a cross-sectoral project, involving students from government, Catholic and independent schools. Staff from the three sectors are on audition and selection panels. The aim of the VCE Season of Excellence is to provide a benchmark for VCE assessment and curriculum by showcasing exemplary student work and associated education programs.

The VCE Season of Excellence audition and selection panels comprise state reviewers and assistant state reviewers for visual arts studies, the chief assessors and assistant chief assessors for performing arts studies, subject association representatives where appropriate, and regional teacher representatives. Regional teacher representatives are appointed every two years through SSMS. VCAA Notices to Schools and the VCAA *Bulletin* advise when vacancies are available on panels.

The VCE Season of Excellence directly supports the VCAA’s goal to support high-quality education, recognise student achievement and best practice for teaching, and encourage students to move into allied work areas and further study.

For more information, please refer to [VCE Season of Excellence](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/Index.aspx).

VCAA professional learning

The VCAA offers a range of professional learning opportunities for principals, teachers and school administration staff.

For more information, please refer to [VCAA professional learning](https://www.vcaa.vic.edu.au/VCAAProfessionalLearning/ProfessionalLearningPrograms/Pages/default.aspx).