



VCAA Bulletin Supplement 1

Themed VCAL 2005 Guidelines and Application Form

Guidelines

Themed Victorian Certificate of Applied Learning (VCAL) programs enable the development of partnerships with industry and industry training providers and prepare students for industry focused employment and further training. The Themed VCAL will continue to be available to providers for implementation in 2005 in accordance with the following guidelines.

All schools, Technical and Further Education (TAFE) institutes and Adult Community Education (ACE) organisations that are current VCAL providers or new providers in 2005 that wish to deliver a Themed VCAL program in 2005 must submit an application by the due date.

No additional funding is provided for the implementation of Themed VCAL programs. Enrolments of students in Themed and non-themed VCAL will form the total provider enrolment for funding purposes.

Purpose of these Guidelines

These guidelines have been prepared to inform education and training providers that wish to deliver Themed VCAL in 2005. This document details the various components of a Themed VCAL learning program including requirements, selection of curriculum, delivery partnerships and timelines.

Themed VCAL

The Themed VCAL is for students seeking a range of experience within a particular industry sector to inform choices for future pathways and to develop employability skills. A Themed VCAL will provide a learning program focus that is linked to priority areas in the labour market and/or to job opportunities. The program should assist students to choose future pathways such as apprenticeships, Vocational Education and Training (VET) qualifications or employment.

In a Themed VCAL learning program the emphasis is on the development of knowledge and employability skills for a range of employment options in the industry sector that is the theme of the VCAL. The choice of industry sector suitable for the development of such learning programs will depend on local and state labour markets and job opportunities. Providers have developed themed VCAL programs in the following industry sectors, manufacturing; land based industries; sport, tourism and environment and construction.



The Themed VCAL is for students in either Year 11 or Year 12 and can be developed for the requirements of Intermediate and Senior VCAL certificates only. VCAL Foundation certificates cannot be developed as Themed VCAL.

On successful completion of the Themed VCAL, enrolled students will receive a VCAL Certificate, issued by the Victorian Curriculum and Assessment Authority (VCAA) on behalf of the Victorian Qualifications Authority (VQA) at the appropriate award level. Certificates will record achievement of the VCAL at the appropriate level and include an appellation reference to the theme, e.g. Victorian Certificate of Applied Learning Intermediate, Sport and Leisure.

It is not intended that students will graduate as qualified in an occupational area, but that they will have gained highly relevant experience and employability skills for the particular industry sector.

Themed VCAL Course Requirements

To be awarded a Themed VCAL a student must successfully complete an Intermediate or Senior VCAL learning program which is made up of:

- accredited curriculum components that lead to a minimum of 10 credits
- curriculum components each of which can be justified against the purpose statement for one of the four VCAL curriculum strands
- curriculum components drawn from:
 - VCAL Units
 - VCE Units
 - VET accredited curriculum or Training Package qualification or Further Education (FE) accredited curriculum (one credit is awarded on successful completion of 100 nominal hours of accredited curriculum).

The Themed VCAL learning program must include:

- a minimum of two VCAL Units
- in the Literacy and Numeracy Skills strand, curriculum components to the value of one credit for literacy and one credit for numeracy
- curriculum components to the value of seven credits at the award level or above made up of:
 - one credit for literacy
 - one credit for a VCAL Personal Development Skills unit
 - a minimum of two credits in the Industry Specific Skills strand made up of accredited Vocational Education and Training curriculum components which are directly related to the industry theme designated in the learning program
 - a minimum of one credit for a VCAL Work Related Skills unit, which includes a structured work placement directly related to the industry theme designated in the learning program
 - two credits from the Personal Development Skills and/or Work Related Skills strands which are directly related to the industry theme designated in the learning program (not including the VCAL Work Related Skills unit above).

Integration of the industry theme across curriculum strands other than those identified above is encouraged where this approach takes account of the student's current skills and aptitudes.

The Themed VCAL learning program is not intended to develop occupational competence for a single job but lead to informed choices for a broad range of occupations in the particular industry sector.

Enrolling students in the Themed VCAL

VCAL providers delivering the Themed VCAL will be required to enrol students in Themed VCAL through the Victorian Assessment Software System (VASS).

Students in a Themed VCAL must be enrolled in either the Intermediate or Senior level of VCAL with an additional industry theme specific appellation. This industry theme appellation will be included on the VASS enrolment screens and on the student's certificate of completion.

Entry Requirements

There are no formal entry requirements for Themed VCAL. Students can enter Themed VCAL at the appropriate level of Intermediate or Senior to suit their learning needs.

VCAL providers must ensure that the delivery of accredited courses, modules or units other than VCE or VCAL:

- are on the Registered Training Organisation (RTO) Scope of Registration and where appropriate a partnership exists to auspice their delivery that has been entered into according to the AQTF guidelines
- adhere to prerequisites and co-requisites of module and units of competency as specified in the curriculum documentation or Training Package
- follow all requirements, as specified in the curriculum documentation or Training Package.

Information on rules for implementation, for packaging units of competency, and other curriculum documents are available from Australian National Training Authority (ANTA) via the website www.anta.gov.au

Support for implementation of modules and units can be obtained from Curriculum Maintenance Managers (CMMs). Contact details for CMMs are available on the Office of Training and Tertiary Education (OTTE) website <www.otte.vic.gov.au>. CMMs are available to assist providers with information about non-endorsed components such as curriculum materials and assessment materials to achieve outcomes.

Themed VCAL Learning Programs

Providers delivering a Themed VCAL learning program should ensure that they have access to appropriately qualified staff and curriculum expertise. Also, that they have access to suitable resources which will enable the delivery of curriculum in the particular industry theme area. The development of industry and community organisation partnerships which contribute to a learning program delivery in the particular industry theme area is essential in ensuring the relevance of, and usefulness to the student of the curriculum included in the learning program.

Learning programs must:

- develop pathways for the needs, aspirations and goals of the student
- be designed to enable students to complete the requirements of the chosen VCAL level of Themed VCAL certificate within one year

- build on the student's current skills and aptitudes and include appropriate curriculum choices for particular needs or vocational goals; and
- incorporate appropriate partnerships for the development of curriculum and delivery approaches related to the industry theme.

In designing a Themed VCAL learning program providers will need to select curriculum components for VCAL study that can enable successful completion of 10 credits. Students will be enrolled in full year programs.

Quality Assurance

Themed VCAL providers will take part in the VCAL Quality Assurance process for VCAL units. This process is managed by the VCAA and the VCAL Regional Consultants and ensures consistency and standards in delivery of VCAL units.

VCAL providers must ensure that the delivery of VCE Units and VCAL Units complies with the assessment and quality requirements of the VCAA.

Selection of Accredited Curriculum

Educational providers must be approved/registered to offer all accredited units/modules available to students in their VCAL learning program, or students must have access to a provider that is appropriately registered. In some cases, this will be based on a partnership with a RTO.

The modules and units offered must provide students with a reasonable choice to meet their particular needs within the learning program and be selected to develop appropriate outcomes for student needs within the industry theme e.g. literacy and numeracy skills, personal development skills, employability skills and vocational outcomes.

Themed VCAL Course Approval

In order to ensure consistency of approach in Themed VCAL the VCAA will approve learning programs through an application process. Providers who wish to deliver a Themed VCAL in 2005 should carefully read these guidelines, complete the attached application form including the Learning Program Pro forma and forward these to the VCAA at the address indicated on the form at any time before the due date. The VCAL Regional Consultants will be required to endorse the Learning Program Pro forma before it is submitted by providers to the VCAA. Providers who intend to deliver a previously approved Themed VCAL program in 2005 will be only required to submit Section A (Applicants Details) and Section C (Learning Program Pro forma) of the 2005 application form.

The VCAA will respond to applications as they are received and providers will be notified, within five working days of submitting applications, of approval to offer Themed VCAL. Providers will be notified by email of their approval to deliver a Themed VCAL program.

Pathways for Students

The Themed VCAL is designed to develop and broaden the pathways available for young people. Educational providers delivering Themed VCAL must actively negotiate and facilitate the development of student pathways with local employers and other relevant education providers/organisations.

Transition support programs such as the Managed Individual Pathways initiative and other funding sources available have played an important part in the design and delivery of students' learning programs to enable successful transitions. These programs should be utilised, as appropriate, to complement Themed VCAL programs.

Providers submitting a Themed VCAL learning program at Intermediate level for 2005 will be required to indicate the Senior level VCAL pathway that will be available to students in 2006.

Credentials

The VCAA will issue the Themed Victorian Certificate of Applied Learning to students who have successfully completed all learning outcomes in the approved Themed VCAL learning program.

The provider will determine successful completion of learning outcomes in the approved learning program and the level of the VCAL certificate to be awarded.

The student will receive:

- A VCAL certificate at Intermediate or Senior level which includes an appellation which identifies the industry theme
- A Statement of Results.

Additional Statements of Attainment or certificates will be provided (by the RTO) for successful completion of VET or FE curriculum.

Students who begin the VCAL learning program but do not complete it will receive a Statement of Results at the completion of each year of study.

Partnerships

The development and maintenance of effective local community partnerships is a major feature of all VCAL learning programs. With the Themed VCAL, strong education partnerships and networks must be established between secondary educational providers, TAFE institutes, ACE providers, employers, and/or other community or industry groups to support the learning program design and rationale. These partnerships will be locally managed and will include consideration of curriculum and access needs that includes cross-sectoral delivery, cross-sectoral professional development and sharing of resources. This will ensure that the learning is relevant to the participating students' vocational goals.

Applicants are advised to seek Local Learning and Employment Network (LLEN) support for their application. Discussion on the LLEN involvement in the Themed VCAL should be undertaken at the local level. Background information on the LLEN initiative is available at

www.llen.vic.gov.au/

Eligibility to deliver Themed VCAL

To be eligible to apply to be a Themed VCAL provider the educational provider (or lead provider in a cluster application) must meet the following criteria:

- Recognition as a VCAL provider with registration for delivery of accredited VET or FE curriculum; and/or
- Recognition as a VCE provider.

VCE providers are automatically recognised as VCAL providers. If the applicant is not recognised as a VCAL provider then they will need to include a partner who is recognised, e.g. a school, a TAFE institute, an ACE organisation recognised to deliver the VCAL/VCE.

VCAA support for Themed VCAL

The VCAA will support providers in the implementation of Themed VCAL in the following ways:

- VCAL Regional Consultants are available to assist in the development of Themed VCAL learning programs. Providers are advised to consult with their VCAL Regional Consultant when developing Themed VCAL learning programs
- VCAL Regional Consultants will endorse applications and learning programs before they are submitted to the VCAA
- LLENs have been briefed on the specific requirements of the Themed VCAL program and encouraged to support providers through employer contacts etc.
- key industry organisations (e.g. VECCL, ITABs) have been briefed on the key principles underpinning the Themed VCAL design.

Timeline

Key dates are:

Date	
Week beginning 11 October 2004	Themed VCAL Guidelines circulated to all VCAL providers
Before 30 November 2004	Applications to deliver Themed VCAL and Themed VCAL Learning Program Pro forma submitted to the VCAA
Within 5 working days of applications being received by VCAA	VCAA notification, by email, to individual providers of approval to deliver Themed VCAL.

Contact for information:

David Gallagher
VCAL Project Manager
Victorian Curriculum and Assessment Authority
41 St Andrews Place, East Melbourne Vic 3002
gallagher.david.j.@edumail.vic.gov.au
Tel: (03) 9651 4532 Fax: (03) 9651 4324



Application for Themed VCAL 2005

Please complete the relevant details in this application and the Learning Program Pro forma and return it to the Victorian Curriculum and Assessment Authority no later than **Tuesday 30 November 2004 by fax on (03) 9651 4324**

or email gallagher.david.j@edumail.vic.gov.au

The VCAA will respond to applications as they are received and providers will be notified, within five working days of submitting applications, of approval to offer Themed VCAL.

SECTION A

1. Applicant Details

Provider Name: _____

Key Contact

Name: _____

Position: _____

Address: _____

_____ Postcode _____

Telephone: (03) _____

Fax: (03) _____

Email: _____ *(please print clearly)*

2. Please indicate the industry area focus of your proposed Themed VCAL learning program

3. Please indicate the level/s of Themed VCAL you propose to deliver and the estimated number of students to be enrolled at each level:

VCAL Level	Yes	No	Estimated student enrolments
Intermediate	<input type="checkbox"/>	<input type="checkbox"/>	
Senior	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION B

4. List the VCAL provider partners in a cluster application.

5. Please describe your reasons for selecting the industry area as the basis for the Themed VCAL, e.g. local skill shortage identified, strong local industry sponsorship/partnership, direct links to post-school training/employment.

6. Please provide evidence of your research/experience of the model for the Themed VCAL proposed in your application, e.g. experience in delivering programs in partnership with industry.

7. Local Partnerships

Please indicate the name/s of the proposed/existing partner organisation/s and their roles in delivery of the Themed VCAL.

Partner	Organisation Name	Partner Organisation Purpose (e.g. deliver VCAL Units)	Registered Training Organisation? Y/N

8. Any other comments (attach additional documents if necessary)

SECTION C

Learning Program Pro forma

Please complete the following table with details of your Themed VCAL learning program/s.

Refer to the Themed VCAL 2005 Guidelines and complete the checklist provided to ensure the proposed learning program meets the course requirements for a Themed VCAL learning program.

Please complete a separate Learning Program Pro forma for each level of Themed VCAL you will deliver in 2005. Insert extra rows in the table if you need more space.

Attached is an example to assist you in completing this table.

9. Industry Theme and VCAL Level: _____

Curriculum type	Literacy and Numeracy Strand	Industry Specific Skills Strand	Work Related Skills Strand	Personal Development Skills Strand	Delivery by (provider or insert partner name)
VCAL Units (provide details of proposed content)					
VCE Units					
VCE VET programs or units of competence and qualification codes if known					
VET certificates or modules/units and course codes if known					
Further Education certificates or units/modules and course codes if known					
Total credits					
Total Award Level credits					

VCAL Regional Consultant endorsement: _____

Department of Education and Training Region: _____

Date: _____

10. If Themed VCAL Intermediate level only is proposed for 2005 please describe the planned pathway/s for those students at the Senior VCAL level in 2006.

11. Signing Authority

Signed by the Principal/Director

the **Applicant**

Signature/s

Name/s

Position/s

Date

School Name/Organisation

Please return this completed form by **Tuesday 30 November 2004** to:

David Gallagher
VCAL Project Manager
Victorian Curriculum and Assessment Authority
41 St Andrews Place, East Melbourne Victoria 3002
Tel: (03) 9651 4532 Fax: (03) 9651 4324
Email: gallagher.david.j@edumail.vic.gov.au

Themed VCAL Learning Program Checklist

Does the learning program include:

1. **Accredited curriculum components that lead to a minimum of 10 credits?**
 Y N
2. **2 VCAL units**
 Y N
3. **1 credit for Literacy at the award level or above?**
 Y N
4. **1 credit for VCAL Personal Development Skills at the award level or above?**
 Y N
5. **1 credit for Numeracy?**
 Y N
6. **2 credits at the award level or above, directly related to the industry theme, in the Industry Specific Skills strand?**
 Y N
7. **1 credit in a VCAL Work Related Skills unit at the award level or above, which includes a structured work placement, directly related to the industry theme?**
 Y N
8. **2 credits from the Personal Development Skills strand and/or Work Related Skills strand, at the award level or above, which are directly related to the industry theme (not including the VCAL work related skills unit above)?**
 Y N
9. **VCAL Regional Consultant endorsement**
 Y N

Themed VCAL Learning Program Example

The following *EXAMPLE* is intended as a guide only.

Level: Intermediate

Industry Area: Automotive

Curriculum type	Literacy and Numeracy Strand	Industry Specific Skills Strand	Work Related Skills Strand	Personal Development Skills Strand	Delivery by (provider or insert partner name)
VCAL Units (provide details of proposed content)	VCAL Intermediate Unit Reading And Writing Skills VCAL Intermediate Oral Communication Skills – both units including assessment tasks integrated with the industry theme				Literacy and Numeracy units – School
			VCAL Work Related Skills Intermediate Units 1 and 2 – work placement in Automotive Industry – workshop or retail setting		Work Related Skills units – school and employer with LLEN
				VCAL Personal Development Skills Unit 1 Intermediate – project to enhance and extend VET program themes doing bicycle repairs for local Special School	RTO and linked to community organisation
VCE Units			VCE Units 1 and 2 Systems and Technology		School
VCE VET programs or units of competence and qualification codes if known		Cert II in Automotive Technology (code 21110VIC) (part-time Apprenticeship			Insert name of RTO
VET certificates or modules/units and course codes if known					
Further Education certificates or units/modules and course codes if known					
	Certificate I in General Education, Adult (code 21250VIC) – Numeracy modules – VBM686 and VBM 689				Insert name of RTO, e.g. ACE provider
Total credits	3	3	4	1	11
Total Award Level credits	2	3	4	1	10



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