

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY



VCAL Quick Guide
for
VASS Administrators

2009

VICTORIAN CERTIFICATE OF APPLIED LEARNING

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INTRODUCTION

- ◆ This Quick Guide has been designed to assist VASS Administrators enter VCAL certificate and student enrolment data into VASS and to produce specific reports.
- ◆ As with a VET certificate a students' VCAL program is deemed to be delivered by the **Home School**. This means that it is the schools responsibility to enter and maintain student enrolment data and results in order to meet VCAA key submission dates as published in the *VCE and VCAL Administrative Handbook 2009*.
- ◆ Key submission dates are also displayed on the VASS home page and schools are reminded of these dates by Memorandum to Schools sent via email.
- ◆ The Student's Personal Details must first be on VASS for the current year before enrolments into their VCAL program can commence.
- ◆ A student's VCAL program can consist of some VCE Units, one or more VCE VET or VET/FE Certificates and some VCAL Units.
- ◆ VASS Administrators are also advised to download a copy of the "*Checklist of Important Steps for VASS Administrators 2009*" using the menu **SYSTEMS ADMIN → Downloads**.
- ◆ VASS Administrators are encouraged to use the **Help** button on the appropriate screen for information regarding the use of specific VASS menus and functions.
- ◆ Further information regarding VCAL policies and procedures may be found in the *VCE and VCAL Administrative Handbook 2009*
- ◆ Any queries regarding VASS should be directed to the Administrative Support Unit on:
Phone: (03) 9651 4482 or 1800 827 721.
Fax: (03) 9651 4551.
Email vass.support@edumail.vic.gov.au
Any queries regarding VCAL enrolments should be directed to the Student Records and Results Unit on
Phone: (03) 9651 4379
Fax: (03) 9651 4470
Email enquiries to student.records@edumail.vic.gov.au or fax to 9651 4470.
- ◆ The Victorian Certificate of Applied Learning Unit can be contacted on:
Phone (03) 9651 4532
Fax (03) 9651 4324
Email gallagher.david.j@edumail.vic.gov.au

1. VCAL COURSE REQUIREMENTS

- ◆ The Victorian Certificate of Applied Learning (VCAL) is accredited and issued at three award levels:
 - Victorian Certificate of Applied Learning (Foundation)
 - Victorian Certificate of Applied Learning (Intermediate)
 - Victorian Certificate of Applied Learning (Senior)

VCAL COURSE REQUIREMENTS IN 2009

To be eligible for a VCAL certificate at any level the minimum number of credits required is **six**.

VCAL Providers should select the appropriate code(s) on VASS outlined in the table below.

VCAL award level	Status of student(s)	Relevant VCAL code on VASS
Foundation	New and continuing students	VCAL - Foundation
Intermediate	New students	VCAL - Intermediate
Senior	New students	VCAL - Senior

Note:

Themed VCAL Providers should refer to Themed VCAL Course Requirements. They have not changed for 2009.

SATISFACTORY COMPLETION OF VCAL

- ◆ To be awarded a VCAL, students must successfully complete a learning program, which is designed to comply with the following credit requirements.
- ◆ It must:
 - be made up of accredited curriculum that leads to a minimum of 10 credits
 - include curriculum components each of which can be justified against the purpose statement for one of the four VCAL curriculum strands (see *VCE and VCAL Administrative Handbook 2009*)
 - contain curriculum components drawn from:
 - VCAL units
 - VCE units
 - Vocational Education and Training accredited curriculum or Training Package qualification or Further Education (FE) accredited curriculum. (One credit is awarded on successful completion of approximately 100 nominal hours of accredited curriculum.)

- include:
 - a minimum of two VCAL units
 - in the Literacy & Numeracy Skills strand, curriculum components to the value of one credit for literacy and one credit for numeracy
 - in each of the remaining three strands, curriculum components to the value of at least one credit in each
 - curriculum components to the value of six credits at the level of the VCAL award, of which one must be for literacy and one must be for a VCAL Personal Development Skills unit
 - at the VCAL Intermediate and Senior levels, accredited curriculum components to the value of a minimum of one credit in the Industry Specific Skills Strand.

1.1 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
 - Vocational Education and Training (VET) accredited curriculum or training package qualification or Further Education(FE) accredited curriculum (one credit is awarded on successful completion of approximately 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 (VET) 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 workplace learning 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).

1.2 Enrolling students in the Themed VCAL

- ◆ 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 students' certificate of completion.

2. VCAL SCHOOL PROGRAM SET UP

- ◆ VASS Administrators should liaise very closely with their school VCAL Coordinator in order to ensure that the VCAL learning programs are correctly entered on VASS.
- ◆ VCAL learning programs must be designed to meet the VCAL course requirements outlined in *VCE and VCAL Administrative Handbook 2009*
- ◆ VCAL learning programs need to be designed so that curriculum selected is consistent with the purpose statement of the curriculum strand and the award level.
- ◆ Each student should be enrolled in a learning program that includes curriculum to develop literacy and numeracy skills, industry specific skills, work related skills and personal development skills.
- ◆ Each learning program needs to be designed to allow students to achieve the required credits and to meet all course requirements.

Setting up the school's VCAL program involves:

- Selecting the VCAL Certificate/s as being offered by your school.
- Setting up classes for the VCAL Units being offered.
- Setting up classes for the VCE Units being offered as part of the VCAL program.
- Selecting the VCE VET and VET/FE Certificates being offered as part of the VCAL program.
- Setting up classes for the required VCE VET and VET/FE Units of Competence (UoCs).

2.1 Selecting a VCAL Certificate

1. Select **SCHOOL PROGRAM** → **VCAL** → **Select Certificates to be Offered**. A list of any VCAL certificates already selected will be displayed. See Figure 1.
2. Click on the **[Add Certificates]** button.

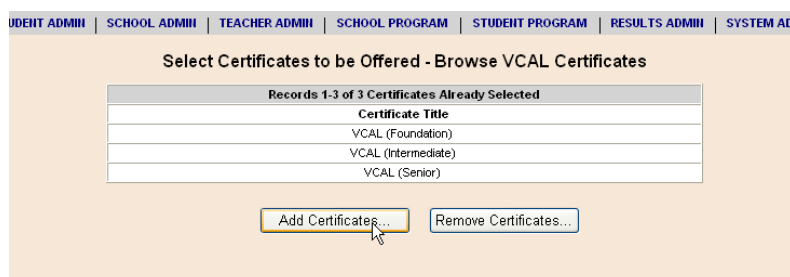


Figure 1: Select Certificates to be offered – Browse VCAL Certificates screen.

- Click on the check box next to any certificates your school is offering in the current year. See Figure 2

Certificate Title	Selected
VCAL (Foundation)	<input type="checkbox"/>
VCAL (Intermediate)	<input type="checkbox"/>
VCAL (Senior)	<input type="checkbox"/>
Senior Extension (Folio Enhancement)	<input type="checkbox"/>

Figure 2: Select Certificates to be offered – Add VCAL Certificates screen.

- Click on the **[Add]** button. The message *Do you want to add the certificates selected to the VCAL program for <<your school>> <<number>>?* will be displayed.
- Click on the **[Yes]** button. The message *Certificates added successfully.* will be displayed.
- Click on the **[OK]** button.
- Click on the **[Close]** button.
- The Browse VCAL Certificates screen will be refreshed and the selected certificate will be added.

2.2 VCAL Add / Modify Classes

To Set up VCAL Unit Classes

- Select **SCHOOL PROGRAM → VCAL → Add/Modify Classes.**
- Enter the required VCAL Unit Code or click on the **[Find]** button to display all the available VCAL Units. See Figure 3.

Add/Modify Classes - Browse VCAL Units

Please enter all or part of the unit code you want to search for

Unit Code

Records 1-14 of 22 Units	
Unit Code	Unit Name
AST031	Advanced Study Skills
FEP031	Folio Enhancement and Presentation
LIT021	VCAL Literacy Skills Intermediate Reading and Writing
LIT022	VCAL Literacy Skills Intermediate Oral Communication
LIT031	VCAL Literacy Skills Senior Reading and Writing
LIT032	VCAL Literacy Skills Senior Oral Communication
NUM021	VCAL Numeracy Skills Intermediate
NUM031	VCAL Numeracy Skills Senior
NUM032	VCAL Advanced Numeracy Skills Senior
PDS011	Personal Development Skills Unit 1 (Foundation)
PDS012	Personal Development Skills Unit 2 (Foundation)
PDS021	Personal Development Skills Unit 1 (Intermediate)
PDS022	Personal Development Skills Unit 2 (Intermediate)
PDS031	Personal Development Skills Unit 1 (Senior)

Figure 3: Add/Modify Classes – Browse VCAL Units screen.

3. Click on the required VCAL Unit: (eg LIT022 – VCAL Literacy Skills Intermediate Oral Communication)
4. Click on the **[Add/Modify Classes]** button. The VCAL Class Details screen will be displayed. See Figure 5.

Add/Modify Classes - Browse VCAL Units

Please enter all or part of the unit code you want to search for

Unit Code

Records 1-14 of 25 Units	
Unit Code	Unit Name
AST031	Advanced Study Skills
FEP031	Folio Enhancement and Presentation
LIT011	Literacy Skills Foundation Reading and Writing
LIT012	Literacy Skills Foundation Oral Communication
LIT021	Literacy Skills Intermediate Reading and Writing
LIT022	Literacy Skills Intermediate Oral Communication
LIT031	Literacy Skills Senior Reading and Writing
LIT032	Literacy Skills Senior Oral Communication
NUM011	Numeracy Skills Foundation
NUM021	Numeracy Skills Intermediate
NUM031	Numeracy Skills Senior
NUM032	Advanced Numeracy Skills Senior
PDS011	Personal Development Skills Unit 1 (Foundation)
PDS012	Personal Development Skills Unit 2 (Foundation)

Figure 4: Add/Modify Classes – Browse VCAL Units screen.

5. Enter a class code in the *Class Code* box.
6. Click on the **[Add Class]** button. The message *Do you want to create a new class record for 2009 using the details entered?* will be displayed.

VCAL Class Details for ZBALLARAT SECONDARY COLLEGE - Year 2009

VCAL Unit: HUM021 - Numeracy Skills Intermediate

Class Code

Delete?	Class Code	Teacher Code	Teacher Name	Time Block
<input type="checkbox"/>	A	<input type="text" value="MAN"/>	LYN MANIZ	<input type="text"/>

Figure 4: Add/Modify Classes – Class Details screen

7. Click on the **[Yes]** button. The message *Class details saved successfully.* will be displayed.
8. Click on the **[OK]** button. The VCAL Class Details screen will be refreshed with provision to enter teacher details.

To Add/Modify a Class Teacher

- ◆ Before a teacher can be assigned to a class, the teacher details record must exist in VASS for the current year.
- 1. Click on the binoculars next to Teacher Code. The Teacher Code Search Results dialog box will appear.
- 2. Highlight the appropriate teacher.
- 3. Click on the [**Select**] button. The teacher will be assigned to this VCAL unit.
- 4. Click on the [**Save**] button. The message *Do you want to save the changes you made to the class details for <<VCAL Unit Name>>?* will be displayed.
- 5. Click on the [**Yes**] button. The message *Class details saved successfully.* will be displayed.
- 6. Click on the [**OK**] button.
- 7. Click on the [**Close**] button.

3. VCAL STUDENT ENROLMENT PROCEDURES

- ◆ Before a student can be enrolled in a VCE, VET or VCAL program the Student Personal Details record must exist in VASS for the current year. Continuing students may be rolled over into 2009 using the menu **STUDENT ADMIN → Student Rollover** and new students to VCE may be added using the menu **STUDENT ADMIN → Add Student**.
- ◆ Successfully enrolling a student in a VCAL Certificate is a four step process.
 - The student must first be enrolled in the appropriate VCAL certificate;
 - they must be enrolled in the appropriate VCAL units,
 - followed by any VCE Units if required and
 - VCE VET, VET/FE certificates and Units of Competence (UoCs).
- ◆ The ability to enrol or withdraw students from VCAL programs in VASS is determined by the Important Administrative Dates as published in the *VCE and VCAL Administrative Handbook 2009*.

Enrolling a student into a VCAL Certificate

1. Select **STUDENT PROGRAM** → **VCAL** → **Enrolment**.
2. Enter the required students' name or number in the appropriate search field.
3. Click on the **[Find]** button. The *Add VCAL Certificate for <<student name>> -<< Year>>* screen will be displayed.

Figure 5: Add VCAL Certificate screen.

4. Select the required VCAL certificate from the Certificate Details drop down list.
5. Select **VCAL** as the Primary Purpose.
7. Click on the **[Add]** button.
8. The message *You are about to enrol <<student name>> in the VCAL Certificate: VCAL (Intermediate). Do you want to continue?* will be displayed.
9. Click on the **[Yes]** button. The message *<<student name>> has been enrolled in the following VCAL Certificate: VCAL (Intermediate).* will be displayed.
10. Click on the **[OK]** button. The Modify VCAL Enrolment screen will be displayed.

Figure 6: Modify VCAL Enrolment screen.

3.2 Enrolling a Student into VCAL Units

- ◆ Once the student has been enrolled in the VCAL certificate the next step is to enrol in the required VCAL units.
 - ◆ VASS will **not** allow a student to be enrolled or withdrawn from a VCAL Program after the Enrolment 5 date of **17 November 2009**.
1. Click on the [**Add Multiple Units**] button. See Figure 6
 2. The Add Multiple VCAL Units screen will appear displaying the VCAL units and any classes previously set up.
 3. Select the VCAL unit or units you wish to enrol the student into by clicking on the box in the Withdraw? column to *remove* the tick. See Figure 7

Modify VCAL Enrolment for CHASE ZAGHAN - Year 2009

Student Number: 87338293L Home School: 01111 - ZBALLARAT SECONDARY COLLEGE
 Family Name: ZAGHAN First Name: CHASE Second Name: WILLIAM
 Year Level: 12 Form Group: B22

Certificate Details: VCAL (Intermediate) Year Commenced: 2009
 Primary Purpose? VCAL VCE Enrolled in other VCAL certificates this year? No

 Unit Code:

Withdraw?	Unit Code	Unit Name	Class	Contributes to Certificate?
<input checked="" type="checkbox"/>	LIT021	Literacy Skills Intermediate Reading and Writing	A	Yes
<input checked="" type="checkbox"/>	LIT022	Literacy Skills Intermediate Oral Communication	A	Yes
<input type="checkbox"/>	PDS021	Personal Development Skills Unit 1 (Intermediate)	A	Yes
<input type="checkbox"/>	PDS022	Personal Development Skills Unit 2 (Intermediate)	A	Yes

Figure 7: Add Multiple VCAL Units Screen.

4. Click on the [**Save**] button. The message *Do you want to save the changes to <<student name>> VCAL enrolment?* will appear.
5. Click on the [**Yes**] button. The message *The student's VCAL enrolment details have been saved successfully.* will be displayed.
6. Click on the [**OK**] button. The Modify VCAL Enrolment screen will be displayed with the selected VCAL Units.
7. Click on the [**Close**] button.

3.3 Add / Modify Student VCAL Enrolment

- ◆ To add or modify a student VCAL enrolment select menu **STUDENT PROGRAM → VCAL → Enrolment**.
- ◆ Enter the required Student Number or Name in the Search field and click on the [**Find**] button. The students' enrolment details will be displayed.
- ◆ To enrol in additional VCAL units please follow steps 1 to 7 above.

3.4 Withdrawing a student from VCAL Units or Certificate

1. Select the VCAL unit or units you wish to withdraw the student from

by clicking on the box in the *Withdraw?* column to insert a tick. ✓

2. Click on the **[Save]** button.
3. To withdraw from the whole VCAL certificate click on the **[Withdraw Certificate]** button.
4. The message *Do you want to save the changes to <<student name>> VCAL enrolment?* will appear.
5. Click on the **[Yes]** button.
6. The message *Student VCAL enrolment details have been saved successfully.* will appear. Click on the **[OK]** button.

Modify VCAL Enrolment for CHASE ZAGHAN - Year 2009

Student Number: 87338293L Home School: 01111 - ZBALLARAT SECONDARY COLLEGE
 Family Name: ZAGHAN First Name: CHASE Second Name: WILLIAM
 Year Level: 12 Form Group: B22
 Certificate Details: VCAL (Intermediate) Year Commenced: 2009
 Primary Purpose? VCAL VCE Enrolled in other VCAL certificates this year? No

Add Multiple Units... Unit Code: Add Unit

Withdraw ?	Unit Code	Unit Name	Class	Contributes to Certificate ?
<input checked="" type="checkbox"/>	LIT021	Literacy Skills Intermediate Reading and Writing	A	Yes
<input type="checkbox"/>	LIT022	Literacy Skills Intermediate Oral Communication	A	Yes
<input type="checkbox"/>	PDS021	Personal Development Skills Unit 1 (Intermediate)	A	Yes
<input type="checkbox"/>	PDS022	Personal Development Skills Unit 2 (Intermediate)	A	Yes

Figure 8: Modify VCAL Enrolment screen.

4. VCAL UNIT RESULT ENTRY

- ◆ Before being able to enter results, the student must be enrolled in the unit and the class code must not be blank.
1. Select **RESULTS ADMIN** → **VCAL Results Entry** → **Unit**.
 2. Click on the **[Find]** button in the VCAL Results Entry - Browse Classes screen.

VCAL Unit Results Entry - Browse Classes
Please enter your search details to locate a Class

Unit Code Class Code **Find**

Records 1-14 of 21 Classes				
Unit Code	Unit Name	Class Code	Teacher Code	
LIT011	Literacy Skills Foundation Reading and Writing	A	MAN	
LIT012	Literacy Skills Foundation Oral Communication	A	MAN	
LIT021	Literacy Skills Intermediate Reading and Writing	A	MAN	
LIT022	Literacy Skills Intermediate Oral Communication	A	MAN	
LIT031	Literacy Skills Senior Reading and Writing	A	MAN	
LIT032	Literacy Skills Senior Oral Communication	A	MAN	
NUM011	Numeracy Skills Foundation	A	MAN	
NUM021	Numeracy Skills Intermediate	A	MAN	
NUM031	Numeracy Skills Senior	A	MAN	
PDS011	Personal Development Skills Unit 1 (Foundation)	A	MAN	
PDS012	Personal Development Skills Unit 2 (Foundation)	A	MAN	
PDS021	Personal Development Skills Unit 1 (Intermediate)	A	MAN	
PDS022	Personal Development Skills Unit 2 (Intermediate)	A	MAN	
PDS031	Personal Development Skills Unit 1 (Senior)	A	MAN	

Modify VCAL Unit Results... [Next Page](#)

Figure 9: VCAL Unit Results Entry Browse screen.

3. Select the required unit (eg: LIT022 – VCAL Oral Communication Skills Intermediate) from the displayed list.
4. Click on the **[Modify VCAL Unit Results]** button. A list of students

enrolled in this unit will be displayed.

VCAL Unit Results Entry for ZBALLARAT SECONDARY COLLEGE - Year 2009		
Class Details		
Unit Code LIT022	Unit Name Literacy Skills Intermediate Oral Communication	
Class Code A		
Teacher Code MAN	Teacher Name LYN MANIZ	
Unit Results Details		
Student Number	Student Name	Unit Result
87338293L	ZAGHAN, CHASE WILLIAM	<input type="text"/>

Figure 10: VCAL Unit Results Entry screen.

5. If all students have satisfactorily completed the unit, click on the [**Set Blank Unit Results to 'S'**] button. All students in the class will be given an 'S' result for this unit. Any students with an "N" result may be modified before saving.
6. Click on the [**Save**] button. The message *Do you want to save the changes you made to the unit results for <<VCAL unit>>?* will be displayed.
7. Click on the [**Yes**] button. The message *Unit results saved successfully.* will be displayed.
8. Click on the [**OK**] button.
9. Click on the [**Close**] button.

5. VCAL REPORTS


5.1 VCAL Unit Class Lists

- ◆ The VCAL Class List report should be printed and given to teachers for checking. Class lists may be produced in Unit Code or Teacher Code order.

To Produce a VCAL Unit Class List

1. Select **STUDENT PROGRAM** → **VCAL Reports** → **Class Lists**.
2. Enter the Unit Code if known or click on the binoculars next to the Unit Code field to display all units.
3. Highlight the required unit from the list and click [**Select**].
4. Enter the Class Code or leave blank for all classes.
5. Enter the Teacher Code or leave blank.

VCAL Class List Report Parameters

Unit Code : 

Class Code :

Teacher Code :

Report Order : Unit Code, Class Code, Teacher
 Teacher, Unit Code, Class Code

Figure 11: VCAL Class List Report Parameters Screen.

6. Select the required Report Order.
7. Click on the [**Run VCAL Class List Report**] button.

VCAL Class List For ZBALLARAT SECONDARY COLLEGE - Year 2009					18 June 2009
Class 4 of 21 selected					
Unit Code : LIT022					
Unit Name : Literacy Skills Intermediate Oral Communication					
Class Code : A					
Teacher Code : MAN					
Teacher Name : MS LYN MANIZ					
Report Order : Unit Code					
Year	Form Group	Student Number	Family Name	Given Names	
12	B22	87338293L	ZAGHAN	CHASEWILLIAM	
Total Number of Students : 1					

Figure 12: Sample VCAL Class List report.

5.2 VCAL Student Eligibility Report

- ◆ The VCAL Student Eligibility report may be produced using the menu **STUDENT PROGRAM → VCAL Reports → Student Eligibility**. It should be run to determine the eligibility of students to complete the VCAL certificate in which they are enrolled.
- ◆ The VCAL Student Eligibility Report screen (see Figure 14) is used to either schedule a new report or locate a previously run report to view. The screen lists any previously run reports that are not more than two weeks old. A new report may not be scheduled until all reports previously scheduled by your school are complete.

To Produce a VCAL Student Eligibility Report

1. Select **STUDENT PROGRAMS** → **VCAL Report** → **Student Eligibility**.
2. Select the criteria for the student(s) to be reported. The report can be requested for ALL or specific students as shown in Figure 13.

Figure 13: VCAL Student Eligibility Report Parameters screen

3. To run the report for a single student, select the radio button next to the Student Number field and enter the student's number.
4. Alternatively, click on the binoculars and enter the student's first name in the *First Name* field and family name in the *Family Name* field.
5. To run the report for students in a specific year level &/or form group:
6. Select the radio group next to the Year Level drop down box.
7. Select the required year level from the drop down box.
8. Enter the form group required or leave the form group field blank to select the entire year level.

To run the report for students undertaking a specific VCAL certificate select the certificate required from the VCAL certificate dropdown box.

Any combination of the above Year Level, Form Group and VCAL Certificate may be selected.

By default, no matter what selection is made, only students **ineligible** to complete their VCAL certificate will be reported. To include eligible students in the report, place a tick in the *Include Eligible Students* box.

9. Click on the [**Run Student Eligibility Report**] button. The message *VCAL Student Eligibility Report has been successfully scheduled.* will be displayed.
10. Click [**OK**] and the VCAL Student Eligibility Report retrieval screen will be redisplayed with the status of 'Scheduled' for the newly requested report See Figure 14.

Figure 14: VCAL Student Eligibility Report retrieval screen

- ◆ To run a new report click on the **[Run New Report]** button. The VCAL Student Eligibility Report parameter screen will be displayed. See Figure 15

VCAL Student Eligibility Report

Please select the report you want to view

Reports 1-1 of 1							
Report ID	Student Number	Year Level	Form Group	VCAL Certificate	Include Eligible Students?	Date/Time Report Run	Status
89470		ALL		ALL	No	18/06/2009 15:38:12	Scheduled

Figure 15: VCAL Student Eligibility Report screen.

VCAL Student Eligibility Reports requested by all schools are scheduled and run one at a time, every 5 minutes. Once the report is 'In Progress' the number of students in the requested group will determine how long it will take to complete the report. It is not necessary to remain viewing the VCAL Student Eligibility Report screen whilst waiting for the report to be completed as this is a background task that will be completed even after disconnecting from VASS.

1. Highlight the line and Click on the **[Recheck Status]** button to refresh the screen and display the current status of the report. The status of the report will change from 'Scheduled' to 'In Progress' and then to 'Complete'.
2. The VCAL Student Eligibility Report can be viewed on screen or printed once the status of the report is 'Complete'. To view a completed VCAL Student Eligibility Report, select the required report and click on the **[View Report]** button. The report will be displayed. See Figure 16.

The VCAL Eligibility report displays the following information:

1. Individual student details.
2. VCAL Certificate details and an eligibility summary.
3. VCAL unit, VCE unit and VET certificate details and whether/how they contribute to the VCAL Certificate.
4. Important headings in the report are shown in Table 1. To print the report, click on the **[Print Report]** button to open the Print Dialog box and click on the **[OK]** button.

Note: If the 'Eligible?' field on the report is displayed as 'N' it means that the student is **Not Eligible** to complete the certificate. The '**Strand not satisfied**' field will identify the Strands which have yet to be satisfied. The '**Credit**' fields may also identify why the student is not eligible to complete the certificate.

It is critical that the enrolment details of students be reviewed, particularly if the school expects the students to complete their certificate in the current year.

Print Report		Close				
VCAL Eligibility Report for ZBALLARAT SECONDARY COLLEGE - Year 2009			18 June 2009			
Form Group: ALL Year Level: ALL VCAL Certificate: ALL Include Eligible Students: N As at: 18/06/2009 15:49:01						
Student Number: 88182308T	Name: ZCOCKS, PAUL JONATHON	Year Level: 11	Form Group: B01			
VCAL Certificates						
Year: 2009	Certificate: VCAL (Foundation)	Primary VCAL ? Y	Result: Eligible ? N			
Strands satisfied: GCR,IND,LIT,WRK Strands not yet satisfied: NUM,PER Total Credits achieved: 11 (minimum required 10) VCAL Credits achieved: 0 (minimum required 2) Credits achieved at Certificate level or above: 11 (minimum required 6)						
VCE Units						
Year	Unit Code	Unit Name	Result	Level	Allocated?	Strands
2009	EN011	ENGLISH 1		Intermediate	Yes	LIT
2009	EN012	ENGLISH 2		Intermediate	Yes	LIT
2009	MC011	MUSIC PERFORMANCE 1		Intermediate	Yes	IND
2009	MC012	MUSIC PERFORMANCE 2		Intermediate	Yes	IND
2009	OS011	OUTDOOR AND ENVIRONMENTAL STUDIES 1		Intermediate	Yes	WRK
2009	OS022	OUTDOOR AND ENVIRONMENTAL STUDIES 2		Intermediate	Yes	WRK
VET Certificates						
Year	Cert Code	Certificate Name	Result	Level	Allocated?	Strands
2008	CUS30201	YES - Certificate III in Music Industry (Technical Production)	N	Senior	Yes	IND WRK
	UOC Code	UOC Name	Result	Value		
	CUECOR2A	Work with others	S	15.00		
	CUSADM07A	Establish & maintain work & contractual relationships	S	70.00		
	CUSADM08A	Address copyright requirements	S	20.00		
	CUSBGE01A	Develop and update music industry knowledge	S	20.00		
	CUSGEN01A	Use and adapt to changes in technology	S	20.00		
	CUSSAF02A	Follow health, safety and security procedures in the music industry	S	10.00		

Figure 16: Sample VCAL Student Eligibility Report

Important headings in the VCAL Student Eligibility Report

<i>In VCAL Certificates section</i>	
Primary VCAL?	Y – VCAL; N – VCE. Identifies the enrolment status of the student. Value defaults to ‘Y’ and should only be changed to ‘N’ if the student’s primary intention is to complete VCE and not VCAL.
Result: Eligible?	‘Result’ is the student’s actual certificate result. ‘Eligible?’ is the result the student would achieve if all blank results for the current year were ‘S’. If an ‘N’ is displayed it means that the student is not eligible to complete the certificate.
Strands Satisfied:	The Curriculum Strands the student is eligible to satisfy with current enrolment.
Strands not yet satisfied:	The Curriculum Strands the student will not satisfy with current enrolment.
Total Credits achieved:	The total number of credits the student will accrue.
VCAL Credits achieved:	The number of credits the student will accrue that are for VCAL units.
Credits achieved at Certificate level or above:	The number of credits the student will accrue where the training completed is at the VCAL certificate level or above.
<i>In VCAL units; VCE units & VET Certificates sections</i>	
Level	The highest certificate level of the component of training.
Allocated?	Identifies whether the component of training contributes towards the VCAL Certificate
Strands	The Curriculum Strand(s) to which the component of training has been allocated for the specific VCAL Certificate. Note: Allocation for a particular component of training can differ across VCAL Certificates. For VET Certificates, UoC’s have the same strands as the VET Certificate unless otherwise indicated.
<i>In VET Certificates section only</i>	
Value	The nominal hour value of the UOC/Module.

Table 1: Interpretation of VCAL Student Eligibility Report headings.

5.3 The Curriculum Strand Report

- ◆ In order to be awarded a VCAL certificate, a student must complete a number of credits. These credits may be made up of VCE units, VCE VET and VET/FE certificates and VCAL units. These credits must be completed at specified levels, and there must be at least one credit from each of the curriculum strands.
- ◆ The Curriculum Strand Report lists the VCAL units, VCE units, VCE VET and VET/FE certificates required for students to complete each strand of their VCAL Certificate at a particular level.
- ◆ The Curriculum Strand Report can be accessed via **SCHOOL PROGRAM → VCAL → Curriculum Strand Report**.

Figure 17: VCAL Curriculum Strand Report Parameter Screen

- ◆ Reports can be selected by Certificate, Strand and/or Level. Note: Only certificates that have been selected by your school will appear in the selection list.

Type	Code	Name		
VET Certificate	21496VIC - VFE	Certificate I in ESL (Entry)		
VET Certificate	AGF10107 - VFE	Certificate I in Agri-Food (Pathways)		
VET Certificate	FNS10104 - VFE	Certificate I in Financial Services		
VET Certificate	ICA10105 - VFE	Certificate I in Information Technology		
VET Certificate	LMT11106 - VFE	Certificate I in Textiles Clothing and Footwear		
VET Certificate	TLIPC107 - VFE	Certificate I in Transport & Logistics(Rail Pathways)		
VET Certificate - UOC	21671VIC - VFE	Certificate I in Transition Education	BSBCM106A	Follow workplace safety procedures
VET Certificate - UOC	21671VIC - VFE	Certificate I in Transition Education	ICAITU133A	Send & retrieve information over the internet using

Figure 18: Sample Curriculum Strand Report for VCAL (Foundation) Industry Specific Skills strand.

5.4 Mid Year Reporting

- This report allows a school to view the details of students who are eligible to receive VCAL certificates mid year. VCAL Mid Year reports requested by all schools are scheduled and run one at a time. These reports can then be viewed by the requesting school for up to two weeks from the date the report was run.
- A new report may not be run until all reports previously scheduled by your school are complete. It is not possible to schedule a new VCAL Mid Year Report after the cut off date as published on the bulletin board of VASS.
- Only those students listed on the report with a completion status of 'Pending' will receive a Certificate and Statement of Results at mid year. An adjustment to unit results may be necessary where the school believes a student should be eligible.
- Once the report accurately lists the students the Principal believes are eligible for Certification, it must be endorsed and filed at the school as the VCAA may require submission of this documentation at a later time.

Producing a Mid Year VCAL Report

- ◆ Select menu **RESULTS ADMIN PROGRAM → VCAL Reports → Mid Year Reporting**.
- ◆ Click on the **[Run New Report]** button and follow the screen prompts. The report status will move from 'Scheduled' to 'In Progress' and then 'Complete'.
- ◆ When the report is completed click on the **[View]** button to display the report. See Figure 19

Student Number	Family Name	First Name	Second Name	Certificate	Completion Status
88196795R	ZALEXANDER	BRADFORD	JAMES	VCAL (Foundation)	Not eligible
88116413L	ZATTWOOD	JAMIE	WALTER	VCAL (Foundation)	Not eligible
87103825X	ZCARTER	BRADLEY	JAMES	VCAL (Intermediate)	Not eligible
88136846L	ZCLEMENS	RYAN	ROBERT	VCAL (Foundation)	Not eligible
88182308T	ZCOCKS	PAUL	JONATHON	VCAL (Foundation)	Not eligible
88266960G	ZELMSLIE	ELOUISE	JANE	VCAL (Foundation)	Not eligible
88279789W	ZFERNANDO	BRADLEY	PAUL	VCAL (Foundation)	Not eligible
88238274X	ZFORD	SCOTT	ANTHONY	VCAL (Foundation)	Not eligible
88110747F	ZFOY	BENJAMIN		VCAL (Foundation)	Certificate previously issued - will not be issued again
87172214G	ZHILLMAN	BRENDAN	JAMES	VCAL (Intermediate)	Not eligible
88166377L	ZJOYNSON	CORY	LEIGH	VCAL (Foundation)	Not eligible
89154403R	ZKORYOM	OKECH		VCAL (Foundation)	Not eligible
87166063E	ZMANG	JORDAN		VCAL (Intermediate)	Certificate previously issued - will not be issued again
88107141J	ZNOBLE	THOMAS	DINO	VCAL (Foundation)	Not eligible
87143114E	ZROBERTS	SIMONE	ELIZABETH	VCAL (Intermediate)	Not eligible
87325086F	ZTRICKEY	BENJAMIN	KEITH	VCAL (Intermediate)	Not eligible
88204899E	ZVOIGT	BENJAMIN	JOHN	VCAL (Foundation)	Not eligible
87162411X	ZWAINWRIGHT	DANIELLE	LOUISE	VCAL (Senior)	Not eligible
88102464F	ZWAR	GAMBELLA		VCAL (Foundation)	Not eligible
88341730R	ZWEBB	JASMINE	LEE	VCAL (Foundation)	Not eligible
88234933R	ZWILLIAMS	STEFAN	JOHNATHON	VCAL (Foundation)	Not eligible
88221212A	ZWRIGHT	BRADLEY	WAYNE	VCAL (Foundation)	Not eligible

Total Number of Students: 22

This report needs to be signed by the principal and retained by the school. If requested, a copy of this report must be submitted to the VCAA.

Principal: MS SUSAN MILLS

Figure 19: Sample VCAL Mid Year Report

Interpreting the VCAL Mid Year Report

The VCAL Mid Year report displays the following information;

- ◆ Individual students reports
- ◆ VCAL Certificate details and certificate completion status

Below is a description of each possible completion status.

Completion Status	Interpretation
Not eligible	The student is currently not eligible to satisfy their VCAL at mid year.
Pending	The student is eligible to satisfy their VCAL at mid year. The student will receive a statement and certificate at mid year.
Certificate previously issued – will not be issued again	A previous year's result for this certificate was S, therefore the student has already received their certificate. It will not be issued again at mid year.
Certificate previously issued – contact VCAA	A previous year's result for this certificate was S, therefore the student has already received their certificate. The student's new certificate result has been calculated as N during mid year reporting. Contact the VCAA for further clarification.

Table 2: VCAL Completion Status messages.

GLOSSARY

Extract from pages viii to xii of VCE and VCAL Administrative Handbook 2009

Accredited Course A course that leads to an Australian Qualifications Framework (AQF) qualification or Statement of Attainment that is nationally recognised. The accredited course has been endorsed by either a state or national authority responsible for accrediting courses against agreed principles of accreditation. In Victoria, the statutory Authority is the Victorian Qualifications Authority (VQA).

Accreditation period The period during which a course or certificate is accredited.

Adult and Community Education (ACE) Organisation A community-based organisation that may be an RTO or recognised VCE or VCAL provider.

Assessing school The school responsible for providing the assessment (through VASS) for one or more units for a student. The assessing school is usually, but not always, the home school. A student may have more than one assessing schools.

Assessment Plan A set of tasks relating to the assessment of units of competence/modules undertaken in the Unit 3 and 4 sequence of a scored VCE VET program.

Assessment task A task set by the teacher to assess students achievements of unit outcomes (see also *Outcomes*).

Auspicing Arrangement that a school can make with an RTO for the delivery of VCE VET, or VET or FE as outlined in the Memorandum of Understanding between the school and the RTO.

Australian Quality Training Framework (AQTF) A national regulatory framework to ensure the provision of a nationally consistent, high quality vocational education and training system.

Authentication The process of ensuring that the work submitted by students for assessment is their own.

Award Level In the VCAL there are three award levels, Foundation, Intermediate and Senior.

Credit (VCAL) In the VCAL, students are awarded one credit for completion of accredited curriculum in accordance with the course requirements for VCAL.

Credential The certificate that the student is awarded on successful completion of all course requirements by the VQA.

Curriculum Planning Guide (VCAL) The VCAL Curriculum Planning Guide provides delivery and assessment advice for the VCAL curriculum strands. It specifies the purpose of the strand provides guidance on selection of curriculum components for the strand and includes how the students work is to be assessed as well as VCAL units that are specifically designed for that strand.

Equivalent qualification The VCAA, on delegation from the VQA, issues Statements of Equivalent Qualification for recognised qualifications of Year 12 level, or above, obtained overseas or interstate. The VCAA also assesses interstate and overseas qualifications for their equivalency to Year 11.

Further Education Qualifications that provide training in adult literacy and basic education, access and preparatory education and English as a Second Language.

Home school Refers to the major school of the student. Only the home school may enter a students personal details through VASS. A student may have only one home school at a time. The home school is usually but not always the assessing school.

Key Competencies Generic competencies that are essential for effective participation in the workplace. Generally, key competencies refer to the Mayer Key Competencies.

Learning Program (VCAL) Curriculum selected for the delivery by the VCAL provider to meet each students interest and abilities and to meet minimum VCAL course requirements.

Local Learning and Employment Networks (LLENs) Networks established across Victoria to support young peoples connections with local education and training organisations, employers and community groups.

Mapping In the VCAL, mapping refers to aligning the content of locally developed programs and activities to the learning outcomes of a VCAL unit.

Module A distinct component of the vocational training curriculum, comprising specified learning outcomes, assessment criteria and other information to support the delivery of training and conduct of assessment.

Nominal Hours The scheduled hours required for the delivery and assessment of vocational training as determined by the Office of Training and Tertiary Education.

Outcomes What a student must know, or be able to do, in order to satisfactorily complete a unit as specified in the VCE study design or VCAL unit.

Quality Assurance (QA) The process to assure the quality of delivery and consistency in interpretation of learning outcomes and relevant levels. For example, assessment of VCAL units is subject to a QA process.

Recognition of Prior Learning (RPL) Recognition of Prior Learning can be assessed to award students a VCAL Work Related Skills or Personal Development Skills unit.

Registered Training Organisation (RTO) An organisation which is registered and approved to deliver Vocational Education and Training (VET) programs within a defined Scope of Registration.

Satisfactory completion – VCE The school or other VCE provider decision that a student has demonstrated achievement of the *outcomes* for a unit. Students receive an S for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an N for it. Students qualify for the VCE when they satisfy units which meet the program requirements set out in **Section 5 VCE and VCAL Administrative Handbook 2009**

Satisfactory Completion – VCAL The school or other VCAL provider decision that a student has demonstrated achievement of the outcomes for a VCAL unit. Students receive an S for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an N for not yet complete. Students qualify for the VCAL when they achieve sufficient credits to satisfy the course requirements set out in **Section 15 VCE and VCAL Administrative Handbook 2009**.

School Refers to both schools and other VCE and VCAL providers.

School Based New Apprenticeships (SBNA) Structured training arrangements, usually involving on and off the job training, for a person employed under an apprenticeship/traineeship training contract. These may include apprenticeships, part-time apprenticeships or traineeships.

Scope of Registration The defined scope for which a training organisation is registered that identifies the particular services and products that can be provided. An RTO may be registered to provide either training delivery and/or assessment services or products and issue AQF qualifications and Statement of Attainment. The scope of registration is further defined by AQF qualifications and/or endorsed units of competency.

Semester One half of the academic year. VCE and VCAL units are designed to be completed in one semester.

Senior Secondary Qualification The VCE and the VCAL are senior secondary qualifications.

SIAR School Initial Assessment Result for VCE, VET and VCAL results.

Statement of Attainment A record of recognised learning that may contribute towards a qualification outcome, either as attainment of competencies within a training package, partial completion of a course leading to a qualification or completion of a nationally accredited short course that may accumulate towards a qualification through recognition processes.

Statement of Results The document(s) issued by the VCAA showing the results a student achieved in the VCE and/or VCAL, and whether he/she has graduated. See also *VCE/VCAL Certificate*.

Strand The VCAL contains four curriculum strands. Literacy and numeracy skills, industry specific skills, work related skills and personal development skills.

Student Number The number assigned to each student enrolled in VCE, VCE VET and VCAL. Replaces all references to Candidate Number and VCAA Candidate Number in this and other VCAA publications from 2003.

Training package A document that sets out the training framework determined by industry for an industry sector. National competency standards, assessment guidelines and national qualifications form the endorsed components of training packages. Assessment materials, learning strategies and professional development materials may support these as non-endorsed components.

Training Plan A program of training and assessment which is required under an Apprenticeship/Traineeship Training Contract.

Unit of competence Unit of competence means the specification of knowledge and skills and the application of that knowledge and skills to the standard of performance expected in the workplace. The RTO assesses competence.

Units (VCE) The components of a VCE study. There are usually four units in a VCE study, numbered 1, 2, 3 & 4.

Units (VCAL) VCAL units contain accredited learning outcomes that enable content to be developed and/or planned at the local level.

VASS Administrator School-based users of VASS who have system control for their school.

Victorian Assessment Software System (VASS) The Internet-based system used by schools to enter VCE and VCAL enrolments and results directly onto the VCAA central database.

Victorian Certificate of Applied Learning (VCAL) An accredited senior secondary school qualification undertaken by students in Years 11 and 12.

VCAL/VCE Certificate The certificate awarded to students who meet the requirements for graduation of the VCAL and/or VCE. See also *Statement of Results*.

VCAL Learning Program A program of accredited curriculum that leads to the award of a VCAL Certificate.

VCAL provider A school or other organisation authorised to offer the VCAL.

Victorian Certificate of Education (VCE) An accredited senior secondary school qualification.

VCE provider A school or other organisation authorised to offer the VCE.

Vocational Education and Training (VET) Nationally recognised vocational certificate. These certificates may be integrated within a VCE or VCAL program.

VCE VET VET certificates developed into full programs of study within the VCE and contributing to satisfactory completion of the VCE under the same recognition arrangements as for VCE studies.