VCE VET Applied Language

Program Booklet

Incorporating

10297NAT Certificate II in Applied Language (Version 1)

10661NAT Certificate III in Applied Language (Version 1)

January 2021

This program was first implemented in January 2018

Modification history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Status | Release Date | Comments |
| 3.0 | Current | January 2021 | Updated to new VCAA style guide and branding |
| 2.0 | Superseded | January 2019 | Moved to a program booklet |
| 1.0 | Superseded | January 2018 | Original Program |

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| Contact us if you need this information in an accessible format - for example, large print or audio.Telephone (03) 9032 1635 or email vcaa.media.publications@education.vic.gov.au  |

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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 both the VCE and a nationally portable vocational education and training (VET) certificate. VCE VET programs:

* are fully recognised within the Units 1 to 4 structure of the Victorian Certificate of Education (VCE) and therefore may contribute towards satisfactory completion of the VCE. VCE VET units have equal status with other VCE studies
* may contribute to the satisfactory completion of the Victorian Certificate of Applied Learning (VCAL)
* 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, 10297NAT Certificate II in Applied Language (Version 1) and 10661NAT Certificate III in Applied Language (Version 1). This program replaces the 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.

Program information

This program booklet must be read in conjunction with the *VCE VET Program Guide* and the Nationally accredited curriculum, 10297NAT Certificate II in Applied Language and 10661NAT Certificate III in Applied Language.

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.

10297NAT Certificate II in Applied Language and 10661NAT 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

10297NAT Certificate II in Applied Language (Version 1)

Students must achieve four units of competency to gain 10297NAT 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/Training/Details/10297NAT](https://training.gov.au/Training/Details/10297NAT)>.

10661NAT Certificate III in Applied Language (Version 1)

Students must achieve four units of competency to gain 10661NAT Certificate III in Applied Language, including:

* four core units of competency.

RTOs should note that the successful completion of the 10297NAT Certificate II in Applied Language (or equivalent) is an entry requirement for 10661NAT Certificate III in Applied Language.

The accredited course details are available from the copyright owner, Ripponlea Institute: <[training.gov.au/Training/Details/10661NAT](https://training.gov.au/Training/Details/10661NAT)>.

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.

Program structure

The VCE VET Applied Language program comprises one certificate II and one certificate III with VCE VET credit at Units 1 to 4 level. The VCE VET Applied Language program is typically completed over two years.

The identified units of competency in the VCE VET Applied Language program have been selected for recognition purposes and may vary from the qualification packaging rules.

VCE VET Credit

10297NAT Certificate II in Applied Language (Version 1)

Students undertaking 10297NAT Certificate II in Applied Language are eligible for up to three VCE VET units on their VCE or VCAL 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.

10661NAT Certificate III in Applied Language (Version 1)

Students undertaking 10661NAT Certificate III in Applied Language are eligible for up to three VCE VET units on their VCE or VCAL statement of results:

* one VCE VET Units 3 and 4 sequence
* an additional VCE VET Unit at Unit 3 level.

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.

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 into the VCE or VCAL for VET units of competency.

Duplication

When a VCE VET program significantly duplicates other VCE studies or VET training in a student’s program, a reduced VCE VET unit entitlement may apply. Credit towards the VCAL may also be reduced due to duplication.

A duplication policy between the VCE and VET Languages was approved in 2011 and published in the VCAA Bulletin VCE, VCAL and VET in February 2012. For the purposes of credit in the VCE, equivalence has been established between all VCE Languages, VCE VET Applied Language and VET Languages, 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”.

Sequence

Certain units of competency will complement each other, lending to coordinated delivery that minimises content overlap. Units of competency have guidelines on the different situations and delivery contexts, and a range of delivery sequences are 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 registered training organisation, 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 10297NAT Certificate II in Applied Language (or equivalent) is an entry requirement for 10661NAT Certificate III in Applied Language.

VCE VET Applied Language program structure

10297NAT 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 |
| CALOCS201 | Conduct basic oral communication for social purposes in a language other than English | 70 |
| CALOCW202 | Conduct basic workplace oral communication in a language other than English | 70 |
| CALRWS203 | Read and write basic documents for social purposes in a language other than English | 70 |
| CALRWW204 | Read and write basic workplace documents in a language other than English | 70 |
| **Subtotal:** | **280** |
| **Minimum for three VCE VET Units at Units 1 and 2 level** | **270** |

10661NAT Certificate III in Applied Language (Version 1)

|  |  |  |
| --- | --- | --- |
| Code | Unit Title | Nominal Hours |
| **Units 3 and 4** |
| **Compulsory units:**• the successful completion of 10297NAT Certificate II in Applied Language (or equivalent) is an entry requirement for 10661NAT Certificate III in Applied LanguageThe accredited course details are available from the copyright owner, Ripponlea Institute: <[training.gov.au/Training/Details/10661NAT](https://training.gov.au/Training/Details/10661NAT)>. |
| VCE VET Language | The language being studied must be selected on VASS (e.g. LO15 - Japanese First Language) | 0 |
| CALOCS301 | Conduct routine oral communication for social purposes in a language other than English | 80 |
| CALOCW302 | Conduct routine workplace oral communication in a language other than English | 80 |
| CALRWS303 | Read and write routine documents for social purposes in a language other than English | 80 |
| CALRWW304 | Read and write routine workplace documents in a language other than English | 80 |
| **Subtotal:** | **320** |
| **Minimum for three VCE VET Units at Units 3 and 4 level** | **270** |

ATAR Contribution

The VCE VET Applied Language program does not offer scored assessment. A student who achieves a Units 3 and 4 sequence may be eligible for an increment towards their ATAR.

The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC). Further information can be found on the VTAC website:

* the ATAR explained: <[www.vtac.edu.au/results-offers/atar-explained/](https://www.vtac.edu.au/results-offers/atar-explained/)>
* calculating your aggregate: <[www.vtac.edu.au/atar-scaling-guide-2022.html#item-3](https://www.vtac.edu.au/atar-scaling-guide-2022.html#item-3)>
* study groupings: <[www.vtac.edu.au/atar-scaling-guide-2022.html#item-4](https://www.vtac.edu.au/atar-scaling-guide-2022.html#item-4)>.

Increments for a VCE VET Program Non-Scored Units 3 and 4 sequence will be calculated using 10% of the fourth study score of the primary four.

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 in 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.

The VCAA strongly recommends that students undertake a minimum of 40 hours of SWL for the VCE VET Applied Language program. 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, or
* where the Assessment Conditions from a Unit of Competency contains a statement regarding the requirement to demonstrate skills in a workplace.

Check the unit of competency for information on Assessment Conditions: <[training.gov.au/Home/Tga](https://training.gov.au/Home/Tga)>.

Further details regarding SWL, the SWL Portal and the Department of Education and Training SWL Manual is available on online: [<www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx](http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx)>.

The SWL Manual outlines roles and responsibilities of the student, parent, employer and principal; procedures and guidelines for placing students in the workplace; and relevant policy and legislation. The manual also has a link to Ministerial Order 55 and the SWL Arrangement form.

SWL Recognition

Structured Workplace Learning (SWL) recognition involves the development and maintenance of the Workplace Learning Record (WLR) by the student. The work placement must be in an industry area aligned to the VET certificate drawn from the VCE VET Applied Language program. The completion of the WLR is a requirement for recognition by the VCAA for VCE and VCAL credit.

The VCE VET Applied Language program offers SWL recognition. Further details are available at: <[www.vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/SWL-recognition.aspx](https://www.vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/SWL-recognition.aspx)>.

Work health and safety

Schools/RTOs must ensure that Work Health and Safety (WHS) issues are 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 acknowledgment 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 judgment 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 and 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 the 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 or if they experience difficulty in putting information into practice.

The WorkSafe Victoria website makes available useful resources: <[www.worksafe.vic.gov.au](https://www.worksafe.vic.gov.au/)>.

Additional information

For updates or information relating to this program refer to:

* the VCE VET Applied Language program web page: <[www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/appliedlanguage.aspx](https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/appliedlanguage.aspx)>
* the *VCAA* *Bulletin*: <[www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/bulletin/Pages/index.aspx](https://www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/bulletin/Pages/index.aspx)>
* the Get VET web page 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: <[www.vcaa.vic.edu.au/getvet](https://www.vcaa.vic.edu.au/getvet)>.