

## Wyndham Community and Education Centre Inc Policy & Procedure

Policy name	<b>VCAL Student Selection, Enrolment, Induction &amp; Delivery - Policy &amp; Procedure</b>
Responsible person	VCAL & Youth Manager
Staff involved	Education Manager, Training Services Staff, CEO
Review dates	2018
Related documents	<p><b><u>Legislation:</u></b>            Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Occupational Health and Safety Act 2004 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Disability Regulations 2007, Health Records Act 2001 (Vic), Racial and Religious Tolerance Act 2001 (Vic), Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Com), Privacy Regulations 2013, Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic), Amended Ministerial Order 55 Structured Workplace Learning (schools), Amended Ministerial Order Amended Ministerial Order 723 Structured Workplace Learning (non schools), Amended Ministerial Order 724 Work Experience (non schools), Amended Ministerial Order 382 Work Experience (schools) Ministerial Order 870 Child Safe Standards.</p> <p><b><u>Policies:</u></b>            Access and Equity Policy &amp; Procedure, Student Selection, Enrolment and Induction (Foundation Skills) Policy &amp; Procedure, VCAL Assessment Policy &amp; Procedure, Validation, Moderation and Quality Assurance Policy and Procedure, Establishing and Applying Decisions for Satisfactory Completion (including delay of satisfactory completion and reasonable adjustment in assessment), Mandatory Reporting Policy &amp; Procedure, Record Management &amp; Record Keeping Policy and Procedure, Special Consideration Policy and Procedure, VCAL Attendance Policy &amp; Procedure, VCAL Discipline Policy &amp; Procedure, Excursions Policy &amp; Procedure, VTG Program Reporting Policy &amp; Procedure, Training Plan Procedure, Student Eligibility Procedure, Pathways and Transitions Policy &amp; Procedure, RPL Policy &amp; Procedure, Plagiarism, Cheating and Collusion Policy &amp; Procedure, Child Safe Policy &amp; Procedure (including Statement of Commitment), Structured Workplace Learning Procedure</p> <p><b><u>Other:</u></b>            VCE and VCAL Administrative Handbook, Minimum Standards for Registration as a non-school senior secondary provider, VCAL Training and Assessment Strategies, VCAL Student Handbook, VCAL Teacher Package, VCAL Course Outlines, VCAL Enrolment Interview Checklist, Wyndham</p>

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 27/01/17 and supersedes all previous versions.

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	CEC enrolment form, AQTF Essential Conditions and Standards for Continuing Registration, Schedule 1 2017 VET Funding Contract (Skills First), Skills First Quality Charter, Structured Workplace Learning and Work Experience Arrangements non-school Providers, Wyndham CEC Disability Action Plan (DAP), Managed Individual Pathways Plan, VCAL staff Job Descriptions, VCAL Staff work-plans, HESG Statement of Expectations, Student Code of Conduct, Statement of Fees, Pre-training Assessment Form, VCAL Expression of Interest form Skills First Program 2017 Evidence of Student Eligibility and Student Declaration, Skills First Audit and Review Program, Skills First quality-focused Audit and Review Strategy, Employee Handbook
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### Policy context

Wyndham Community and Education Centre Inc (Wyndham CEC) is a community based Learn Local provider with non-school senior secondary registration to deliver the Victorian Certificates of Applied Learning (VCAL).

### Policy

Wyndham CEC undertakes to select, enrol and induct students for the Victorian Certificate of Applied Learning (VCAL) with the reasonable expectation that a student will be able to complete a qualification successfully. Students must demonstrate a commitment to work to satisfactorily achieve the requirements of the course.

As per the *Access and Equity Policy & Procedure* and the *Statement of Purpose*, Wyndham CEC undertakes to ensure that programs are accessible to all eligible members of the community and are responsive to individual needs.

No student will be discriminated against on the basis of gender, sexual orientation, race, religion, disability or age in relation to selection or enrolment in a VCAL program.

Wyndham CEC is committed to ensuring that the Minimum Standards for Registration to provide a senior secondary program are met and that delivery and assessment of the VCAL program is in accordance with the annual VCE and VCAL Administrative Handbook.

As a Registered Training Organisation (RTO), Wyndham CEC maintains compliance with AQTF Essential Conditions and Standards for Continuing Registration.

For eligible students funded through Higher Education and Skills Group (HESG), Wyndham CEC meets its obligations as outlined in the Schedule 1 2017 VET Funding Contract (Skills First).

This policy and procedure outlines how Wyndham CEC communicates to students and staff the following:

- The Victorian Curriculum & Assessment Authority (VCAA) requirements in relation to the delivery of the VCAL course (s)
- The awarding of a qualification to students who satisfactorily complete course requirements

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- The process for enrolling students into one of the following VCAL programs
  - VCALFND001 Victorian Certificate of Applied Learning (Foundation VCAL)
  - VCALINT001 Victorian Certificate of Applied Learning (Intermediate VCAL)
  - VCALSEN001 Victorian Certificate of Applied Learning (Senior VCAL)

### Entry into VCAL - Student selection procedure

- There are flexible entry and exit points in VCAL. Students can enter the program at Wyndham CEC at any stage during a year if a place is available. There are no formal entry requirements/pre-requisites into VCAL at Wyndham CEC.
- Students enrolling into a VCAL program can attend an information session and lodge an expression of interest in November of the year prior to enrolment, before attending a Pre-training Assessment.
- If a student does not attend an information session, an expression of interest form and request for a Pre-training Assessment must occur.
- Following attendance at an information session and/or the submission of an expression of interest, students are notified of a Pre-training Assessment time which they must attend.
- Students will enrol in a VCAL program that matches their skills and abilities. This level will be determined at the pre-training assessment and will include discussions with the student, the student's family, and previous school if possible. All of this ensures that there is a reasonable expectation that students enrolling in the VCAL program will be able to complete a qualification successfully.
- Enrolment in the program is for the current year only that the student is enrolling. Students wishing to enrol in the following or consecutive years, will need to attend a new appointment for a Pre Training Assessment. Students will be advised of the process for this before the end of the current year.

### Pre-training assessment & enrolment procedure

- Students should attend a Pre-training Assessment interview with a parent or guardian. This step is mandatory if the student is under-18. For students under-18 not living with a parent, a legal guardian or person with legal authority to sign enrolment documents must attend with the student.
- At the interview, the staff member conducting the interview must complete the following
  - Determine eligibility for government subsidised training (Wyndham CEC has a written procedure for determining eligibility)
  - *Core Skills Profile for Adults* (CSPA) online assessment to determine the student's language, literacy and numeracy levels. This information is used to help determine what level of VCAL a student is enrolled into.
  - Determine if the student requires any additional support. Additional resources or support to successfully complete a program will be provided if possible, and if funding for additional needs is available (if applicable).

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- Provide prospective student with *Privacy & Your Rights* flier
- *Wyndham CEC Enrolment Form* and the *VCAL Enrolment Interview Checklist*. This assists with determining eligibility for government funded subsidised training.
- Students and families will sign a Statement of Fees, before enrolment
- Some students may be eligible for special provision. Students who may be eligible include students who are adversely affected by:
  - Acute or chronic illness (physical or psychological)
  - Any factors relating to personal environment
  - An impairment or disability including learning disabilities

Eligibility for special provision will be determined by Wyndham CEC and does not include circumstances of the student's own determination. It may include such provision as additional support for language, literacy and numeracy or additional time to complete VCAL.

- Enrolling students must meet all requirements and provide documents listed on the *VCAL Enrolment Interview Checklist*.
- The *VCAL Enrolment Interview Checklist* must be signed by the staff member at the conclusion of the enrolment interview.
- All VCAL related forms listed on the *VCAL Enrolment Interview Checklist* must be signed by the student (and a parent/guardian if the student is under-18).
- The *Wyndham CEC Enrolment Form* must be signed by the student and a parent/guardian if the student is under-18.
- Students will receive a copy of the annual VCAL Student Handbook and a VCAL student package containing all relevant documentation.

### **Post Enrolment procedure**

- Students receive an individual Training Plan (TP) outlining their VCAL program. The TP includes RTO contact details and class timetable, signed by the Pre-Training Assessor and the student. In signing the TP, the student agrees to the program outlined (Wyndham CEC has a written Procedure for developing and updating Training Plans).
- The student's VCAL enrolment must be entered into VASS. (Victorian Administrative Software System).
- A VASS student eligibility report is run to ensure the training plan meets program requirements and leads to the award of a VCAL qualification. The student receives a copy of the program enrolment including the units she/he is enrolled in.
- The student's program is also entered into Wyndham CEC's student management system, aXcelerate as soon as possible after enrolment by the C&R team.
- All enrolment forms and Skills First Program 2017 Evidence of Student Eligibility and Student Declaration documents are stored securely at Wyndham CEC Head Office.

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- Pre-Training Assessment Results & Recommendations, Training Plan and VCAL Enrolment Interview Checklist are stored securely at in the student's file located in the VCAL & Youth Manager's office.

### Induction procedure

- All students who enrol in a VCAL program will attend an induction day to orientate them to the VCAL program. This includes revisiting information provided at enrolment as well as information specific to Wyndham CEC facilities, OH&S, emergency management procedures, behaviour guidelines and class expectations.

The induction combined with the VCAL Student Handbook and information package will ensure students have the information and guidance needed to successfully undertake their VCAL program.

- Students receive a Managed Individual Pathways Plan (MIPs) for use throughout their VCAL program.
- An induction checklist will be completed with students.

### Staff procedures

- The VCAL & Youth Manager is responsible for selecting, enrolling and ensuring induction of students into VCAL programs and will adhere to any related policies, procedures and documentation required, including:
  - Contract Schedule 1. 2017 VET Funding Contract (Skills First) (available on SharePoint / in VCAL teacher packages)
  - Skills First Program eligibility requirements. (available on SharePoint)
  - DET Statement of Expectations (available on SharePoint & in teacher package)
  - Skills First 2017 Guidelines about Fees (available on SharePoint)
  - Accredited curriculum (available on SharePoint & in VCAL teacher package)
  - HESG Contract Notifications and Announcement on SVTS (available on SharePoint)
  - Skills First Audit and Review Program (available on SharePoint)
  - Skills First quality-focused Audit and Review Strategy (available on SharePoint)
- The Wyndham CEC Management team ensure that all staff who select, enrol and induct students into Foundation Skills programs understand their legislative responsibilities and duty of care for students. This occurs through:
  - Staff induction
  - VCAL employee handbook & VCAL teachers package
  - Policies and Procedures (available on SharePoint & in teacher package)
  - Professional Development
  - Ongoing VCAL staff meetings and email memos

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### Delivery procedures

#### VCAL eligibility

- To be awarded the VCAL, students must successfully complete a program that contains a minimum of 10 credits.
- As outlined in the VCE and VCAL Administrative Handbook, the VCAL program must include the following:
  - curriculum components to the value of at least one credit, each of which can be justified against the purpose statement for each of the four curriculum strands
  - a minimum of two VCAL units
  - one credit for numeracy
- Curriculum components to the value of six credits at the level of the VCAL award (or above), of which one must be for literacy and one credit must be for a VCAL Personal Development Skills unit.
- At the Intermediate and Senior level, the VCAL program must also include accredited VET curriculum components to the value of a minimum of one credit in the Industry Specific Skills Strand. One credit is awarded on successful completion of 90 nominal hours of accredited Further Education (FE) / VET curriculum.
- The VCAL program at Wyndham CEC draws its literacy and numeracy units from Further Education (FE) accredited curriculum. One credit is awarded on successful completion of 90 nominal hours of accredited Further Education (FE) curriculum.
- Possible curriculum options for meeting the VCAL strand requirements are provided in the student and staff handbooks and included in the student enrolment package.

#### VCAL delivery principles and practices

- Each of the three VCAL levels at Wyndham CEC has a duration of 1000 scheduled hours. Students enrol fulltime.
- As per the annual VCE and VCAL Administrative Handbook, delivery of VCAL at Wyndham CEC is based on adult learning and youth development principles. Delivery strategies includes curriculum that:
  - builds on student's interests, abilities and strengths
  - provides 'hands-on' practical opportunities for learning
  - encourages personal development
  - is flexible and allows for self-paced learning
  - engages students and leads to positive education outcomes
  - recognises student contributions to learning, both formal and informal
  - encourages active civic and community participation
  - integrates the development of partnerships that link students with the broader community

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- VCAL programs at Wyndham CEC will be delivered face to face in the classroom, in computer labs, in community settings and may include workplace settings.

As an RTO, Wyndham CEC ensures that delivery modes for VET and Further Education units of competency are consistent with the requirements of the training package or accredited curriculum.

- Wyndham CEC's VCAL Training and Assessment Strategy (TAS) includes entry requirements, delivery mode, program duration and delivery period, nominal hours, delivery sites, pathways, training and assessment arrangements, industry consultation, validation processes, facilities, resources, student support, RPL, the program structure and delivery sequence of the VCAL program and, qualification requirements. A copy of the VCAL program outline can be found in the student package.

### **VCAL curriculum strands**

- Each VCAL award contains four curriculum strands:
  - Literacy and Numeracy Skills
  - Industry Specific Skills
  - Work Related Skills
  - Personal Development Skills
- Curriculum for the VCAL program is selected from VCAL units, Further Education units and VET units of competency. Locally developed non-accredited curriculum such as workplace learning, and learning in community contexts support students to achieve the VCAL award.

A student's VCAL program is designed to meet the program requirements consistent with the purpose statement of each curriculum strand, FE/VET curriculum package and the award level. Training plans will be designed from the units that follow to allow a student to achieve the required credits to meet program requirements. Wyndham CEC runs a VASS student eligibility report to determine that a student can receive a VCAL certificate.

### **VCAL Program**

VCAL units offered at Wyndham CEC across the VCAL levels:

- WRS011 Work Related Skills Foundation Unit 1
- WRS012 Work Related Skills Foundation Unit 2
- WRS021 Work Related Skills Intermediate Unit 1
- WRS022 Work Related Skills Intermediate Unit 2
- WRS031 Work Related Skills Senior Unit 1
- WRS032 Work Related Skills Senior Unit 2
- PDS011 Personal Development Skills Foundation Unit 1
- PDS012 Personal Development Skills Foundation Unit 2
- PDS021 Personal Development Skills Intermediate Unit 1
- PDS022 Personal Development Skills Intermediate Unit 2

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- PDS031 Personal Development Skills Senior Unit 1
- PDS032 Personal Development Skills Senior Unit 2

**Language, literacy and numeracy units of competency** are negotiated according to the VCAL program level from the following accredited curricula:

- 22250VIC Certificate I in EAL (Access)
- 22251VIC Certificate II in EAL (Access)
- 22253VIC Certificate III in EAL (Access)
- 22236VIC Certificate I in General Education for Adults
- 22237VIC Certificate II General Education for Adults
- 22238VIC Certificate III General Education for Adults

Students may also undertake **VET Units** from the following Qualifications on Wyndham CEC's Scope of Registration:

- 22280VIC Certificate I Employment Pathways
- CHC20115 Certificate II Community Services
- BSB20115 Certificate II Business
- BSB30415 Certificate III Business Administration
- CHC30113 Certificate III in Early Childhood Education and Care

Other VET Units will be sourced on a needs basis depending on student's interests and goals identified in at the Pre-training assessment or in the pathways plan.

### Structured workplace learning (SWL)

- Students may undertake structured workplace learning as part of their VCAL program at Wyndham CEC. SWL involves on-the-job training that allows a student to practice a set of skills and competencies related to an accredited program or VET unit of competency.
- Wyndham CEC ensures that any students undertaking structured workplace learning do so according to Amended Ministerial Order 723 - Structured Workplace Learning Arrangements (non-school providers). Amended Ministerial Order 55 – Structured Workplace Learning Arrangements (schools). Wyndham CEC will keep evidence of a student's SWL which may take place over weekends and during school holidays as well as during the school week. Students are expected to behave appropriately while on SWL.
- All students entering into a structured workplace learning arrangement must have undertaken training in accredited occupational health and safety relevant to the workplace they will be entering for the arrangement. The CEO of Wyndham CEC must be provided evidence of this by the VCAL & Youth Manager, prior to a student commencing the arrangement.
- All students will have an Amended Structured Workplace Learning Arrangement Form completed and signed by the student, the parent / guardian (students under 18 years of age),

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the employer and the CEO of Wyndham CEC.

- Wyndham CEC ensures that any students undertaking Work Experience do so according to Amended Ministerial Order 724 - Work Experience Arrangements (Non-School Providers), Amended Ministerial Order 382 – Work Experience Arrangements (Schools). All students undertaking work experience must have undertaken training in accredited occupational health and safety relevant to the workplace they will be entering for the arrangement. The CEO of Wyndham CEC must be provided evidence of this by the VCAL & Youth Manager, prior to a student commencing the arrangement. All students will have an Amended Work Experience Arrangement Form completed and signed by the student, the parent / guardian (students under 18 years of age), the employer and the CEO of Wyndham CEC, or if enrolled in a school (CVCAL) the Principal of the home school.

### Child Safe Standards and Workplace Learning:

Wyndham CEC will take steps in relation to students undertaking workplace learning to ensure that a child safety risk management approach is a formal and structured method to managing risks associated with child safety. See *Wyndham CEC's Structured Workplace Learning Procedure*.

### Credit Transfer and Recognition of Prior Learning (RPL) in VCAL

- Credit Transfer is available for any successfully completed parts of a program of study
- Recognition of Prior Learning (RPL) is applicable to students who can demonstrate prior learning and experience relevant to the VCAL Personal Development Skill (PDS) and Work Related Skill (WRS) units.
- Information about RPL procedures and processes for VCAL PDS and WRS units can be found in the VCAL Unit Assessment Planning Guide available from the VCAA website at <http://www.vcaa.vic.edu.au> or, from Wyndham CEC's *Recognition of Prior Learning Policy & Procedure* in relation to credit transfer and RPL for FE and VET units of competency.

### Attendance and Conduct

- Student attendance and conduct will be monitored throughout the year. The *VCAL Attendance Policy & Procedure* and *Student Code of Conduct* clearly outline expectations in relation to attendance and conduct in the VCAL program. The *VCAL Attendance Policy and Procedure* outlines all steps to be taken in relation to student absences, late arrivals and requests to leave early.
- Wyndham CEC expects 80% attendance to all timetabled classes and activities. This will be monitored and followed up as per the *VCAL Attendance Policy & Procedure*.

### Staff procedures for delivery of VCAL programs

- The VCAL & Youth Manager will ensure that VCAL staff who deliver VCAL programs are aware of all VCAL related policies, procedures and documentation including, as required
  - the VCE and VCAL Administrative Handbook
  - Curriculum planning guides
  - Further Education curriculum

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- VET training packages
- This will ensure staff have the information available to perform the duties required of them to deliver the VCAL program according to the qualification requirements.
- The Wyndham CEC Management team ensure that VCAL staff understand their legislative responsibilities and duty of care for students who enrol in a VCAL program, and in particular, responsibilities to students aged under-18. This occurs through
  - staff induction
  - the VCAL teacher package
  - VCAL policies and procedures provided to staff annually
  - Professional Development opportunities
  - ongoing VCAL staff meetings and memos

### **Planning stage**

- Planning for VCAL occurs in October/November of the year prior to delivery.
- All VCAL staff are informed of the VCAL information session in November.
- The Training Services Unit undertakes program planning including teaching allotment and timetabling of classes.
- During December, VCAL staff, together with the VCAL & Youth Manager plan programs for delivery in the following year.

### **Start of the year**

- Teachers are provided with a timetable, yard duty roster and class rolls prior to the first class.
- All VCAL staff are informed of any student needs, issues and medical conditions prior to the first class. This information is also available to staff via the class roll folder.
- All staff are provided with a VCAL teacher package which outlines critical documents required in the VCAL program and how to access them. All relevant documents can be located on Wyndham CEC's content management system, SharePoint including the VCE and VCAL Administrative Handbook, curriculum planning guides, VCAL Training & Assessment Strategy, student training plans, program outlines, quality assurance, moderation & validation details, relevant policies & procedures, VCAA notices, VCAL forms and documentation including critical dates.

### **VCAL Program delivery**

- All VCAL staff are expected to attend regular VCAL team meetings as organised by the VCAL & Youth Manager.
- All staff are required to participate in VCAL Quality Assurance and Validation & Moderation activities as per Wyndham CEC's *Validation, Moderation and Quality Assurance Policy* and Procedure and according to the units they deliver and assess.

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- VCAL assessments must comply with Wyndham CEC's *VCAL Assessment Policy & Procedure*

### VASS

- Wyndham CEC VASS entry will be undertaken by the VCAL & Youth Manager who has undertaken appropriate training. The VCAL Officer is a back-up person for VASS entry and has also undertaken VASS training. Both are appointed by the CEO and have access to VASS via individual log-in and password.
- A copy of the VCE and VCAL Administrative Handbook and the VASS User Manual are available via SharePoint, Wyndham CEC's content management system via log in and password.
- Data is entered onto VASS at the start of the school year as students commence or enrol.
- Accuracy, privacy and security of data is maintained at all times. See our *Records Management and Record Keeping Policy & Procedure* for full information on how Wyndham CEC meets accuracy, security and privacy requirements associated with VASS.

### Record Keeping

- All VCAL staff must be familiar with Wyndham CEC's *Record Management and Record Keeping Policy and Procedure*.
- All VCAL specific forms are kept in the VCAL office and are available on SharePoint to all staff via log-in and password.
- Student files are kept securely in a locked filing cabinet within the VCAL & Youth Manager's secured office.
- Whilst delivery of VCAL programs is in progress, VCAL staff retain relevant records to the program being delivered and assessed.
- As soon as assessment results are available, they should be given to the VCAL & Youth Manager for entry onto VASS and to the Compliance & Reporting Team for entry onto Wyndham CEC's student management system, aXcelerate.
- Wyndham CEC collects On Track (destination) data annually for all students enrolled in a VCAL program. This is provided to the local LLEN annually for publication. This data is collected in an excel spreadsheet, set up at the start of the year and updated regularly by the VCAL Officer. A copy is maintained by the CEO.
- For all procedures in relation to management of records and record keeping, please see Wyndham CEC's *Record Management and Record Keeping Policy and Procedure*.