

Wyndham Community and Education Centre Inc Policy & Procedure

Policy name	VCAL Student Selection, Enrolment, Induction & Delivery - Policy & Procedure
Responsible person	VCAL & Youth Manager
Staff involved	Education Manager, Training Services Staff, COO, CEO
Review dates	2020
Related documents	<p><u>Legislation:</u></p> <p>Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Education and Training Reform Act 2006 (Vic), Education and Training Reform Regulations 2007 (Vic), Equal Opportunity Act 2010 (Vic), Multicultural Victoria Act 2011(Vic), Occupational Health and Safety Act 2004 (Vic), Health Records Act 2001 (Vic), Public Records Act 1973 (Vic), Racial and Religious Tolerance Act 2001 (Vic), Disability Regulations 2007, Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Disability Discrimination Act 1992 (Com), Disability Services Standards (DEWR) 2007, Racial Discrimination Act 1975 (Com), Human Rights and Equal Opportunity Commission Act 1986 (Com), Privacy Act 1988, Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Com), Privacy Regulations 2013, Schedule 2 – The Australian Consumer Law, The Competition & Consumer Act 2010 (Vol 3.), Child Wellbeing and Safety Act 2005 (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, Ministerial Order 705 Student completes Year 12 equivalent, or will be engaged in at least 25 hours of approved education, training or employment</p> <p><u>Policies:</u></p> <p>Access and Equity Policy & Procedure, Complaints and Appeals Policy & Procedure, Concessions, Fees, Charges and Refunds Policy & Procedure, VCAL Pathways and Transitions Policy & Procedure, Privacy Policy & Procedure (Students/Clients), RPL Policy & Procedure, Recognition of Qualifications issued by other RTOs Policy & Procedure, Special Consideration Policy and Procedure/Application Form, Student Selection Enrolment and Induction (Foundation Skills) Policy & Procedure, Delivery & Assessment (FS) Policy & Procedure Student Selection, Enrolment & Induction (VET) Policy & Procedure, Delivery & Assessment (VET) Policy & Procedure, Skills First Program Reporting Policy & Procedure, Training Plan Procedure, Plagiarism, Cheating and Collusion Policy & Procedure, Delegation and Segregation of Duties Policy & Procedure, Determining Eligibility Procedure, Transitions Policy & Procedure, Child Safe Policy &</p>

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	<p>Procedure (including Statement of Commitment), VCAL Assessment Policy & 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 & Procedure, Record Management & Record Keeping Policy and Procedure, VCAL Attendance Policy & Procedure, VCAL Discipline Policy & Procedure, Excursions Policy & Procedure, Structured Workplace Learning Procedure, Decision Making Responsibilities for VCAL & Youth (under-18)</p> <p><u>Other:</u></p> <p>Current Standard VET Funding Contract - Skills First Program, AQTF Essential Conditions and Standards for Continuing Registration, Skills First Evidence of Student Eligibility & Student Declaration Form, Skills First Quality Charter, Skills First Guidelines about Determining Student Eligibility & Supporting Evidence, Pre-Training Review Checklist for Skills First, Pre-Training Assessment Kit, Enrolment Interview Checklists, Privacy & Your Rights flier, Statement of Purpose, Student Enrolment Package, Student Induction Checklist, Vision Mission and Values Statement, Statement of Fees, VET Training Packages, EAL & CGEA accredited curriculum documents, Student Code of Conduct Client Enrolment Report, Disability Action Plan, 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, Student Induction Checklist, Wyndham CEC enrolment form, Schedule 1, Structured Workplace Learning and Work Experience Arrangements non-school Providers, Career Education Plan, VCAL staff Job Descriptions, VCAL Staff work-plans, VCAL Expression of Interest form, Skills First Audit and Review Program, Skills First quality-focused Audit and Review Strategy, Employee Handbook, DET Transition from School Form; DET Senior Secondary Re-Engagement Programs, DET Standard Community VCAL Contract, Victorian Administrative Software System (VASS), Victorian Registration and Qualifications Authority (VRQA) Registered non-school senior secondary provider, Victorian Curriculum and Assessment Authority (VCAA), Referral from Mainstream school/Youth Support Agency or Other Form, Career Education Plan, Consent to Share Information Form, VCAA VCE and VCAL Student Personal Details form, VCAL Curriculum Documents, VCAL Advice for Teachers, FE Curriculum, Training Packages</p>
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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) awarded at three levels: Senior, Intermediate and Foundation.

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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.

Wyndham CEC is registered by the Victorian Registration and Qualifications Authority (VRQA) and authorised by the Victorian Curriculum and Assessment Authority (VCAA) to deliver a senior secondary qualification such as VCAL and the VRQA for their scope of delivery when delivering a VET qualification.

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 VET Funding Contract - Skills First.

Community VCAL Partnerships

Wyndham CEC works in partnership with mainstream schools under a DET Community VCAL (CVCAL) contractual arrangement. The VCAL program at Wyndham CEC is known as a Senior Secondary re-engagement program that operates outside the mainstream school settings and provides tailored education and support for young people who are disengaged, or have been identified as at risk of disengaging, from mainstream school. In the CVCAL program 100% of the qualification is delivered by Wyndham CEC on their premises entirely away from the home school campus.

A DET Standard CVCAL Contract is in place between the enrolling home school and Wyndham CEC.

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 (VCAL Foundation)
 - VCALINT001 Victorian Certificate of Applied Learning (VCAL Intermediate)
 - VCALSEN001 Victorian Certificate of Applied Learning (VCAL Senior)

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 or tour and lodge an expression of interest from November of the year prior to enrolment, before attending a Pre-training Assessment (PTA).
- Under the *Education and Training Reform Act 2006* schooling is compulsory for students aged from 6 until they turn 17. Students of compulsory age are only permitted to leave school if an exemption is in place. A *DET Transition from School Form* is required. This will be discussed at the *Pre-training Assessment*. *A Transition from School Form is required from the student's last enrolled mainstream school.*
- For CVCAL students a *Referral from Mainstream school/Youth Support Agency or Other Form* is completed by the home school and given to Wyndham CEC, prior to the PTA.
- 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 appointment 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.
- In some circumstances, the CEO or her nominee, the VCAL and Youth Manager will determine on when and how to assess a student as being mature enough, and who is

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responsible for making specific decisions for students under-18 enrolled in VCAL and/or Youth programs. See *Decision Making Responsibilities for VCAL & Youth (under-18) Policy and Procedure*.

- 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)
 - Determine whether the student meets the compulsory age to leave school. Upon enrolment, if the student is not 17 years of age, the student requires an “*Exemption*” to be in place. The Principal of the student’s last enrolled school is responsible for this process together with the completion of the *DET Transition from School Form*.
 - *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).
 - 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.
- If the student is eligible for subsidised training under the Skills First program the *Pre-Training Review - Skills First Checklist* must be signed by the Pre-Training Assessor during the pre-training interview.
- *Skills First Evidence of Student Eligibility & Student Declaration Form* must be completed by a Compliance & Reporting Administrator as an authorised delegate of Wyndham CEC, as per the *Delegation and Segregation of Duties Policy & Procedure* and *Determining Eligibility Procedure*.
 - 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 VCAL & Youth Manager or VCAL Coordinator at the conclusion of the enrolment interview.

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- 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 will complete the annual VCAA VCE and VCAL Student Personal Details form and this information is entered on VASS (Victorian Administrative Software System)
- The student's VCAL enrolment must be entered into VASS. (Victorian Administrative Software System)
- For CVCAL Students Wyndham CEC emails the Training Plan outlining their VCAL program together with the annual VCAA VCE and VCAL Student Personal Details form for each student to their home- school. It is the responsibility of the VASS Administrator at the student's home-school to enter the student's details and VCAL Program onto the home-school's VASS.
- 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 2019 Evidence of Student Eligibility and Student Declaration documents are stored securely at the Wyndham CEC Head Office.
- 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.

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- Students receive a Career Education Plan 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 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 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

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

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- 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

- 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

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- 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 VASS eligibility reports regularly.

Eligibility reports are run as early as possible at the commencement of the academic year, after enrolment and every time a student's enrolment is changed to determine that a student can receive a VCAL certificate.

At the end of the academic year the VCAL & Youth Manager enters the final results data onto VASS within VCAA timelines. After results are entered a further eligibility report is run.

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

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

- 22484VIC Certificate I in EAL (Access)
- 22485VIC Certificate II in EAL (Access)
- 22486VIC Certificate III in EAL (Access)
- 22472VIC Certificate I in General Education for Adults
- 22473VIC Certificate II General Education for Adults
- 22474VIC Certificate III General Education for Adults

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

- CHC20115 Certificate II in Community Services
- BSB20115 Certificate II in Business
- BSB30415 Certificate III in 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), 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

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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 Recognition of Prior Learning available from the VCAA website at <https://www.vcaa.vic.edu.au/assessment/results/credit-recognition/Pages/Index.aspx> 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 a minimum initial attendance of 80% attendance to all timetabled classes. and scheduled activities and expects students to be working towards 90-100% attendance within 3 months of commencing. Wyndham CEC will support students and families with this process. 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
 - VCAL Curriculum Documents
 - VCAL Advice for Teachers

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- Further Education curriculum
- 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.
- 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, VCAL Curriculum Documents, VCAL Advice for Teachers, FE Curriculum, Training Packages, 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 Coordinator and VCAL Admin are 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
- For CVCAL Students the VCAL & Youth Manager emails the Training Plan for each student to their home- school. It is the responsibility of the VASS Administrator at the student's home-school to enter the VCAL Program onto the home-school's 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.
- **Wyndham CEC adheres to the published VCAA Important Administrative Dates for resulting on VASS.** As soon as assessments results are available, they should be given to the VCAL & Youth Manager for entry on VASS and to the Compliance and 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 & Youth Manager or VCAL Coordinator. 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*.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 30/01/20 and supersedes all previous versions.

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