

Wyndham Community & Education Centre Inc.

VCAL Student Handbook 2020

2020V2

Vocational Education & Training

Victorian Certificate of Applied Learning

Language & Literacy

Skills for Education and Employment

Pre-accredited Training

Community Strengthening



Wyndham
Community &
Education Centre Inc.
Improving lives - Strengthening communities

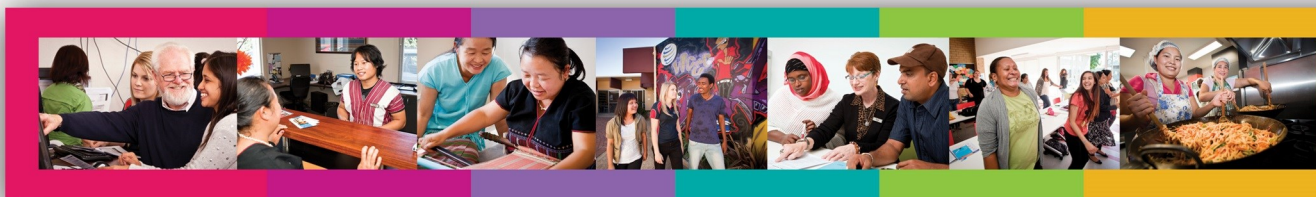
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Welcome to VCAL at Wyndham Community and Education Centre Inc. or Wyndham CEC as we call it for short. I hope you will enjoy your learning experience with us. We aim to provide you with the opportunity and support to obtain your senior secondary qualification. We will provide you with opportunities to engage and participate in learning and community activities that are meaningful and which develop skills that enhance future education & training and, employment prospects.

Undertaking your learning in an adult community education environment means you will mix with a range of people from many cultures and backgrounds. Wyndham CEC is committed to providing access to its programs and services to all members of the community, free from any form of discrimination. In the following pages of this handbook, you will learn about the culture of inclusiveness at Wyndham CEC; about its vision, mission, values, commitment to democratic principles and our commitment to child safety. Please take time to read the important information in this handbook, including the program details and guidelines. This knowledge about the program will ensure your time at Wyndham CEC is enjoyable and successful.

I wish you every success in your course.

Jennie Barrera
CEO



Wyndham Community and Education Centre Inc. is a not-for-profit incorporated organisation first established by the community as the Werribee Community Centre Inc. in 1974. To reflect the scope of services offered by the organisation across the municipality, the name was changed to Wyndham Community & Education Centre Inc. in 2011 or as it is better known, Wyndham CEC. In 1997, Wyndham Community and Education Centre Inc. became a Registered Training Organisation (RTO) and in 2008 became a registered senior secondary provider.

Wyndham CEC offers a range of programs and services that include: pre-accredited and accredited training courses and community programs for individuals between the ages of 15 and 64 from a broad cross section of the community with a strong emphasis on the disadvantaged, youth, refugee and humanitarian entrants, and other new and emerging communities. Our client focused structure and attention to tailored training and individual needs, perfectly places the organisation to deliver adult learning and community strengthening activities: *Improving lives ... strengthening communities.*

Wyndham CEC is committed to providing an inclusive environment and to enhancing the opportunities for participation in programs and services on offer. This includes students pursuing training and development opportunities, clients accessing settlement and community services programs and activities, and staff and volunteers engaged by Wyndham CEC.

Wyndham CEC's *Access and Equity Policy & Procedure* aims to remove barriers to programs and services and to actively promote opportunities for all by creating an environment that is inclusive and equitable regardless of race, language, age, religion, gender, political affiliation, ability or disability and, which is free from discrimination, harassment and racism.

Vision

Improving lives – strengthening communities

Mission

Wyndham Community & Education Centre will be a leader in education programs and community services in Wyndham City and surrounds.

Our programs and services will provide opportunities that lead to further education and employment pathways, enhance well-being and improve quality of life.

Values

Respect – being aware of and valuing other beliefs, cultures and opinions

Integrity – being honest, ethical and accountable

Commitment – consistently achieving our goals, values and purpose

Inclusion – working together, connecting communities, celebrating diversity

Responsive – consistently responding and adapting to meet community needs

Democratic principles

Wyndham Community & Education Centre Inc. supports and promotes the principles and practice of Australian democracy including a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance.

Wyndham CEC supports and promotes these principles through its leadership of the Wyndham Humanitarian Network, its auspice of the Wyndham Interfaith Network, its Statement of Purpose as an Incorporated Association, through its policies, procedures and codes and, as a signatory to the Anti-racism strategy: Racism. It stops with me.

Wyndham CEC VCAL programs promote democratic principles in the classroom through our teaching practices and behaviour guidelines which ensure fairness for all and which value freedom of speech, tolerance of the views of others, and open communication in program activities. Wyndham CEC's Student Code of Conduct provides a framework for student behaviour to ensure the safety, comfort and wellbeing of all at Wyndham CEC through respectful and appropriate behaviour.

Board of Governance

Wyndham Community & Education Centre Inc. is governed by a Board of Governance elected annually by the members of Wyndham CEC.

Our last AGM was held in May, 2018.
Please contact the secretary, on
9742 4013 or via
enquiries@wyndhamcec.org.au for
more information on becoming a
member or for a hard copy of Wyndham
CEC's annual report. A digital version of
Wyndham CEC's annual report can be
downloaded from our website
www.wyndhamcec.org.au under the
home menu item.



Wyndham CEC's Statement of purpose comes from it's *Rules as an Incorporated Association*.

Statement of Purpose

- ◇ to provide education, training and community services to residents of Wyndham City and surrounds who are experiencing disadvantage and / or suffering.
- ◇ to provide programs, services, social and cultural activities to individuals from a broad cross section of the community with particular emphasis on people on low incomes, the unemployed, indigenous Australians, people from culturally and linguistically diverse backgrounds, new and emerging communities and at risk youth.
- ◇ to provide direct relief, referral, information and support for residents of Wyndham and surrounds who are experiencing poverty, homelessness, sickness and distress and to give public benevolent services without regard for gender, race, religion, age or sexual orientation.
- ◇ to provide services to refugee, humanitarian entrants, asylum seekers and new and emerging communities that support them in the settlement process.
- ◇ to respond to the cultural, social and educational needs of the local community through accessible and equitable programs and services.
- ◇ to encourage diversity, access and inclusion and community participation in the planning and governance of the Association.



Child Safe Standards

Creating a child safe environment is part of the Victorian Government's response to the report of the Parliamentary Inquiry into the Handling of Child Abuse (Betrayal of Trust Inquiry).

Wyndham Community & Education Centre has a dedicated *Child Safe Policy and Procedure including the Statement of Commitment* demonstrate Wyndham Community and Education Centre's determination to provide a child safe environment for children and families accessing programs and services.

The Child Safe Standards are as follows:

- Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership commitments
- Standard 2: A child safe policy or statement of commitment to child safety
- Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children
- Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- Standard 5: Processes for responding to and reporting child abuse
- Standard 6: Strategies to identify and reduce or remove risks of child abuse
- Standard 7: Strategies to promote the participation and empowerment of children.

Commitment to Child Safety

- ◇ **Wyndham Community and Education centre Inc. (Wyndham CEC)** is committed to child safety.
- ◇ **Wyndham CEC** wants children to be safe, happy and empowered and supports and respects children attending the Centre, as well as staff and volunteers.
- ◇ **Wyndham CEC** is committed to the safety, participation and empowerment of all children.
- ◇ **Wyndham CEC** has **zero tolerance** of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures.
- ◇ **Wyndham CEC** has legal and moral obligations to contact authorities when concerned about a child's safety.
- ◇ **Wyndham CEC** is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- ◇ **Wyndham CEC** has robust HR and recruitment practices for staff and volunteers.
- ◇ **Wyndham CEC** is committed to training and educating staff and volunteers on child abuse risks.
- ◇ **Wyndham CEC** is committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- ◇ **Wyndham CEC** has specific policies, procedures and training in place that support the management team, staff and volunteers to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000;

Report all allegations or incidents where there is a reasonable belief;

Speak to the CEO, your Manager or Child Safety Officer to seek advice or guidance if you need to.

Child Safety Officer

Wyndham CEC has a Child Safety Officer—Lesley Nallawalla who is trained in child safety issues and is a point of contact for staff, children and young people who have questions or concerns, need advice or want to report an allegation of child abuse.

Lesley can be contacted at:

Head Office: 20 Synnot Street

Phone: 9742-4013

Email: lesleyn@wyndhamcec.org.au

The Victorian Certificate of Applied Learning (VCAL) is a senior secondary certificate of education recognised within the Australian Qualifications Framework (AQF). VCAL at Wyndham Community and Education Centre Inc. includes accredited Vocational and Training (VET) qualifications from within the AQF. VET training is a compulsory requirement for completion of VCAL certificates at Intermediate and Senior levels.

VCAL qualification

The VCAL is accredited and issued at three award levels:

- Victorian Certificate of Applied Learning (Foundation) VCALFND001
- Victorian Certificate of Applied Learning (Intermediate) VCALINT001
- Victorian Certificate of Applied Learning (Senior) VCALSEN001

The qualification aims to provide the skills, knowledge and attributes to enable students to make informed choices regarding pathways to work and further education. There are no formal entry requirements into VCAL. Students enrol in a VCAL program that matches their skills and abilities.

Students will participate in a Pre Training Assessment (PTA) which will include discussions with students, student's family and previous school (as relevant). A Core Skills Profile for Adults (CSPA) assessment will also be undertaken. All information obtained at the Pre Training Assessment will assist in determining the student's training and assessment needs and the appropriate level of VCAL program.

Foundation level

At this level, knowledge and employability skills development is supported by a strong emphasis on literacy and numeracy skills and preparatory learning.

Intermediate level

At intermediate level, knowledge and employability skills development leads to independent learning, confidence and a high level of transferable skills.

Senior level

At this level, knowledge and employability skills development leads to a high level of interpersonal skills, independent action and achievement of tasks that require decision-making and leadership.

VCAL Duration

Each of the three VCAL levels at Wyndham CEC have a duration of 1000 nominal hours. Students enrol fulltime. The qualification levels allow for flexible entry and exit points depending on student ability and interest. As outlined above, the qualification level at entry will be determined through discussions with the student, family and prior school as well as an assessment of literacy and numeracy skills and student interests. Students will be actively engaged in negotiating and planning their VCAL learning program which is then reflected on their training plan.

VCAL delivery principles and practices

As per the VCE and VCAL Administrative Handbook 2019, delivery of VCAL at Wyndham CEC is based on adult learning and youth development principles. As an adult community education provider since 1974, Wyndham CEC is well-placed to provide delivery strategies which include:

- Curriculum which builds on student's interests, abilities and strengths
- Curriculum that provides 'hands-on' practical opportunities for learning
- Curriculum that encourages personal development
- Curriculum that is flexible and allows for self-paced learning
- Curriculum that engages students and leads to positive education outcomes
- Curriculum that recognises student contributions to learning, both formal and informal
- Curriculum that encourages active civic and community participation
- Development of partnerships that link students with the broader community

VCAL at Wyndham CEC is underpinned by the following curriculum principles outlined in the VCE and VCAL Administrative Handbook 2019:

- Student-centred approaches to program design, delivery and evaluation
- Opportunities for experiential learning and skill development through activities
- Programs that are relevant to student strengths and experiences and are responsive to diverse student needs
- Programs that build resilience, confidence and self worth
- An environment that builds strong connections with community
- Programs that allow flexible entry and exit points and a range of pathway options.

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 principles, program duration and nominal hours, delivery sites, pathways, training and assessment arrangements, industry consultation, validation, moderation & quality assurance processes, facilities, resources, student support services, RPL & CT, the course structure and delivery sequence of the VCAL program and, qualification requirements. A copy of the VCAL course outline can be found in the student package. A training plan is developed for each student and a signed copy is provided.

VCAL learning programs

VCAL learning programs are designed to meet VCAL course requirements and the award level. Programs are designed to allow students to achieve the required credits to meet course requirements, at the appropriate level. An eligibility report is run in VASS following design of a student learning program to ensure that it leads to a VCAL Certificate.

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

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

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

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

Students will also undertake **VET Units** from the following Qualifications on Wyndham CEC's Scope of Registration as an RTO - Toid no: 4179

- CHC22015 Certificate II Community Services
- BSB20115 Certificate II Business
- BSB30415 Certificate III Business Administration
- CHC30113 Certificate III in Early Childhood Education and Care

Other VET will be sourced on a needs basis depending on student's interests and pathways planning.

VCAL eligibility

To be awarded the VCAL, students must successfully complete a program that contains a minimum of ten (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 (2) VCAL units
- ◇ one (1) credit for numeracy
- ◇ curriculum components to the value of six (6) credits at the level of the VCAL award (or above), of which one (1) must be for literacy and one (1) 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 (1) credit in the Industry Specific Skills Strand. One (1) 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 (1) 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 included in the student package and in the VCAL Selection, Enrolment, Induction & Delivery Policy & Procedure.

VCAL assessment

VCAL does not require any exams however students undertake assessment tasks in relation to VCAL units, Further Education (FE) units and VET units of competency. These assessment tasks are undertaken according to the rules of the FE curriculum, VET training package and VCAL units.

To satisfactorily complete a unit, students must satisfactorily complete all of the coursework and attend at least 80 % of timetabled classes for the unit. Students will be assessed according to whether they have achieved the required learning outcomes when completing assessment tasks. Each assessment task will be given a Satisfactory (S) or Not Yet Completed (N). A delay of satisfactory completion can occur if a student misses too many classes or the work presented does not meet curriculum components in accordance with assessment guidelines for the accredited curriculum. See Wyndham CEC's *VCAL Assessment Policy & Procedure* in student package for more information.

Staff will work with students who are assessed as 'not yet completed' (N) and provide opportunities to satisfactorily complete VCAL units, FE units and VET units of competency to achieve an 'satisfactory' (S) result wherever possible. Students must commit to make up work missed and complete all outcomes in order to successfully achieve the VCAL certificate.

Reasonable adjustments in assessment can be made to meet the needs of individual students. This includes factors such as learning styles, physical or intellectual ability, language, literacy and numeracy levels, cultural background or socio-economic factors. Wyndham CEC has a procedure for *Establishing and Applying Decisions for Satisfactory Completion (including delay of satisfactory completion and reasonable adjustment in assessment)* which is followed by VCAL staff.

Students should discuss any issues they have regarding assessment with their teacher and/or the VCAL & Youth Manager. Wyndham CEC has a *Special Consideration Policy & Procedure* which takes into account certain reasons for granting special consideration.

Authentication of assessment in VCAL

Authentication is the process of ensuring that the work submitted by students has actually been completed by them. Students need to be able to prove this through regular attendance, by completing work during class time and by acknowledging any resources used in their work. This allows teachers to monitor a student's work done in class.

Student work submitted for assessment must be their own. Students must not receive undue assistance from any other person in the completion of their work or assessment tasks. This includes copying or plagiarising other work. Wyndham CEC has a *Plagiarism, Cheating and Collusion Policy & Procedure* which it follows in such instances. Also see Wyndham CEC's *VCAL Assessment Policy & Procedure* in the student package.

Structured workplace learning (SWL)

Students may undertake structured workplace learning as part of their VCAL course 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 course 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—CVCAL)*. 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 to a maximum of 40 days over the Academic year and 10 days over each school term. The total number of SWL days a student may undertake with an employer must not exceed 20 days during the academic year. The CEO or her representative will ensure that Ministerial Order 830 Child Safe Standards are adhered to when entering into a SWL arrangement. Students are expected to behave appropriately while on SWL. Also see Wyndham CEC's *Structured Workplace Learning Procedure* in the student package. 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. See *Wyndham CEC's VCAL Selection, Enrolment, Induction & Delivery Policy & Procedure* for more information.

Awarding of The VCAL

To receive a VCAL award or qualification, students must successfully complete a VCAL learning program that complies with course requirements and rules of training packages and further education accredited curriculum. Student eligibility is checked on VASS following enrolment. Students who commence VCAL but do not complete it will receive a VCAA Statement of Results at the completion of the year of study. Upon successful completion of the requirements for VCAL, students will receive a VCAL Certificate and Statement of Results. Completion will be certified in July or December of the year of study/ enrolment. Additional Statements of Attainment and/or Certificates will be provided by Wyndham CEC for successful completion of VET and Further Education curriculum. Students are awarded a certificate on successful completion of the course requirements.

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

Credit Transfer is available for any successfully completed parts of a course of study. If a student has already completed units/modules from a Further Education, VET or VCE Course these can count towards achieving a VCAL certificate.

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 and VET Units. Where students have been granted RPL, evidence will be completed and kept by Wyndham CEC that demonstrates successful completion of all the unit learning outcomes. Evidence that the learning outcomes have been achieved must be provided from activities in the previous year or in the current year of a student's enrolment. Students will need to provide evidence that demonstrates the achievement of the learning outcomes on more than one occasion and in different contexts to make sure that the assessment is as consistent, fair and equitable as possible.

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 www.vcaa.vic.edu.au or, from Wyndham CEC's *Recognition of Prior Learning (RPL) Policy & Procedure* in relation to credit transfer and RPL for FE and VET units of competency.



Wyndham Community and Education Centre Inc. (Wyndham CEC) is proud of the quality education and training opportunities it provides within the Wyndham community and surrounding areas.

Many Wyndham CEC courses are **government subsidised** meaning that the government pays a proportion of the cost and the student pays a set fee calculated depending on the course. Courses that are not government subsidised are known as **fee-for-service courses** and are full fee paying.

Eligibility for government subsidised places needs to be determined at enrolment, prior to commencing in a program.

Students in the VCAL who are eligible for government funded training are funded through the Skills First Program. Wyndham CEC follows the 2018 Guidelines about Fees, in relation to setting tuition fees for VCAL and a VCAL materials and amenities fee.

Students who are not eligible for a government subsidised training place can still enrol in a course but will have to pay full fees for the course. In circumstances of financial hardship, students and families can discuss this at the time of enrolment interview.

At the time of enrolment, each student is given a Statement of Fees clearly outlining all fees and charges relating to their VCAL qualification.

A student materials and amenities fee is set to provide a student contribution to the cost of providing materials and services of direct benefit to the student which are not covered by the tuition fee. This is a contribution only and does not cover the full cost of providing student materials.

Itemised details of what is included in the materials and amenities fee will be provided to all students prior to enrolment. Students have the option of purchasing equivalent materials that can be sourced externally if they choose to.

See Wyndham CEC's *Concessions, Fees, Charges and Refunds Policy & Procedure* included in the student package for more information.



Enrolment information:

Students enrolling into a VCAL course will be required to attend an information session and lodge an expression of interest in the year prior to enrolment before attending a Pre Training Assessment interview prior to enrolment. Students who miss the information session will still need to complete an expression of interest form and attend a Pre Training Assessment interview, prior to enrolment. Please see Wyndham CEC's *VCAL Selection, Enrolment, Induction & Delivery Policy & Procedure* for more information about what happens at enrolment.

Wyndham CEC has thorough procedures for collecting medical information. These will be discussed at the Pre Training Assessment /enrolment interview. A medical register is kept by Wyndham CEC listing all students with serious or life threatening conditions. Students with Asthma, Anaphylaxis or allergies will need a management plan signed by a doctor prior to commencing in VCAL. They will also need to keep medication on them at all times. Wyndham CEC follows Ministerial Order No. 706, in relation to Anaphylaxis management. See Wyndham CEC's *Anaphylaxis Management Policy and Procedure*.

Community VCAL

Wyndham CEC also offers community VCAL (CVCAL). Students enrolled in CVCAL remain attached to a secondary school (the home school) but attend Wyndham CEC to complete their VCAL certificate. In this case the school pays a percentage of the student's tuition fee. Wyndham CEC has a signed Community VCAL Contract with the home school for all students enrolled in CVCAL.

- Community VCAL is suitable for young people aged between 15 and 20 years, still enrolled at a home school but who are experiencing difficulties with mainstream education and are at risk of becoming disengaged



Students under-18

Wyndham CEC staff will take all reasonable measures to ensure the safety of any student in an education program. Students are supervised at all times in classrooms, lunch and break times, and on excursions.

Wyndham CEC requires signed consent from a parent / guardian for students under-18. This includes enrolment documents, excursion forms and other permission forms provided at enrolment or on an on-going needs basis.

Students under-18 who cannot obtain consent from a parent or legal guardian will be required to provide a Statutory Declaration for *Informal Relative Carers* that will give the required consent. Wyndham CEC has a *Decision Making Responsibilities for VCAL & Youth (under-18) Policy and Procedure*.

All staff and volunteers working with children under 18 undergo safety screening prior to engagement. Staff and volunteers will require current VIT registration or a current Working with Children Check and a National Police Check at the point of employment. Management maintains a register of Teachers, Trainers and Assessors working with students under 18 years of age, including the expiry date of their VIT registration and /or Working with Children (WCC) Check.

Management also maintains a staff database which contains information that includes date of expiry of VIT and/or WWC Check.

All staff are reminded when their VIT and/or WWC Check are expiring within 6 months. This is monitored monthly by senior management.

Upon receipt of an updated or new VIT registration, WWC Check , Police Check, the staff database is updated.

Medication

Wyndham CEC recognises that there may be times when staff need to administer medication to a student in an emergency if requested by a parent / guardian when the student under-18 is unable to self-administer.

Wyndham CEC can arrange staff to administer medication to students under-18 if required and if consent is provided by the parent/legal guardian.

Wyndham CEC's duty of care is to administer the correct dose of medication according to written instructions received by the parent/guardian. These instructions must contain directions for storage and administration.

For students with asthma, anaphylaxis or allergies, Wyndham CEC follows the relevant Anaphylaxis or Asthma policies and procedures. For other illnesses or medical emergencies, Wyndham CEC follows the *Accident & First Aid Policy & Procedure* and the *Health Policy & Procedure*.

Please see the medication section in our Student Well Being and Duty of Care in VCAL Policy & Procedure which includes procedures for administering medication to under-18s. This policy & procedure is included in the student package.

In order to ensure success in your VCAL course, the following guidelines and expectations of students apply. See the *Code of Conduct* and *VCAL policies & procedures* in the student package.

Attendance

Wyndham CEC expects students to attend all timetabled classes so that teaching and learning opportunities are maximised. Students must be punctual to all classes and contact Wyndham CEC if they are late or are unable to attend. Absences and lateness have implications on learning and on assessment. VCAL attendance is expected to meet a minimum of 80%.

Students who arrive late to class will be required to sign the VCAL Late Arrival / Early Leaving Book located in the front office. The student will be given a VCAL Attendance Slip by the VCAL Officer or VCAL & Youth Manager to present to their teacher. The time of arrival will be entered onto the roll.

Students leaving early from a timetabled class will need a valid reason to do so and will need to have a VCAL Attendance Slip completed by their teacher to present to the VCAL Officer or VCAL & Youth Manager. The student will sign out in the VCAL Late Arrival / Early Leaving Book located in the front office. Students with appointments such as doctor, dentist or Centrelink will need evidence of such. Students under -18 will need signed parental permission. Students are encouraged to make appointments outside of class times.

If a student needs to leave class for any reason, they must get a signed VCAL Attendance Slip from their teacher and present it at the front office to the VCAL Officer or VCAL & Youth Manager.

Students are not permitted to leave a class to use the Kitchen during scheduled class time.

Mobile Phones and Electronic Devices are not to be used during class time at any time.

Students will be given warning letters if they do not respect the program guidelines. Three warnings will result in a student being exited from the program. In the event of serious violence or threatening and dangerous behaviour, a student may be exited immediately. See our *VCAL Attendance Policy & Procedure* in the student package for more information.

Illness

Students who become unwell during class or during the day must inform their teacher or the VCAL & Youth Manager. A parent /guardian will be contacted if a student is under 18 and needs to leave Wyndham CEC. Following two days absence, a student will need to present a medical certificate. See section on students under-18 on page 16 for information relevant to illness and medication.

Asthma, anaphylaxis and allergies

Wyndham CEC must be informed of any students with asthma, anaphylaxis, allergies or other serious or life threatening conditions at enrolment. Students will need a management plan signed by their doctor before commencing classes, and will need to provide medication at all times. For more information see the following:

- *Asthma Policy & Procedure*
- *Anaphylaxis Policy & Procedure*
- *Health Policy & Procedure*
- *Accident & First Aid Policy & Procedure*
- *Student Well-being & Duty of Care Policy & Procedure*

First Aid Officer

Wyndham CEC has a Senior First Aid Officer together with other trained First Aid Officers who are available as required. First Aid kits are available at all sites and for excursions.

Smoking

Smoking is not permitted anywhere on any premises of Wyndham CEC or within 4 metres of the entrance to the premises. See *Smoke-free Environment Policy & Procedure*.

Alcohol and drugs

Wyndham CEC is an alcohol and drug free environment. Use of alcohol or drugs will not be tolerated.

Behaviour

Students are not to engage in behaviour, which threatens or causes damage to the physical or emotional welfare of any members of the Wyndham CEC community. Violence, offensive comments, bullying or threatening behaviours will not be tolerated. Vandalism or damage to property will also not be tolerated. Please read the following in the student package:

- *Student Code of Conduct*
- *Harassment, Discrimination, Victimisation and Bullying Policy & Procedure*
- *Cyberbullying Policy & Procedure*
- *Social Media Policy & Procedure*
- *Computers, Internet and E-mail Policy & Procedure*
- *Student Well-being & Duty of Care Policy & Procedure*
- *VCAL Discipline Policy & Procedure*

Yard duty

Wyndham CEC has a *SunSmart Policy & Procedure* that it follows when students are outdoors. A copy of the Policy is included in the student package.

Students will be supervised at lunchtime and on morning and afternoon breaks at all times.

Damage to property

Vandalism or any damage to property will not be tolerated.

Visitors to the Wyndham CEC

All visitors must report to the front office. Students should not invite friends/relatives to visit them on the school premises without the permission of the VCAL & Youth Manager or her representative.

All visitors must sign in and out where they will receive an accompanied visitor's lanyard. Visitors will only be permitted on the 4 Synnot St premises if approved by the VCAL & Youth Manager or CEO or their delegated representative.



VCAL contract for students

Wyndham CEC has a contract designed to help make participation in VCAL as successful as possible. This contract is guided by the values and democratic principles on pages 3 and 4 of this handbook.

All students enrolling in VCAL at Wyndham Community and Education Centre are bound by *Wyndham CEC's policies and procedures* and the *Student Code of Conduct*. A copy of all relevant policies and procedures are available on Wyndham CEC's website and are part of the student package provided.

All students aged 18 or above (or their parents if under 18), will be required to sign the following forms at enrolment:

- Enrolment form
- VCAL Student Personal Details
- VCAL/Youth Programs Local Excursion form
- Privacy Notice
- VCAL/Youth Programs Computer, Email & Internet Usage Guidelines form
- Vocational Education & Training (VET) Options form
- VCAL/Youth Programs Contract for Participants
- Permission to Leave the Premises form
- Marketing/Advertising Release form-Individual persons.

All students have a right to learn and train in a safe and protected environment. Students are required to demonstrate, at all times, basic courtesy, consideration and cooperation with other participants and staff in line with the student code of conduct. Please comply with any organisational requirements regarding health and safety matters. See Wyndham CEC *OH&S Policy & Procedure* and *Student Code of Conduct* contained in the student package.

Parent and teacher communications:

Parents who wish to contact their student or Wyndham CEC staff members need to contact the VCAL office on 9742 4013. Parents and guardians are encouraged to contact the VCAL & Youth Manager if they have any queries about the program or concern about their student.

Students will be issued with a formal written report at the end of Semester 1 and the VCAA Statement of Results at the end of Semester 2. Parent Teacher Interview nights will be held each year. Parents/Guardians are able to receive verbal reports throughout the year, as assessment is ongoing.

Support services

Wyndham CEC believes that support for young people in VCAL is critical to their success in the program. Wyndham CEC works across the organisation and with a number of partner agencies to provide support for students in the VCAL program. The VCAL & Youth Manager uses a VCAL support directory to refer students to support services as required.

Students at Wyndham CEC have access to a team Youth Workers and Youth Lawyer onsite.

Wyndham CEC runs an EAL supported VCAL program for eligible migrant, refugee and humanitarian entrant students whose first language is not English, who have experienced interrupted schooling and would like to complete their secondary education.

Wyndham CEC acknowledges that all learning includes language, literacy and numeracy. Opportunities for repeated and supported practice are provided to students and support options are discussed individually with each student as determined on a needs basis.

In line with our *Access and Equity Policy & Procedure*, students with special needs are offered the same opportunities as any other candidate. Our learning programs take individual needs into consideration from the design stage onwards. As special needs extend to more than identified physical or learning difficulties, trainers and assessors will consider the best approach when dealing with candidates with needs such as low literacy, lack of confidence or a non English speaking background.

Hours of Operation

The operational hours of the Business are 9:00am to 3:30pm.

Wyndham CEC staff will provide staff supervision from 30 minutes prior to 9:00am and for 15 minutes from 3:30pm.

Student feedback

All Wyndham CEC students are provided with an opportunity to provide feedback about the VCAL program at any stage of the course and by invitation to a roundtable feedback session. Parents/guardians are also given the opportunity for feedback and are surveyed at Parent –Teacher meetings. Information is collected via an annual Whole of Centre survey distributed to all students. Information collected is analysed, and an action plan developed to continuously improve our programs and services. There is also a suggestion box, in the VCAL office at 4 Synnot Street, where students or parents can leave feedback.

Complaints and appeals

Wyndham CEC acknowledges that students who believe they have been adversely affected by its operations have a right to complain and have their complaint dealt with in a fair, accountable and transparent way in accordance with the principles of natural justice. Wyndham CEC is committed to responding promptly and efficiently to complaints and appeals and has developed and implemented a process for handling complaints efficiently.

Any complaints regarding other students, staff or the course in general will be dealt with quickly and impartially. Wyndham CEC has a formal process for dealing with complaints and appeals. A copy of the policy and procedure is included in your student package.

Special consideration

The purpose of Special Consideration is to give a student, whose work for a particular piece of assessment has been adversely affected by exceptional circumstances beyond their control, a further opportunity to demonstrate their ability. An application form is available for special consideration. Please see the *Special Consideration Policy and Procedure* or the VCAL & Youth Manager for more information.

Head office: 20 Synnot Street

Course flyers, term brochures and other administrative information are available from Head Office at 20 Synnot Street, Werribee.

Wyndham CEC codes, policies and procedures

Wyndham CEC Policies and Procedures referred to in this handbook are available in the VCAL student package or on the website www.wyndhamcec.org.au

Policies and Procedures are also available in hard copy form in the VCAL & Youth Manager's office at 4 Synnot Street, Werribee and at head office at 20 Synnot Street, Werribee.

Facilities

Students have access to a kitchen which has tea and coffee making facilities, a microwave and a refrigerator for lunch. Please ensure you clean up after you have finished using this facility. Students are required to keep classrooms clean and tidy also.

Photocopy & Telephone facilities

Facilities are available upon request from the VCAL Admin area at a nominal cost.

Wyndham CEC VCAL recipients of awards in 2017/2018:

The 2018 Wyndham Community and Education Inc. Anne Mitchell Scholarship:
Paige Neasey.

The 2018 Sandy Mein Scholarships were awarded to:
Jerome Katan, Shyanne Drake, Kristy Cagorska, Christina Martinez and Abel Berhane.

Western Chances Scholarship
In 2017, one Western Chances Scholarships was awarded to Jerome Katan undertaking VCAL at Wyndham CEC.

In 2018 we were also fortunate to receive grants, donations and/or support from the following:

WhiteLion– Outreach Youth Programs

Westjustice—Youth Lawyer Program

Federation University Australia—Dr Tim Harrison
The sociological imagination.

NOSH—WhiteLion

Breakfast items provided by *Let's Feed.*

Reconnect Program

Wyndham City Learning Festival

National Young Leaders Day

Wyndham City Youth Services

Western Bulldogs—CALD Play Program

Red Cross—Local Drug Action Team (LDAT) program

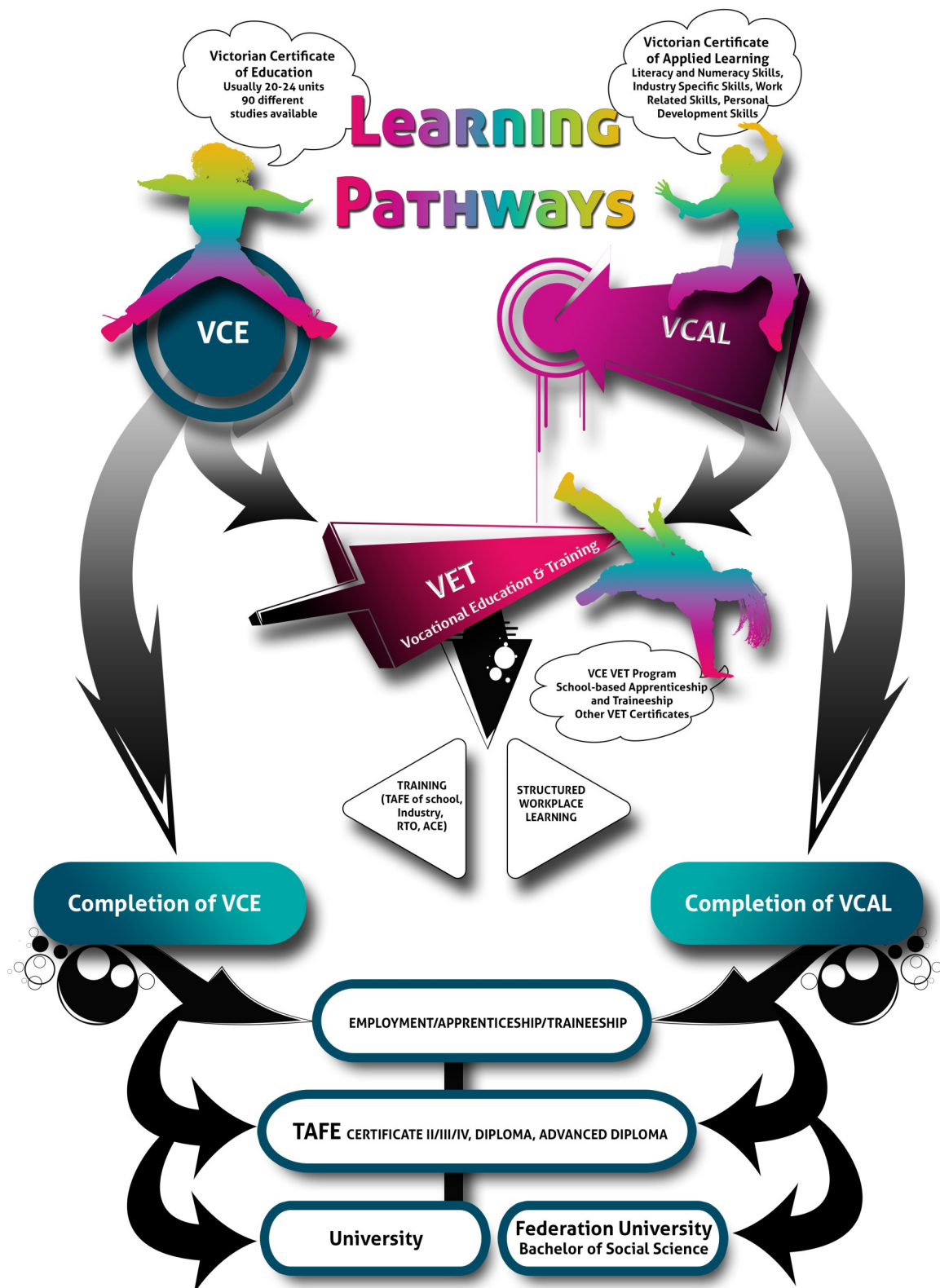
The Huddle—True North Program; Sport's Program; Social Cohesion Project.

Where to now?

Our 2018 students who successfully completed their VCAL went into : Employment; Traineeships or Apprenticeships; and VET courses at Certificate and Diploma levels. Wyndham CEC maintains a Destination Data Spreadsheet for all VCAL students.



“Wyndham Community & Education Centre is pretty damn great!” Max

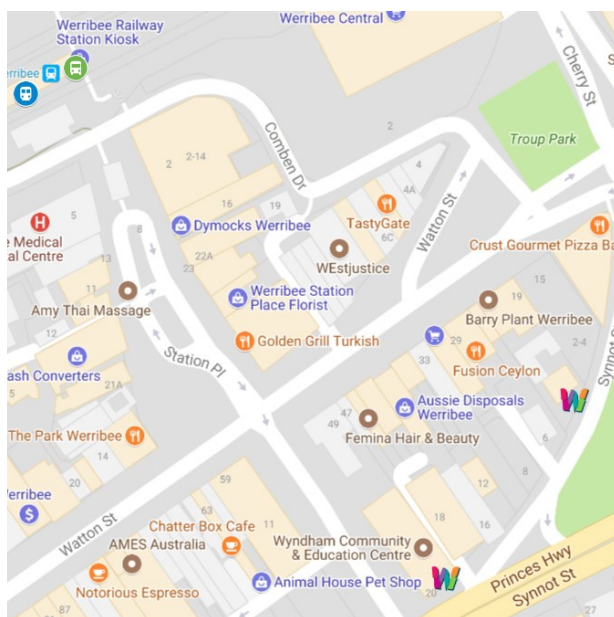


Head Office

Head office is located at

20 Synnot Street, Werribee 3030

Ph: 9742 4013 Fax: 9749 8400 Email: enquiries@wyndhamcec.org.au



Classes

The Wyndham Community and Education Centre VCAL Program is located at
4 Synnot Street, Werribee 3030.

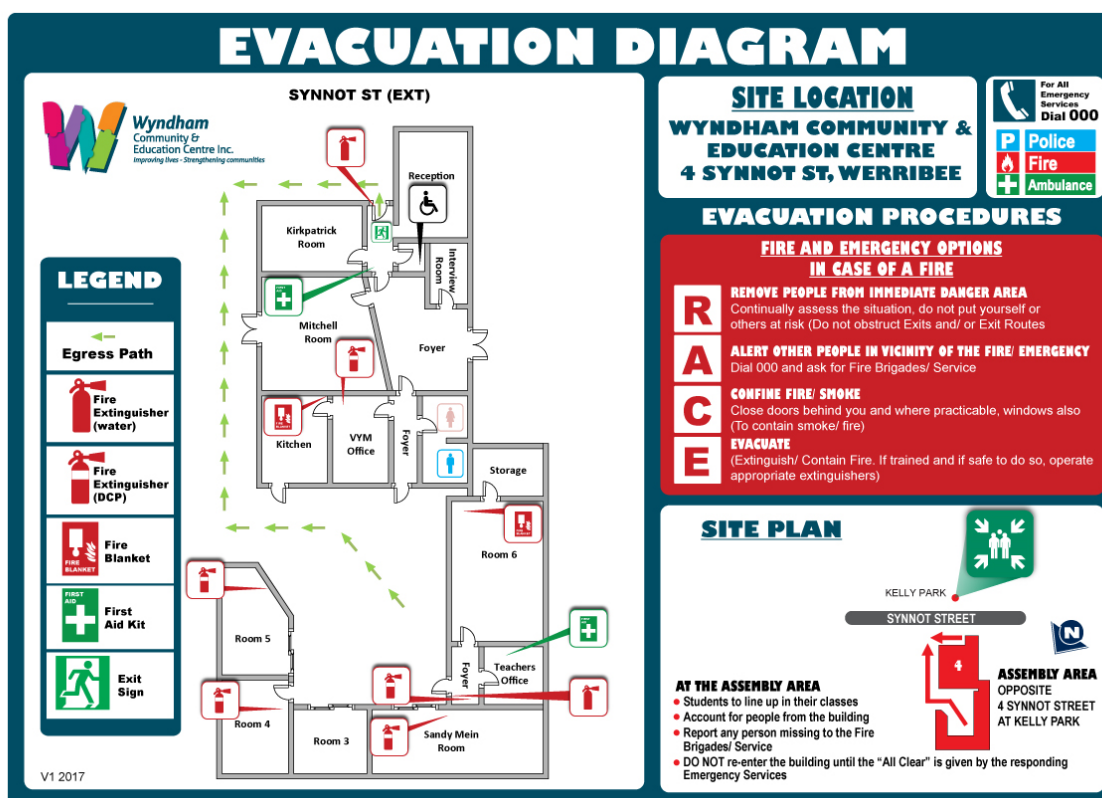
It is within walking distance of the Werribee train station, bus stop and WCEC's head office.

Evacuation procedures

In case of an emergency evacuation procedures are implemented. All students will undergo evacuation practices regularly. Each training room has an evacuation diagram prominently placed on the wall.

Wyndham CEC has an OH&S team that oversees all OH&S issues and evacuation practices. See Wyndham CEC's OH&S and Critical Incident & Emergency Management policies & procedures for more information.

Evacuation Plan – 4 Synnot Street



Important Dates

Term 1: 29 January to 5 April

Term 2: 23 April to 28 June

Term 3: 15 July to 20 September

Term 4: 7 October to 20 December

Wyndham CEC VCAL Students official end date: 6/12/19.

*** End date for individual students to be approved by the VCAL & Youth Manager.**

Date	Description	
2019 VCAL Important Administrative Dates for Wyndham CEC		
Tuesday 29 January	<p>Start of Term 1</p> <p>Start of school year for government schools</p> <p>& Wyndham CEC VCAL Students- Orientation Day.</p>	
Monday 25 February	<p>Initial enrolment</p> <p>Schools are required to finalise VCE Unit 3–4 enrolments by this date. Initial enrolment data is critical for VCE Units 3–4 because it is used:</p> <ul style="list-style-type: none"> to develop the 2019 VCE examination timetable for planning associated with the administration of the GAT and VCE external assessments to identify schools for the School-based Assessment Audit. <p>Schools are recommended to finalise the following data by this date:</p> <ul style="list-style-type: none"> VCE Units 1–2 VCAL Certificates and VCAL units VET Certificates and units of competency Registration of International Baccalaureate (IB) students (Year 11 and 12). <p>Schools may modify enrolment data after this date.</p>	<p>Administrative information: Schools and providers</p>
Friday 22 March	<p>VCAL quality assurances Sample Assessment Task Templates completed and forwarded to VCAL Liaison Teachers.</p>	<p>Qualifications: VCAL</p>
Friday 5 April	End of Term 1	
Tuesday 23 April	Start of Term 2	
Monday 6 May	<p>Last day for VCE Unit 3 and 4 and VCE VET scored Unit 3 and 4 units of competency enrolments</p> <p>This data must contain all 2019 VCE, VCAL and VET enrolment data that is known and available to schools. After this date, VASS will not allow schools to:</p> <ul style="list-style-type: none"> enter or withdraw enrolments for VCE Unit 3–4 sequences enter enrolments for units of competency for VCE VET scored Unit 3–4 sequences register IB students enter returning Interrupted Studies students. <p>Universities must enter Higher Education studies (HES) enrolments.</p> <p>Enrolments at this date will be used by DET to fund VET and DET-approved community VCAL</p>	<p>Administrative information: Schools and providers</p>

Date	Description	
2019 VCAL Important Administrative Dates for Wyndham CEC		
Friday 21 June	Last day for schools to flag students eligible for a VCAL at mid-year by running VCAL Midyear Reporting function on VASS.	Final results: Reporting to students
Friday 28 June	End of Term 2	
Monday 15 July	Start of Term 3	
Monday 22 July V	Last day for VCE Unit 4 or VCE VET scored Unit 3 and 4 units of competency withdrawal This data must contain all 2019 VCE, VCAL and VET enrolment data that is known and available to schools. After this date, VASS will not allow schools to withdraw students from VCE Unit 4 enrolments or units of competency for VCE VET scored Unit 3 and 4 sequences.	Administrative information: Schools and providers
Friday 16 August V	Last day for VET Assessment Plans This data must contain all 2019 VCE, VCAL and VET enrolment data that is known and available to schools. After this date VASS will not allow schools to modify Assessment Plans or RTO details for	Administrative information: Schools and providers
	Partnership details must be entered on VASS for VCE Unit 4 School-based Assessment.	
Friday 20 September	End of Term 3	
Monday 7 October	Start of Term 4	
Wednesday 23 October	Commencement of End of Year Satisfactory completion updates.	Qualifications: VCE Qualifications: VCAL
Monday 11 November V	Last day for VCE, VCAL and VET units of competency enrolment or withdrawal This is the final date to complete the entry of all VCE, VCAL and VET enrolments in 2019. After this date, VASS will not allow schools to enrol or withdraw students in: VCE Units 1 and 2 VCAL Units VET units of competency. Last day for VCE, VCAL and VET units of competency results and VCE VET tasks scores After this date VASS will not allow schools to enter: VCE unit results VCAL unit results VET units of competency results VCE VET coursework task scores. Last day to modify VCE VET Assessing groups selection on VASS	Administrative information: Schools and providers

Important Dates

Term 1: 29 January to 5 April

Term 2: 23 April to 28 June

Term 3: 15 July to 20 September

Term 4: 7 October to 20 December

Wyndham CEC VCAL Students official end date: 6/12/19.

*** End date for individual students to be approved by the VCAL & Youth Manager.**

Date	Description	
2019 VCAL Important Administrative Dates for Wyndham CEC		
Friday 22 November	Applications for Themed VCAL in 2020 close.	Qualifications: VCAL
Friday 29 November	Last day to amend student personal details and consents	Administrative information: Schools and providers
V	Final date to amend student addresses and emails. After this date no changes to student consents, addresses, emails or other student personal details for 2019 can be accepted.	
Friday 13 December	Results available to students. Final results available to schools. Summary results data from VCE external assessments available for teachers through the VCE External Assessment Results Service (see VASS).	Final results: Reporting to schools
Monday 16 December	Results package delivered to schools including: Statements of Results for students studying VCE Units 1 and 2 or VCAL Certificates for students who have successfully completed their VCE or VCAL VCE VET and VET/FE Statements of Results listing units of competency completed for students studying VCE Units 1 and 2 only and VCAL Statements of Results for students enrolled in at least one VCE Unit 3–4 sequence will be sent to each student's home address.	Final results: Reporting to students
Friday 20 December	End of Term 4 End of 2019 school year	



Notes:

We wish you the best in your VCAL program
and hope you enjoy your time at
Wyndham Community and Education Centre Inc.

Jennie Barrera CEO

Teresa Vizintin VCAL & Youth Manager
teresav@wyndhamcec.org.au

Our Contact Information

20 Synnot Street Werribee 3030
Ph. (03) 9742 4013
Fax. (03) 9749 8400
Email. enquiries@wyndhamcec.org.au
Web. www.wyndhamcec.org.au

Like us on Facebook
www.facebook.com/wyndhamcec.org.au

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Wyndham
Community &
Education Centre Inc.
Improving lives - Strengthening communities