



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



# 2023 Senior Secondary Programs Student and Parent Handbook

VICTORIAN CERTIFICATE OF EDUCATION VOCATIONAL MAJOR (VCE VM)

VICTORIAN PATHWAYS CERTIFICATE (VPC)

VICTORIAN CERTIFICATE OF APPLIED LEARNING - VCAL (Intermediate)

# CONTENTS

<b>Contact Details.....</b>	<b>6</b>
<b>2023 Student Term Dates.....</b>	<b>7</b>
<b>Message from our CEO.....</b>	<b>8</b>
<b>About Wyndham CEC.....</b>	<b>9</b>
<b>Vision.....</b>	<b>9</b>
<b>Mission.....</b>	<b>9</b>
<b>Values.....</b>	<b>9</b>
<b>Commitment to Australian Democratic Principles.....</b>	<b>10</b>
<b>Board of Governance.....</b>	<b>11</b>
<b>Statement of Purpose.....</b>	<b>11</b>
<b>Commitment to Child Safety.....</b>	<b>12</b>
<b>Child Safe Standards.....</b>	<b>13</b>
<b>Child Safety Officer.....</b>	<b>13</b>
<b>Enrolment information.....</b>	<b>14</b>
<b>Eligibility.....</b>	<b>14</b>
<b>Pre-Training Assessment.....</b>	<b>15</b>
<b>Enrolment Documents.....</b>	<b>15</b>
<b>Enrolment Documents cont. ....</b>	<b>16</b>
<b>Re-engagement Programs outside the mainstream school.....</b>	<b>17</b>
<b>Students Under-18.....</b>	<b>18</b>
<b>Wyndham CEC Staff Screening.....</b>	<b>18</b>

<b>Attendance.....</b>	<b>19</b>
<b>Absences .....</b>	<b>20</b>
<b>Alcohol and Drugs .....</b>	<b>20</b>
<b>Asthma, Anaphylaxis Allergies and Diabetes .....</b>	<b>20</b>
<b>Access to Student Records.....</b>	<b>21</b>
<b>Behaviour.....</b>	<b>22</b>
<b>Career Education - My Career Insights Program.....</b>	<b>23</b>
<b>Complaints and Appeals .....</b>	<b>23</b>
<b>Consent to Share Information .....</b>	<b>23</b>
<b>Contract for Participants .....</b>	<b>24</b>
<b>Computer, E-mail and Internet Usage Guidelines .....</b>	<b>24</b>
<b>Computer Use.....</b>	<b>24</b>
<b>Damage to Property.....</b>	<b>24</b>
<b>Electronic Devices .....</b>	<b>25</b>
<b>Excursions.....</b>	<b>25</b>
<b>Facilities .....</b>	<b>25</b>
<b>Fees and Charges.....</b>	<b>25</b>
<b>First Aid .....</b>	<b>25</b>
<b>Firearms or Weapons .....</b>	<b>26</b>
<b>Food and Drink .....</b>	<b>26</b>
<b>Harassment, Discrimination, Victimization and Anti-Bullying.....</b>	<b>26</b>
<b>Head Office: 20 Synnot Street .....</b>	<b>27</b>
<b>Health.....</b>	<b>27</b>
<b>Health and Safety .....</b>	<b>27</b>
<b>Hours of Operation, Break Times and Student Supervision.....</b>	<b>28</b>
<b>Illness.....</b>	<b>28</b>
<b>Mandatory Reporting &amp; Failure to Disclose or Protect .....</b>	<b>29</b>
<b>Marketing/Promotion Release Form - Individual Person .....</b>	<b>29</b>
<b>Materials and Amenities.....</b>	<b>29</b>
<b>Medical Conditions.....</b>	<b>29</b>
<b>Medical Conditions cont.....</b>	<b>30</b>
<b>Medication .....</b>	<b>30</b>
<b>Mobile Phones and Electronic Devices .....</b>	<b>30</b>

<b>Mobile Phones and Electronic Devices cont.....</b>	<b>31</b>
<b>Guidelines for the Use of Mobile Phones and Electronic Devices.....</b>	<b>31</b>
<b>Library.....</b>	<b>31</b>
<b>OHS Team.....</b>	<b>31</b>
<b>Parent and Teacher Communications .....</b>	<b>32</b>
<b>Pathways and Transitions.....</b>	<b>32</b>
<b>Pathways and Transitions cont.....</b>	<b>33</b>
<b>Permission to Leave Premises .....</b>	<b>33</b>
<b>Personal Property .....</b>	<b>33</b>
<b>Policies and Procedures/Codes.....</b>	<b>33</b>
<b>Practice Evacuation Drills/Lock Downs .....</b>	<b>33</b>
<b>Privacy.....</b>	<b>33</b>
<b>Privacy cont. ....</b>	<b>34</b>
<b>Respectful Relationships .....</b>	<b>34</b>
<b>Scheduled Timetable and Training Plan .....</b>	<b>34</b>
<b>Security Cameras .....</b>	<b>35</b>
<b>Smoking and Vaping .....</b>	<b>35</b>
<b>Special Consideration .....</b>	<b>35</b>
<b>Student Induction .....</b>	<b>35</b>
<b>Student Package/Resources.....</b>	<b>35</b>
<b>Student Free Days/School Terms and Public Holidays .....</b>	<b>35</b>
<b>Student ID Cards .....</b>	<b>36</b>
<b>Student Feedback .....</b>	<b>36</b>
<b>Student Support Services .....</b>	<b>36</b>
<b>SunSmart.....</b>	<b>37</b>
<b>Suspension and Expulsion .....</b>	<b>37</b>
<b>Unique Student Identifier .....</b>	<b>38</b>
<b>Vocational Education and Training (VET) Programs.....</b>	<b>38</b>
<b>VET Qualifications .....</b>	<b>38</b>
<b>Visitors.....</b>	<b>39</b>
<b>Workplace OHS Inspection and Risk Assessment .....</b>	<b>39</b>
<b>Yard Duty .....</b>	<b>39</b>
<b>ABOUT THE SENIOR SECONDARY PROGRAMS.....</b>	<b>40</b>

<b>Senior Secondary Certificate Reform:</b> .....	<b>41</b>
<b>New: VCE Vocational Major (VCE VM)</b> .....	<b>41</b>
<b>New: Victorian Pathways Certificate (VPC)</b> .....	<b>41</b>
<b>Content of Programs - An Introduction</b> .....	<b>42</b>
<b>Applied Learning</b> .....	<b>43</b>
<b>General Achievement Test (GAT)</b> .....	<b>44</b>
<b>Who Sits the GAT?</b> .....	<b>44</b>
<b>Section A Only</b> .....	<b>44</b>
<b>Entry Requirements</b> .....	<b>45</b>
<b>Curriculum and Assessment</b> .....	<b>45</b>
<b>Structure of the VCE VM</b> .....	<b>45</b>
<b>Structure of the VPC</b> .....	<b>45</b>
<b>Structure of the VCAL</b> .....	<b>45</b>
<b>Completing the VCE Vocational Major Certificate</b> .....	<b>46</b>
<b>Completing the Victorian Pathways Certificate</b> .....	<b>46</b>
<b>Completing the VCAL Intermediate Certificate</b> .....	<b>47</b>
<b>Pathways - VCE Vocational Major Certificate</b> .....	<b>48</b>
<b>Pathways - Victorian Pathways Certificate</b> .....	<b>48</b>
<b>Pathways - VCAL Intermediate Certificate</b> .....	<b>48</b>
<b>Credit and Recognition of Prior Learning</b> .....	<b>48</b>
<b>2023 VCAA Important Administrative Dates</b> .....	<b>49</b>
<b>2023 VCAA Important Administrative Dates cont.</b> .....	<b>50</b>
<b>2023 VCAA Important Administrative Dates cont.</b> .....	<b>51</b>
<b>2023 VCAA Important Administrative Dates cont.</b> .....	<b>52</b>
<b>2023 VCAA Important Administrative Dates cont.</b> .....	<b>53</b>
<b>2023 VCAA Important Administrative Dates cont.</b> .....	<b>54</b>
<b>2023 VCAA Important Administrative Dates cont.</b> .....	<b>55</b>
<b>Wyndham CEC VCAL recipients of awards in 2022</b> .....	<b>56</b>
<b>Partners</b> .....	<b>56</b>
<b>Congratulations to our 2022 VCAL students</b> .....	<b>56</b>
<b>Where to now?</b> .....	<b>57</b>
<b>Student Testimonials:</b> .....	<b>57</b>
<b>Evacuation procedures</b> .....	<b>58</b>

## Contact Details

<b>Wyndham Community and Education Centre Inc.</b>	(Wyndham CEC)
<b>Address: Senior Secondary Programs- Youth Education Site</b>	4 Synnot Street, Werribee Vic 3030
<b>Phone:</b>	9742 4013 (Press 2)
<b>Senior Secondary Programs Mobile:</b>	0444 520 390
<b>Reporting of absences:</b>	0444 520 390
<b>Senior Secondary Programs email address:</b>	seniorsecondary@wyndhamcec.org.au
<b>Website:</b>	www.wyndhamcec.org.au
<b>Senior Secondary Education Manager:</b>	Teresa Vizintin teresav@wyndhamcec.org.au 0449 055 096
<b>Hours of operation for Administration:</b>	8:30am to 4:30pm
<b>Hours for timetabled scheduled classes:</b>	9:00am to 3:30pm
<b>Yard duty supervision before start of scheduled timetabled classes:</b>	8:30am to 9:00am
<b>Yard duty supervision after scheduled timetabled classes:</b>	3:30pm to 3:45pm



## 2023 Student Term Dates

Period	Start Date	Finish Date	Length
<b>Term 1</b>	Monday 30 January	Thursday 6 April	10 weeks
<b>School Holidays</b>	Friday 7 April	Sunday 23 April	
<b>Term 2</b>	Monday 24 April	Friday 23 June	9 weeks
<b>School Holidays</b>	Saturday 24 June	Sunday 9 July	
<b>Term 3</b>	Monday 10 July	Friday 15 September	10 weeks
<b>School Holidays</b>	Saturday 16 September	Sunday 1 October	
<b>Term 4</b>	Monday 2 October	Friday 17 November	7 weeks



## Message from our CEO

Welcome to Wyndham Community and Education Centre Inc. or Wyndham CEC as we call it for short. I hope you 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 a 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. Wyndham CEC does not tolerate racism. 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. Knowledge about your program will ensure your time at Wyndham CEC is enjoyable and successful.

I wish you every success in your program.

**Dr Jennie Barrera**  
**CEO**



## About Wyndham CEC

Wyndham Community and Education Centre Inc. (Wyndham CEC) is an incorporated association and a registered charity with its head office in Werribee, in Melbourne's west. The organisation was established in 1974 and currently provides services to the communities of Wyndham, western Melbourne and Geelong.

Wyndham CEC has been a leader in education and community services for over 48 years. It is currently the largest ACFE funded Learn Local organisation in the Wyndham municipality. In 1997, Wyndham CEC became a Registered Training Organisation (RTO) and continues to operate as a Learn Local RTO alongside its extensive short course offerings. Wyndham CEC commenced delivery of specialist programs to disengaged youth over a decade ago and continues its status as a registered non-school senior secondary provider attained in 2008. In 2018, Wyndham CEC was named Victorian Community Provider of the year.

While Wyndham CEC delivers a number of programs and services to individuals across all ages and stages of life, it mainly services those between the ages of 15 to 65. In addition to education and training programs, Wyndham CEC offers quality community services, including a growing employment service. Programs and services are individually tailored and cater to a broad cross section of the community. Within the context of Wyndham CEC's Statement of Purpose, there is a strong emphasis to provide direct relief of poverty and services to the disadvantaged, youth, refugee and humanitarian entrants, and other new and emerging communities.

## Vision

Improving lives – strengthening communities. Wyndham CEC is committed to promoting a culture of gender equality and the value of a diverse workforce.

## Mission

Wyndham Community & Education Centre Incorporated will be a leader in educational, social, cultural and community services in Wyndham City and surrounds.

Our programs, services and activities will be responsive to community needs and provide opportunities for participation, inclusion and enhanced well-being.

## 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

## Commitment to Australian Democratic Principles

Australian society is defined, among other aspects, by a belief in elected Government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

The *Education and Reform Act 2006* requires all education providers to operate in a manner consistent with this set of Australian democratic principles.

In accordance with the Act, Wyndham Community and Education Centre (Wyndham CEC) delivers curriculum programs, learning and teaching in a manner that supports and promotes the principles and practice of Australian democracy. This includes 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 Senior Secondary Education 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. See Wyndham CEC's Governance Policy and Procedure.

Our last AGM was held in May 2022. Please contact the Secretary, on 9742 4013 or via [enquiries@wyndhamcec.org.au](mailto: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](http://www.wyndhamcec.org.au) under the home menu item.

***Wyndham CEC's Statement of purpose comes from its 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.

## Commitment to Child Safety

Wyndham CEC is committed to child safety and welcomes all children, young people and their families.

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 and young people so that their voices are heard about decisions that affect their lives.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

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 and managing risks early and removing or 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 because child safety is a shared responsibility. Every person involved in Wyndham CEC has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

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 those unable to live at home, for children with a disability, lesbian, gay, bisexual, transgender and intersex children and young people (LGBTQI) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at Wyndham CEC, and any instances identified will be addressed with appropriate consequences.

Wyndham CEC has specific policies, procedures and training in place that support the management team, staff and volunteers to achieve these commitments. We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

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

## 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 Safety and Wellbeing 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.

Wyndham CEC maintains a Child Safety Risk Register in compliance with Child Safe Standards.

### The Child Safe Standards are as follows:

- Standard 1: Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- Standard 4: Families and communities are informed, and involved in promoting child safety and wellbeing.
- Standard 5: Equity is upheld and diverse needs respected in policy and practice.
- Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practices.
- Standard 7: Processes for complaints and concerns are child focused.
- Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
- Standard 9: Physical and online environments promote safety and wellbeing whilst minimising the opportunity for children and young people to be harmed
- Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved
- Standard 11: Policies and procedures document how the organisation is safe for children and young people.

## 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 Werribee

Phone: 9742-4013 Email: [lesleyn@wyndhamcec.org.au](mailto:lesleyn@wyndhamcec.org.au)

## Enrolment information

Wyndham CEC's Senior Secondary Programs:

- VPC0000001 – Victorian Pathways Certificate (VPC) is a Senior Pathway Program or
- VCE0000001 – Victorian Certificate of Education Vocational Major (VCE VM) is a Senior Secondary Program.
- VCALINT001 – Victorian Certificate of Applied Learning (Intermediate) is a Senior Secondary Program.

You will be required to complete and submit an Expression of Interest form. A Pre-Training Assessment interview is also required prior to enrolment.

For further information, including to organise an appointment or tour, please contact the Senior

## Eligibility

Secondary Programs Administration Assistant on 9742 4013 (Press 2) or 0444 520 390. Students must be 15 years of age at the time of enrolment into the program. Students under 18 years of age, the parent/guardian or carer is required to attend, complete and sign the enrolment documentation.

Students who have exited mainstream school and are under 17 will be required to present a Department of Education (DE) Exemption prior to enrolment. It is the responsibility of the student's last mainstream school to complete a DET Exemption Form to meet the requirements within Ministerial Order 715. Please see Wyndham CEC's Senior Secondary Programs Selection, Enrolment, Induction & Delivery Policy & Procedure for more information about what happens at enrolment.

At times, DE mainstream schools (home school) refer and support the student in attending Wyndham CEC. The student will continue enrolment in their home school and attend Wyndham CEC for the delivery of their program. The DET home school and Wyndham CEC will enter into a DE VCE Vocational Major Contract and VPC contract.



## Pre-Training Assessment

All applicants must complete the following steps before enrolment can take place.

- Have an interview with the Senior Secondary Education Manager or delegate who will complete the requirements for the Senior Secondary Program including the Pre-Training Assessment Results and Recommendations form.
- Undertake the Core Skills Profile for Adults (CSPA) Language, Literacy and Numeracy (LLN) testing to ensure that the student is enrolled in the correct program.
- Bring the following original valid and current documents:
  - » Medicare card
  - » Australian or New Zealand Birth Certificate or
  - » Current Australian or New Zealand Passport
  - » Driver's licence or other form of photo ID
  - » School reports or VET certificates/statement of results.
  - » Formal confirmation of permanent residency granted by the Department of Home Affairs (or its successor) And the student's foreign passport or ImmiCard.

If successful, a student will receive a Letter of Offer to the Senior Secondary Programs at Wyndham CEC for the Senior Secondary Programs.

## Enrolment Documents

Students are required to complete Enrolment Documentation before they commence class. If the student is under-18, the parent/guardian is required to complete and sign the documents, including:

- Wyndham CEC's Enrolment Form
- Senior Secondary Programs Contract for Participants
- Senior Secondary Programs Computer, E-mail and Internet Usage Guidelines
- Local Area Excursion Form
- Vocational Education & Training (VET)/Industry Specific Skills
- My Career Insights
- Commitment to Child Safety Statement
- Permission to Leave the Premises of Wyndham CEC (under 18s)
- Marketing/Promotion Release Form-Individual Forms

## Enrolment Documents cont.

- Student Induction Checklist
- Senior Secondary Consent to Share Information Form
- VCAA VASS VCE/VPC/VCAL Student Personal Details and Declarations Form
- Student Assessment Declaration
- Unique Student Identifier (USI) form
- Skills First Program–Evidence of Eligibility and Student Declaration Form
- Pre-training Review Skills First Checklist
- Statement of Fees
- Training plan
- Scheduled timetable
- General Information for Students/Student Support Services
- USI- Student Quick Guide information sheet
- Privacy and Your Rights trifold
- Senior Secondary program student package Checklist
- Confirmation that all Wyndham CEC’s Policies and Procedures are available on the Wyndham CEC website - <https://wyndhamcec.org.au/>
- Confirmation that Senior Secondary programs student pack received on USB.

In addition, Wyndham CEC needs to see that the following have been received:

- Child Safety and Wellbeing (including Statement of Commitment) Policy and Procedure
- Complaints & Appeals Policy and Procedure
- Concessions, Fees, Charges and Refunds Policy and Procedure
- Privacy Policy and Procedure (students and clients)
- Commitment to Child Safety Statement
- Senior Secondary programs Handbook for Students and Parents
- Commitment to Child Safety Statement
- Senior Secondary programs Handbook for Students and Parents



## Re-engagement Programs outside the mainstream school

### **A partnership between Government Schools and Wyndham CEC**

#### **Department of Education VCE Vocational Major Contract and VPC Contract**

It is required that the home school completes a Wyndham CEC referral form for Senior secondary reengagement programs catering to young people aged 15 to 20 years inclusive. The programs are registered with the VRQA as a senior secondary re-engagement program and authorised by the VCAA to deliver the Victorian Certificate of Education Vocational Major (VCE VM), Victorian Pathways Certificate (VPC) and Victorian Certificate of Applied Learning (Intermediate).

A Department of Education (DE) VCE Vocational Major Contract and VPC Contract between the government home school and Wyndham CEC is in place.

Students enrolled in the DE VCE Vocational Major Contract and VPC Contract remain enrolled in the secondary school (the home school) but attend Wyndham CEC to complete their reengagement program in either the VCE Vocational Major or VPC. In this case the school pays a percentage of the student's tuition fee. Wyndham CEC has a signed DE VCE Vocational Major Contract and VPC Contract with the home school for all students enrolled in the VCE Vocational Major and the VPC.

- The program/s for students on the DE VCE Vocational Major Contract and VPC Contract 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.
- The students on the DE VCE Vocational Major Contract and VPC Contract must be referred by the home school they are enrolled in.
- The program/s for students on the DE VCE Vocational Major Contract and VPC Contract is delivered in a community setting at Wyndham CEC.

## 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 Senior Secondary Programs (under-18) Policy and Procedure*.

## Wyndham CEC Staff Screening

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) Clearance. Wyndham CEC has in place the *National Police check/ Working with Children Check/VIT Registration Policy and Procedure*.



Management also maintains a staff database which contains information that includes date of expiry of VIT and/or WWC Check together with an Under 18's register.

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

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

## Attendance

Wyndham CEC expects students to attend all scheduled timetabled classes so that teaching and learning opportunities are maximised to ensure satisfactory completion of all assessments. Students must be punctual to all timetabled classes and contact Wyndham CEC if they are late or are unable to attend. Absences and lateness have implications on learning and on assessment. Attendance is expected to meet a minimum of 80% with a commitment working towards increasing attendance rates to 90%-100%.

Students who arrive late to class will be required to sign the Senior Secondary Programs Late Arrival/Early Leaving Book located in the Administration office. The student will be given a Senior Secondary Programs Attendance Slip by the Administration Assistant or Senior Secondary Education Programs Manager to present to their teacher. The time of arrival will be entered onto the student attendance roll.

Students leaving early from a timetabled class will need a valid reason to do so and will need to have a Senior Secondary Programs Attendance Slip completed by their teacher to present to the Administration Assistant or Senior Secondary Education Programs Manager. The student will sign out in the Senior Secondary Programs Late Arrival/Early Leaving Book located in the Administration office. Students with appointments such as doctor, dentist or Centrelink will need evidence of such.

A Medical Certificate or Certificate of Presentation must be presented to the Senior Secondary Education Manager upon return to scheduled classes.

Students under-18 will need signed parental/guardian permission.

Students are to be punctual to school and to class. Appointments are expected to take place out of scheduled timetabled hours. If this is not possible, advance notice is required by a parent/guardian via written note/email/text/phone call.

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. It is expected that these devices will be put away in the student's bag or in the locker provided.

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 Wyndham CEC'S: *Senior Secondary Programs Attendance Policy & Procedure* in the student package for more information.

## Absences

If a student is absent from their scheduled classes, the student/parent/guardian must contact the Senior Secondary Programs Administration Office to inform them of the absence. Contact may occur by phone, email or text.

- 0444 520 390
- 9742 4013 (press 2)
- [seniorsecondary@wyndhamcec.org.au](mailto:seniorsecondary@wyndhamcec.org.au)

For an absence of more than one day, a medical certificate is required.

Parents/guardians of students will be notified of any unexplained absences or lateness. It is expected that students, parents and guardians respond.

## Alcohol and Drugs

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

Consumption of alcohol is not permitted at Wyndham CEC or any Wyndham CEC event.

Consequences for the use of alcohol or drugs at Wyndham CEC or attending Wyndham CEC under the influence of alcohol or drugs, will be determined by the CEO or Senior Secondary Education Manager and may lead to a student being suspended or exited from Wyndham CEC.

Students who attend Wyndham CEC with the appearance of recently consuming alcohol or drugs will have their parent/guardian called to collect them and be sent home.

## Asthma, Anaphylaxis Allergies and Diabetes

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.

The signed medical plan must be presented to the Senior Secondary Education Manager before the student commences 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*
- *Diabetes Policy & Procedure*
- *Student Well-being & Duty of Care Policy & Procedure*

## Access to Student Records

Students may access their student records at any time by completing a Request to View Own File form and lodging it with the Senior Secondary Education Manager. Wyndham CEC will ensure that students have timely access to current and accurate records of their participation and progress as per element 2.6 of standard 2 of the AQTF Essential Conditions and Standards for continuing registration. Students are informed at enrolment and / or induction about how to access their own records. This information is also documented in the General Information for Students sheet available on the website and distributed at the time of enrolment.

Students are able to access their records in the following way:

- The student must complete a Request to View Own File form.
- The request will be reviewed by the Senior Secondary Education Manager to ensure that privacy of other students or staff will not be compromised.
- The student will have timely access to current and accurate records once the above step is considered.
- The Senior Secondary Education Manager will arrange for viewing of the file.

Parents/guardians of students will receive written reports on the progress of their students. However, students in Senior Secondary programs can access their record on VASS anytime during the course by making a request to the Senior Secondary Education Manager. A student's access to their Senior Secondary program record following completion of the course is at the discretion of the CEO. Wyndham CEC will not provide parents or guardians of students with access to these records unless the student provides written permission to authorise Wyndham CEC to do so.

See Wyndham CEC's: *Record Management and Record Keeping Policy and Procedure*.

## Behaviour

Students are not to engage in behaviour, that threatens or causes damage to the physical or emotional welfare of any members of the Wyndham CEC community. Violence, offensive comments, racism, 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, Victimization 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*
- *Senior Secondary Programs Discipline Policy & Procedure.*

All students have a right to learn in a safe and protected environment. Students are required to demonstrate 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's OH&S Policy & Procedure and Student Code of Conduct contained in the student package.

## Career Education - My Career Insights Program

My Career Insights is a program that is available for all 15 years and over students in government specialist schools and alternative settings. The program is designed to support students make more informed and confident choices for their future to facilitate career and transition decisions, including:

- learning about what skills and abilities they could bring to a job
- find out about what jobs match their abilities, interests and personality, and the subjects they need for those jobs

As part of the program, the student will:

- complete a series of online questions and quizzes (on the Morrisby Profile website) at school
- receive a Morrisby Profile Report showing the results from the questions and quizzes, and possible jobs that match their abilities, interests and personality have a 30-minute meeting with an accredited career advisor, who will explain the report to the student.

Wyndham CEC continually works with students in reference to Career Pathways and transitions.

## 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 complaints and appeals policy and procedure is included in your student package. See Wyndham CEC's *Complaints and Appeals Policy and Procedure*.

## Consent to Share Information

Wyndham CEC acquires written permission from the student including the parent and guardian for those students under 18 to share information. This may be updated at any time with the Senior Secondary Education Manager. See Wyndham CEC's *Requests for Information about students (under 18) Policy and Procedure*.

## Contract for Participants

The contract is designed to help make the student's participation in the Senior Secondary Programs as effective as possible. This contract is guided by the following principles:

- Respect
- Integrity
- Commitment
- Inclusion
- Responsiveness.

At enrolment the student including the parent or guardian, for those students under-18 will sign a *Senior Secondary Programs Contract for Participants* document.

## Computer, E-mail and Internet Usage Guidelines

Wyndham CEC set out the guidelines for acceptable use of the organisation's computer network, including internet and email by students. This includes the mobile phone, tablet and laptop devices.

At enrolment the student including the parent and guardian, for those students under 18, will sign a Computer, E-mail and Internet Usage Guidelines form. This user agreement outlines standards of behaviour when using various form of technology, this includes:

- Internet
- Wireless networks
- Mobile phones
- Computers
- Other communication mediums.

See Wyndham CEC's *Computers, Internet and E-mail Policy and Procedure*.

## Computer Use

Wyndham CEC provides a Computer for each student.

Computers are to be used for educational, job seeking and training purposes only. Wyndham CEC's network is not to be used for personal use such as entertainment. Use of the network is a privilege, not a right.

## Damage to Property

Vandalism or any damage to property will not be tolerated. There may be a requirement for the student to pay for any repairs.



## Electronic Devices

Students should not bring their own devices to Wyndham CEC such as computers, laptops, iPads.

Wyndham CEC accepts no responsibility for replacing lost, stolen or damaged electronic devices.

## Excursions

Supervised excursions are part of the educational curriculum and will be related to the VCE programs. Senior Secondary Programs Students are expected to attend all excursions and participate in any activities associated with the excursion. Excursion forms are handed out to students in regard to guidelines and purpose of the excursion including educational objectives. These forms must be signed and returned before departure of each excursion. Wyndham CEC obtains written consents from students/parents/guardians for excursions who are given the opportunity to provide consent. This enables sufficient information about the excursion to make an informed decision. See Wyndham CEC's *Excursion Policy and Procedure*.

*Local Area Excursion Forms* are completed at Enrolment. See Wyndham CEC's *Excursions Policy and Procedure*.

## Facilities

Students have access to a kitchen which has tea and coffee making facilities, a microwave and a refrigerator for lunch. A washing machine and dryer is also available. Please ensure you clean up after you have finished using this facility. Students are required to keep classrooms clean and tidy also. Wyndham CEC also has an extensive library of books, games, videos that students can borrow.

## Fees and Charges

Wyndham CEC has set Fees for the Senior Secondary Programs. The fees are reflected on the Wyndham CEC Statement of Fees form which requires the student signature. This is discussed at the Pre-Training Assessment. Using the information on the Statement of Fees form an invoice is produced and given to the student after enrolment. Fees are payable at this time. See Wyndham CEC's *Concessions, Fees, Charges and Refunds Policy and Procedure*.

## First Aid

Wyndham CEC has a Senior First Aid Officer together with other trained First Aid Officers who are available as required. A First Aid room and First Aid kits are available at all sites including First Aid Kits for excursions. See: Wyndham CEC's *Accident and First Aid Policy and Procedure*.

## Firearms or Weapons

Under NO CIRCUMSTANCES are firearms or weapons permitted to be brought onto Wyndham CEC sites. If any student is found to be in the possession of either, the student will be subject to disciplinary action, which may result in the immediate termination of enrolment. Cases could also require the matter to be referred to local authorities.

## Food and Drink

Break times are for food and drink. Food is not to be brought into classroom sessions. A bottle of water is welcome to sit on the student's desk but must be away from technology.

## Harassment, Discrimination, Victimisation and Anti-Bullying

All staff, volunteers, students and clients have the right to an atmosphere free of discrimination, harassment, victimisation and bullying including cyberbullying, and also have the responsibility to help prevent it.

Wyndham CEC follows a zero tolerance for harassment, discrimination, victimisation and bullying, including cyberbullying, at Wyndham CEC and students engaging in this behaviour may be exited from the program.

If a student is experiencing any harassment, discrimination, victimisation and bullying, including cyberbullying, issues, they should contact their teacher, Student Wellbeing or the Senior Secondary Education Manager. See Wyndham CEC's *Harassment, Discrimination, Victimisation and Anti-Bullying Policy & Procedure*.



## Head Office: 20 Synnot Street

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



## Health

At enrolment, if a health care need is identified, a clear plan to support the student's need will be developed with the Senior Secondary Education Manager. See Wyndham CEC's Health Policy and Procedure.

## Health and Safety

At enrolment, you will be asked to provide us with emergency contact details and any medical conditions or special needs you may have. This is done for your personal safety only. The information you provide will be treated with the strictest confidence. The Senior Secondary Education Manager, your Teacher and the Senior Secondary Administration will have access to the information.

## Hours of Operation, Break Times and Student Supervision

Wyndham CEC staff are not in attendance outside the opening and closing hours. Hours of operation for classes are 9:00am to 3:30pm. Hours of operation for Administration: 8:30am to 4:30pm.

Wyndham CEC will provide supervision from 30 minutes prior to the first class beginning at 9:00am and 15 minutes after the last class ending at 3:30pm. Staff will supervise within the premises of 4 Synnot Street and Kelly Park.

A staff member is rostered daily to supervise during break times.

Break times:

- First break - 10:15am to 10:30am
- Lunch break - 11:55am to 12:35pm
- Last break - 1:55pm to 2:10pm

If any student under-18 years of age is to leave the premises of 4 Synnot St before their scheduled end of class time or during break times, Wyndham CEC must be provided with a signed letter, text or email of consent. This consent acknowledge that they are allowing their child or dependent to leave Wyndham CEC without supervision and the student is no longer under Wyndham CEC's duty of care. Students over-18 must discuss their need to leave Wyndham CEC with a staff member prior to leaving. They are required to provide a signed letter, text or

## Illness

email to the Senior Secondary Programs Manager or delegate. Students are not to travel in the cars of other students during scheduled timetabled hours. Absences that are unexplained from scheduled timetabled sessions will impact on overall attendance.

Students who become unwell during class or during the day must inform their teacher or the Senior Secondary Education Programs 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.

If a student is unwell, they are strongly encouraged to stay home and notify Senior Secondary Programs of absence. See: Absences.

## Mandatory Reporting & Failure to Disclose or Protect

Wyndham CEC ensures that all staff are informed of their obligations to protect children and young people from child abuse and harm. Staff and volunteers have reporting obligations under the Child Wellbeing and Safety legislation if they form a belief on reasonable grounds that a child or young person is in need of protection. A staff member may form a belief on reasonable grounds that a child or young person is in need of protection after becoming aware that a child or young person's health, safety or wellbeing is at risk and the child's or young person's parents are unwilling or unable to protect the child or young person. See Wyndham CEC's *Mandatory Reporting & Failure to Disclose or Protect Policy and Procedure*.

## Marketing/Promotion Release Form - Individual Person

At times, Wyndham CEC may take photos, make videos or develop various marketing campaigns for use in promotional activities.

Wyndham CEC has a consistent approach to the marketing and promotion of Wyndham Community and Education Centre Inc. across service units, whilst meeting regulatory requirements.

See Wyndham CEC's *Marketing and Promotions Policy and Procedure*.

At enrolment, the student or the parent and guardian, for those students under-18, will sign a *Marketing/Promotion Release Form - Individual Persons*.

## Materials and Amenities

Stationery, learning materials and workbooks are provided to all students with a small materials and amenities fee. This is discussed at enrolment and reflected on the Statement of Fees Form. This is reflected on an invoice issued at enrolment.

## Medical Conditions

Wyndham CEC has thorough procedures for collecting medical information. These will be discussed at the Pre-Training Assessment/enrolment interview. All students and/or their parent/guardian are required to complete a medical information form to ensure that all staff are aware of any pre-existing medical condition. A medical register is kept by Wyndham CEC listing all students with serious or life-threatening conditions.

Students with Asthma, Anaphylaxis, life threatening allergies/conditions, Epilepsy or Diabetes will need a medical management plan signed by a doctor prior to commencing in the Senior Secondary Program. They will also need to keep medication on them at all times. For Asthma see Wyndham CEC's *Asthma Policy and Procedure*. For Diabetes see Wyndham CEC's *Diabetes Management Policy and Procedure*. Wyndham CEC follows Ministerial Order No. 706, in relation to Anaphylaxis management. See Wyndham CEC's *Anaphylaxis Management Policy and Procedure*.

## Medical Conditions cont.

If you access mental health professionals, a confidential discussion with the Senior Secondary Education Manager or delegate can be arranged. This information will assist staff on how to manage your situation with the best learning options for you.

## 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. A Wyndham CEC medication authority is required.

For students with Anaphylaxis, Asthma, Allergies or Diabetes Wyndham CEC follows the relevant Anaphylaxis, Asthma & Diabetes Management 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 Senior Secondary Programs 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 Senior Secondary program, the following guidelines and expectations of students apply. See the *Student Code of Conduct* together with the policies & procedures in the student package.

## Mobile Phones and Electronic Devices

Mobile phones and other electronic devices may only be used during class time with permission from their teacher.

The widespread ownership of mobile phones, iPod/MP3 players, laptops and iPads (and other electronic devices such as cameras and video cameras) amongst young people requires that teachers, students and parents take steps to ensure that electronic equipment is used responsibly.

This is to ensure that potential issues involving mobile phones, iPod/MP3 players, laptops and iPads can be clearly identified, ensuring the benefits that such equipment provides (such as increased safety) can continue to be enjoyed by our students.

## Mobile Phones and Electronic Devices cont.

Wyndham CEC accepts no responsibility for replacing lost, stolen or damaged mobile phones and other electronic devices.

Parents are reminded that in cases of emergency, the Senior Secondary Administration office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

## Guidelines for the Use of Mobile Phones and Electronic Devices

Any student with a mobile phone is to leave it switched off, or on silent, for the duration of each class and it is not to be used unless the student has been given permission to do so.

Taking photos or filming of students without consent is strictly forbidden. This is viewed as a serious breach of an individual's privacy. Students who have taken photos and videos at school without permission and then transmitted the photo or video to other electronic media such as the internet will have placed their enrolment at Wyndham CEC in jeopardy.

It is a criminal offence to use a mobile phone or other electronic device to menace, harass or offend another person (eg. cyber bullying).

It is strictly forbidden to record visual images or audio in the classroom without teacher consent.

Students are responsible for their portable technologies at all times and should keep them safe.

## Library

Wyndham CEC has a library containing a collection of books and materials that are accessible for students to borrow.

## OHS Team

Wyndham CEC is committed to providing a safe workplace and environment for its employees, students, volunteers, Board of Governance and users of programs and services. All staff and students are encouraged to report any OHS issues immediately.

Wyndham CEC has an OH&S Team who meet regularly. See Wyndham CEC's Occupational Health and Safety Policy and Procedure and Critical Incident and Emergency Management Policy and Procedure.

## Parent and Teacher Communications

Parents/guardians who wish to contact their student or Wyndham CEC staff members, need to contact the Senior Secondary Programs Administration office on 9742 4013 (press 2) or 0444 520 390.

Parents/guardians are encouraged to contact the Senior Secondary Education Manager if they have any queries about the program or concerns about the 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/Guardian/Teacher/Student Interview sessions will be held each year. Parents/Guardians are able to receive verbal reports throughout the year, as assessment is ongoing.

## Pathways and Transitions

Student pathways and transitions focus on the levels of participation in education and training, and the provision of programs, support and advice to students regarding appropriate pathways and transitions to further education, training and employment and make more informed career and pathway decisions to prepare them for life beyond the Senior Secondary Programs. The Senior Secondary Education Manager and Senior Secondary Staff ensure that career pathway programs are developed and implemented for every student who attends a Senior Secondary Program at Wyndham CEC.

Wyndham CEC collects data annually on student completion rates and student outcomes related to their Senior Secondary Programs. See Wyndham CEC's Senior Secondary Programs Pathways and Transitions Policy and Procedure.

When the student completes their Senior Secondary Program they will have practical work-related experience and a qualification or units of competency that are recognised by TAFE institutes and employers.

This helps the student move from their Senior Secondary Program into work, an apprenticeship or traineeship and/or further training at TAFE. If the student starts studying for the VPC and successfully completes it, the student may consider going on to complete the VCE VM.

The student may also choose to complete a pre-apprenticeship or apprenticeship to gain skills and knowledge while working in their chosen industry.

The student can also reconsider your options and decide university is the right choice for them and transfer to the VCE.

Entry straight from the Senior Secondary Program is not the only pathway into university.

Some people study a vocational education and training course at TAFE while working, leading to a



## Pathways and Transitions cont.

Diploma and then progress to a degree at university. This also is an option for students.

Successful transition into further education and training or employment will be facilitated through the delivery of career education, development of a Career Action Plan and ongoing support. The Senior Secondary Education Manager is available to discuss and support students transitioning from Senior Secondary Programs following the completion of the student's education program.

This includes assisting students to apply for further education courses through direct entry or through the Victorian Tertiary Admissions Centre (VTAC).

## Permission to Leave Premises

Students at times need or want to leave the Wyndham CEC during break times to buy lunch, visit Centrelink or for other appointments. At enrolment, the student including the parent and guardian, for those students under 18, will sign a Permission to Leave Premises Form.

## Personal Property

Students are responsible for taking care of any personal property they bring to school. The school cannot guarantee the safety of any personal property that is left at the school. Valuable items should be left at home.

## Policies and Procedures/Codes

Wyndham CEC's Policies and Procedures/Codes can be accessed:

- on Wyndham CEC's website: <https://wyndhamcec.org.au/>
- with assistance from the Senior Secondary Education Manager.

## Practice Evacuation Drills/Lock Downs

Wyndham CEC has a schedule of practice Evacuations and Lockdowns that are undertaken over the year. The purpose of conducting evacuation drills and lockdowns is to assist personnel and students to know their roles and responsibilities in an emergency in accordance with the workplace plans and procedures.

## Privacy

Wyndham CEC strives to maintain a balance between the need to collect and use your personal information to deliver effective services and the need to protect the privacy of your information.

Wyndham CEC will provide students/clients with a Privacy Policy and Procedure (students/clients) together with a Wyndham CEC Privacy and Your Rights trifold informing them about the ways their

## Privacy cont.

personal information will be collected, used, disclosed and managed when they enrol.

The privacy notice is incorporated into the student enrolment form for students enrolling or re-enrolling in an education or training course. See Wyndham CEC's Privacy Policy and Procedure (students/clients).

## Respectful Relationships

Respectful Relationships (RR) is a Victorian initiative to help young people deal with a range of challenges they may face in life. Respectful Relationships promotes equality and helps young people learn how to build healthy relationships. The initiative prepares students to face challenges by developing problem-solving skills and building resilience and confidence.

Family violence has a devastating impact on our community and affects people from all walks of life. See: Wyndham CEC's *Responding to Family Violence Policy and Procedure*.

Scheduled timetables may change term by term or during the term. The student, parent/guardian

## Scheduled Timetable and Training Plan

will be notified of any changes by email and text together with a soft copy of the timetable. A hard copy of the updated scheduled timetable will be distributed to the student.

Please check the most recent timetable is being adhered to. Students are given their scheduled timetable together with their training plan at Enrolment.

	8:30am-9:00am	Yard Duty-Teacher supervision
<b>Morning session</b>	9:00am - 10:15am	Class
<b>Morning break</b>	10:15am - 10:30am	Yard Duty-Teacher supervision
<b>Morning session</b>	10:30am- 11:55am	Class
<b>Lunch break</b>	11:55am-12:35pm	Yard Duty-Teacher supervision
<b>Afternoon session</b>	12:35pm-1:55pm	Class
<b>Afternoon break</b>	1:55pm-2:10pm	Yard Duty-Teacher supervision
<b>Afternoon session</b>	2:10pm-3:30pm	Class
	3:30pm-3:45pm	Yard Duty-Teacher supervision
<b>Support session</b>	3:30pm-4:30pm	

## Security Cameras

Wyndham CEC has Security Cameras throughout the premises. Clear signage is displayed throughout the venue to inform all.

## Smoking and Vaping

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

## 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 Wyndham CEC's *Special Consideration Policy and Procedure* or the Senior Secondary Education Manager for more information.

## Student Induction

Within the first week of class commencement students will undertake a Student Induction. A Student induction checklist is completed and signed by the student including the parent and guardian, for those students under-18.

## Student Package/Resources

At enrolment students receive a Senior Secondary Programs Student Package on USB. The checklist clearly states the information within the Student Package.

This information relates to their enrolled program, VCAA information, Wyndham CEC Policies and Procedures, enrolment documents and training plan.

## Student Free Days/School Terms and Public Holidays

Students enrolled in Senior Secondary Programs at Wyndham CEC will be notified, together with the parent/guardian, by email and text if there is a Student Free Day.

Wyndham CEC Senior Secondary Education programs operate similar to the published Department of Education Victorian Gazette term dates for the year. The dates are confirmed within the Letter of Offer given to each student at enrolment and on each student's training plan.

The premises is closed on all Victorian Public Holidays.

## Student ID Cards

At enrolment students are issued with a Wyndham CEC Senior Secondary Programs Photo ID Card. See Wyndham CEC's *Student ID Card for Senior Secondary Programs Policy and Procedure*.

## Student Feedback

All Wyndham CEC students are provided with an opportunity to provide feedback about the VCE Senior Secondary Programs at any stage of the program and by invitation to a roundtable feedback session. Parents/guardians are also given the opportunity for feedback and are surveyed at Parent/Guardian/Teacher/Student 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.



## Student Support Services

Wyndham CEC believes that support for young people in the Senior Secondary Education Programs is critical to their success in the Senior Secondary Programs. Wyndham CEC works across the organisation and with a number of partner agencies to provide support for students in the Senior Secondary programs. The Senior Secondary Education Manager uses a Youth Support Directory to refer students to support services as required. Students at Wyndham CEC have access to a team of Youth Workers, Youth Lawyer and Student Wellbeing Officer onsite, together with the use of a dedicated Youth Support Services Directory to assist with referrals to specialised support services.

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 Wyndham CEC's *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.

## SunSmart

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. Sunscreen is available to all students.

## Suspension and Expulsion

Wyndham Community and Education Centre Inc. (Wyndham CEC) has a duty of care to ensure a safe, secure and supportive environment for all students and staff. Wyndham CEC strives to provide a safe, supportive and positive learning and working environment across the organisation, including for affiliated support services working with young people. To provide such an environment, all students have a responsibility to act in a manner that is respectful towards staff, other students and members of the broader Wyndham CEC community. As well as duty of care obligations, Wyndham CEC has OH&S obligations, as well as obligations under the Charter of Human Rights. Wyndham CEC's policies and procedures assist staff to ensure these obligations are met and help to manage any associated risks and deal with behaviour issues in a fair and transparent manner.

**Suspensions:** A student may be excluded from Wyndham CEC in situations where other measures have been implemented without success or where an immediate suspension is the only appropriate course of action in response to a student's behaviour.

Suspension will only be used when other measures have not produced a satisfactory outcome or where the safety of the student, or another student, is impacted.

**Expulsions/Exits:** Wyndham CEC's CEO has the authority to exit a student from a Senior Secondary programs. This applies to students enrolled directly with Wyndham CEC. Students on a DE VCE Vocational Major Contract and VPC Contract, will require discussion and guidance from the enrolling home school before a student can be exited.

A student may be excluded from Wyndham CEC in situations where other measures have been implemented without success or where an immediate suspension is the only appropriate course of action in response to a student's behaviour.

Exiting a student from a Senior Secondary program should be a last resort. Other disciplinary measures, interventions, supports and options need to have been exhausted. See Wyndham CEC's *Senior Secondary Programs Suspension and Expulsion Policy and Procedure*.

## Unique Student Identifier

All students doing nationally recognised training need to have a Unique Student Identifier (USI). A student's USI gives them access to an online record of the training they have done since 1 January 2015. A student cannot receive their qualification or statement of attainment without a USI.

If the student does not have a USI, Wyndham CEC will support the student to create one. This is discussed at enrolment. The Australian Government USI- Student Quick Guide is given to each student at enrolment. See Wyndham CEC's Unique Student Identifier (USI) Procedure.

## Vocational Education and Training (VET) Programs

Recognition of Vocational Education and Training (VET) within the VPC and VCE VM ensures that students who complete all or part of a nationally recognised VET qualification may receive credit towards satisfactory completion of their certificate. Students would typically undertake training at Certificate II or III level.

## VET Qualifications

Students in the VM must engage in VET qualifications. For student in the VPC they may engage in VET qualifications.

Students may select from the following options:

1. Undertake a VET Qualification with Wyndham Community and Education Centre
2. Undertake a VET Qualification with a TAFE or Registered Training Organisation or through the WynBay LLEN.
3. Undertake a School Based Apprenticeship/Traineeship VET courses are designed to provide you with practical and theoretical experience for future employment. Prior to selecting a VET course, the student should carefully consider fields of employment that interest them in order that their VET studies are relevant to their employment goals. (in consultation with your parents/guardians and the Senior Secondary Education Manager) to research the student's VET options, identify VET options, identify a course that suits your needs and interests.

## Visitors

All visitors must report to the front Administration office. Students should not invite friends/relatives to visit them on the premises of Wyndham CEC nor during scheduled breaks without the permission of the Senior Secondary Education Programs Manager or her representative.

All visitors must sign in and out into the sign in/out book located in the Administration Office. Visitors will only be permitted on the 4 Synnot St premises if approved by the Senior Secondary Education Manager or CEO. See Wyndham CEC's *Procedure for dealing with Visitors to Wyndham CEC venues*.

## Workplace OHS Inspection and Risk Assessment

Wyndham CEC maintains regular OHS Inspections and Risk Assessments of the venue. These are documented. This is an essential element of risk management in the workplace. These inspections help prevent work related injury and illnesses and assist in complying with the work and health and safety legislation. OHS inspections identify and report potential hazards that could be removed or avoided and allow for effective risk management. Wyndham CEC maintains a *Risk Management Plan*.

See Wyndham CEC's *Risk Identification Policy and Procedure*.

## Yard Duty

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

## ABOUT THE SENIOR SECONDARY PROGRAMS

Wyndham CEC offers

**VCE0000001**

**Victorian Certificate of Education  
Vocational Major (VCE VM)**



**VPC0000001**

**Victorian Pathways Certificate  
(VPC)**

**VCALINT001**

**Victorian Certificate of Applied  
Learning (VCAL Intermediate)**





## Senior Secondary Certificate Reform: Commencing 2023

Victoria is moving to a new integrated senior secondary certificate that will bring together our two senior secondary certificates, the VCE and Victorian Certificate of Applied Learning (VCAL).

This will give all students the learning opportunities to develop the skills and capabilities needed to succeed in further education, work and life.

From 2023, enrolment options for Year 11 and 12 students will include:

- the Victorian Certificate of Education VCE Vocational Major (VCE VM)
- the Victorian Pathways Certificate (VPC)
- a fully integrated VCE will be implemented from 2025.

### New: VCE Vocational Major (VCE VM)

The VCE Vocational Major is a 2-year vocational and applied learning program within the VCE. The program aims to equip students with the skills, knowledge, confidence and agency needed to prepare for the world of work and further education and training.

The VCE Vocational Major will prepare students to transition successfully into apprenticeships, traineeships, further education and training, university, or directly into employment.

The VCE Vocational Major will support students to develop both academic and practical skills. It employs a more diverse range of assessment strategies rather than exams, alleviating some of the pressure that students face when considering the VCE.

The VPC is an inclusive Year 11 and 12 certificate that will meet the needs of the minority of students not able or ready to complete a certificate at the VCE level.

### New: Victorian Pathways Certificate (VPC)

The VPC provides students with a standards-based certificate and will provide opportunities to progress to the VCE, including the VCE Vocational Major. It will provide an enriched curriculum and excellent support for students to develop the skills, capabilities and qualities for success in personal and civic life.

The VPC will replace Foundation VCAL from 2023.

The VPC will support students to transition to the VCE Vocational Major, entry level VET or employment.

The VPC has been developed to be flexible, without a mandated period in which a student must complete the certificate. This allows students to complete it in a timeframe that suits their capability.

## Content of Programs - An Introduction

The VCE VM stands for the Victorian Certificate of Education Vocational Major.

VPC stands for Victorian Pathways Certificate.

The VCE Vocational Major is a 2-year vocational and applied learning program within the VCE. The program aims to equip students with the skills, knowledge, confidence and agency needed to prepare for the world of work and further education and training.

The VPC is an inclusive Year 11 and 12 certificate that will meet the needs of the minority of students not able or ready to complete a certificate at the VCE level. The VPC is at Australian Qualifications Framework Level 1 and not recognised as a senior secondary certificate. Students, parents and schools choose in partnership the most appropriate course based on student need, aspiration and capability.

THE VCE VM is Applied Learning Based. Applied learning incorporates the teaching of skills and knowledge in the context of 'real life' experiences, where students discover how to apply what they have learnt by doing, experiencing, reflecting and relating acquired skills to the real-world.

Applied learning is beneficial for all students, as it:

- Facilitates and prepares students for successful post-school pathways including transitioning to the workforce, going on to further education and training, as well as succeeding in personal and civil life.
- Encourages personalised student-led learning, aligned to student interests and aspirations.
- Provides opportunities for students to gain industry exposure and experience through work integrated learning opportunities.
- Enables students to explore potential careers and develop technical and employability skills for the future.

Vocational and Applied Learning pathways not only equip young people for entry into the world of work also, but provide them with functional competencies and skills (including soft skills like effective communication, interpersonal skills and self-management) that are needed to participant in the economy and society.

Students learn important work-readiness and personal development skills linked to community involvement and civil responsibilities. Vocational and Applied Learning pathways can offer a great way to reengage students who might otherwise consider leaving school before they reach Year 11 and 12.

VET stands for Vocational Education and Training. The VET component is compulsory within a VCE VM program because you are to focus in on industry skills within an area of your interest. The VET component of the course also results in more qualifications that are highly considered by employers and further study tertiary institutions within the area of study.

## Applied Learning

Applied learning Applied learning is education put into practical use, learning which is hands-on, relevant to real situations and personalised to meet each student's needs.

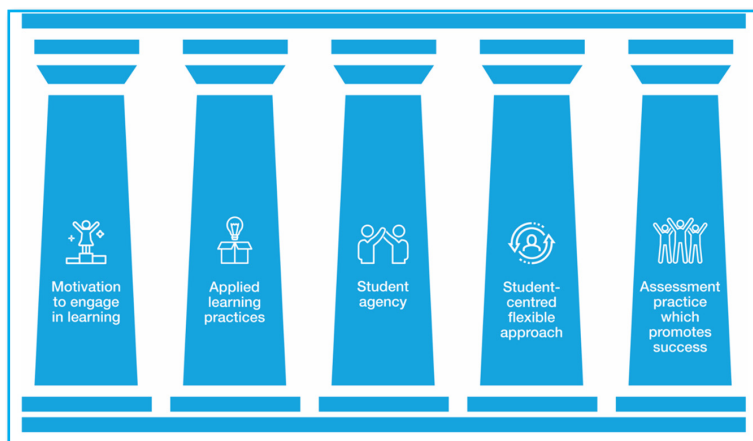
### Approaches to Learning in the Vocational Major and the Victorian Pathways Certificate

There are many elements that lead to successful learning in a vocational and applied learning course such as Victorian Certificate of Applied Learning (VCAL), and in the future the Vocational Major (VM) in the VCE and the Victorian Pathways Certificate (VPC). The term 'Applied Learning' is a catch all for these elements, but to be fully understood it is useful to break the term down into components. In this way teachers can have a clearer understanding of what is required to nurture a student to thrive in Applied Learning.

Applied learning involves students engaging in authentic and motivating learning experiences. It is a method of learning where theoretical information comes to life for students when in a real-world context that relates directly to their own future, is within their own control and is within an environment where they feel safe and respected. Students' knowledge grows and expands as they take action to learn, reflect on that action and plan how to do it better next time.

Applied learning has a focus on real life application and takes into account different learning preferences. Applied Learning in the VCAL curriculum includes:

- Learning in classroom contexts;
- Learning in community contexts;
- Adult learning in vocational learning contexts;
- Work based learning in workplace settings;
- Project based learning involving 'real world' issues.



## General Achievement Test (GAT)

In 2023, the GAT will be held on Thursday 15 June.

All students studying at least one Unit 3 and 4 VCE subject (including a VCE VM Unit 3 and 4 subject) or a scored VCE VET subject are expected to sit all or a section of the General Achievement Test (GAT).

The General Achievement Test (GAT) is a pen-and-paper test of general knowledge and skills taken by students in the course of completing their senior secondary studies.

The GAT measures a student's general knowledge and skills in written communication, mathematics, science, technology, humanities, the arts and social sciences. It also measures a student's literacy and numeracy skills against new standards introduced in Victoria in 2022.

The new standards indicate whether students have demonstrated the literacy and numeracy skills typically expected of someone completing their secondary schooling – giving another indication of their readiness to move onto further education, training or employment.

While the GAT is important, it does not directly count towards a student's final VCE results.

No special study is required. Past study of subjects like English, Mathematics, Science and History prepares students for the GAT by building their general knowledge and skills in writing, numeracy, and reasoning.

The GAT plays an important role in the quality assurance of VCE assessments and also provides students with an opportunity to demonstrate they meet the Victorian Literacy and Numeracy Standards expected at a senior secondary level.

### Who Sits the GAT?

*Wyndham CEC Students who are enrolled into the VCE Vocational Major will only sit Section A.*

### Section A Only

- Students enrolled in one or more VCE Vocational Major Unit 3–4 sequence or Senior VCAL studies but who are not enrolled in any VCE or scored VCE VET Unit 3–4 sequences
- If a student has already met the standards in a previous year and they are enrolled in VCE Vocational Major but not in any VCE or scored VCE VET Unit 3–4 sequences, they will not be expected to sit Section A. However, they may opt to do so if they wish

Section A is a literacy and numeracy assessment comprised of:

- a 2-part writing task – 30 minutes
- 50 numeracy multiple-choice questions – 45 minutes
- 50 reading multiple-choice questions – 45 minutes

## Entry Requirements

There are no formal entry requirements for Vocational Major/VPC or VCAL Intermediate. These certificates have been designed to accommodate flexible entry and exit. Students can enter at the appropriate certificate level to suit their learning needs, abilities and interests.

## Curriculum and Assessment

Wyndham CEC follows the Victorian Curriculum and Assessment Authority (VCAA) guidelines.

## Structure of the VCE VM

The VCAA develops and implements the curricula and assessment in VCE, VPC, VCAL and VET.

- Two-year senior secondary certificate - 16 to 20 units
- Four compulsory subjects VCE VM: Literacy, Numeracy, Personal Development Skills, Work Related Skills -
- Compulsory VET subject
- Gain credit from time in workplace
- Assessment based on learning activities
- No study scores and no ATAR

## Structure of the VPC

- For students not able or ready to complete the VCE or VCE Vocational Major
- Program is tailored to meet the needs of the student
- Study over 12 months, or more if needed
- 12 Units across VPC Literacy, VPC Numeracy, VPC Work Related Skills and VPC Personal Development Skills.
- Leads into the VCE or VCE VM, entry-level VET or straight into employment

## Structure of the VCAL

Each student should be enrolled in a program that includes curriculum from each of the following strands:

- Literacy and Numeracy Skills strands
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills.
- Nominal duration of 1000 hours
- Minimum of 90 hours accredited VET Curriculum components to the value of a minimum of one credit in the Industry Specific Skills strand.

## Completing the VCE Vocational Major Certificate

To be eligible to receive the VCE VM, students must satisfactorily complete a minimum of 16 units, including:

- 3 VCE VM Literacy or VCE English units (including a Unit 3-4 sequence)
- 2 VCE VM Numeracy or VCE Mathematics units
- 2 VCE VM Work Related Skills units
- 2 VCE VM Personal Development Skills units
- 2 VET credits at Certificate II level or above (180 nominal hours)

Students must complete a minimum of three other Unit 3-4 sequences as part of their program. Units 3 and 4 of VM studies may be undertaken together over the duration of the academic year to enable these to be integrated.

The VCE VM can be tailored to the needs and interests of the student, to keep them engaged while developing their skills and knowledge. Students can also include other VCE studies and VET, and can receive structured workplace learning recognition.

Most students will undertake 16-20 units over the two years.

## Completing the Victorian Pathways Certificate

To be eligible to receive the VPC, students must satisfactorily complete a minimum of 12 units, including:

- at least two units of VPC Literacy (or units from the VCE English group including VCE Vocational Major Literacy)
- at least two units of VPC Numeracy (or units from the VCE Mathematics group including VCE Vocational Major Numeracy)
- at least two VPC Personal Development Skills units
- at least two VPC Work Related Skills units.

Students can also include units from VCE studies, VCE Vocational Major studies, and VET units of competency. VPC students can receive VET credit for 90 nominal hours at the Certificate 1 or above level and receive structured workplace learning recognition. Many students will undertake more than 12 units over the VPC.

The VPC is designed to be delivered in Year 11 and 12 and has a flexible duration depending on a student's individual learning plan and the delivery setting. The VPC may be completed in a minimum of 12 months. All VPC units can be completed in any order and in any year. The units can be delivered in a flexible manner and do not have to be delivered sequentially.

## Completing the VCAL Intermediate Certificate

To be awarded a VCAL qualification, students must successfully complete a program that contains a minimum of 10 credits. A credit is gained for successful completion of a unit of study. A unit of study can be:

1. one VCAL unit
2. one VCE unit
3. 90 hours of completed VET modules or units of competence and/or FE modules.

A student's VCAL program must include:

- a minimum of two VCAL units
- at least one Literacy unit\*
- at least one Numeracy unit\*
- at least one unit from the Industry Specific Skills strand. (At the VCAL Intermediate and Senior levels, the learning program must also include accredited VET curriculum components to the value of a minimum of one credit in the Industry Specific Skills strand.)
- at least one unit from the Work Related Skills strand
- at least one unit from the Personal Development Skills strand
- six credits at the VCAL level attempted (Foundation, Intermediate or Senior) or above. One of these credits must be for Literacy and one must be for Personal Development Skills.

\*If using VCAL units to meet the eligibility requirements of the literacy component of the VCAL Literacy and Numeracy Skills Strand, the Reading and Writing unit must be completed at the award level or above. If using VCAL units to meet the eligibility requirements of the numeracy component of the VCAL Literacy and Numeracy Skills Strand, a Unit 1 numeracy unit must be completed.

One credit is awarded on successful completion of 90 nominal hours of accredited VET curriculum.

The VCAL program may also contain curriculum components drawn from VCE studies and FE accredited curriculum. One credit is awarded on successful completion of 90 nominal hours of accredited FE/VET curriculum, or on successful completion of a VCE unit.

## Pathways - VCE Vocational Major Certificate

It prepares students to move into apprenticeships, traineeships, further education and training, university (via non-ATAR pathways) or directly into the workforce.

## Pathways - Victorian Pathways Certificate

Students will gain the skills, knowledge, values and capabilities to make informed choices about pathways into a senior secondary qualification, such as the VCE, VCE VM, entry level vocational education and training (VET) course or employment.

## Pathways - VCAL Intermediate Certificate

VCAL is a pathway to Technical and Further Education (TAFE), university, apprenticeships/traineeships or employment.

## Credit and Recognition of Prior Learning

A credit is a successfully completed part of a course of study. If you have already completed units/modules from a Further Education, VET or VCE course these can count towards your certificate.

The Senior Secondary Education Manager will help you to work out any credits from previous study that can be counted and make sure they are documented and reported as part of your certificate.

In addition to credits, there is the Recognition of Prior Learning (RPL) assessment process. RPL is a process to assess successful completion of VCAL learning outcomes through skills, knowledge and experience gained in other settings besides traditional school programs, for example through parttime work or voluntary involvement in a community organisation.

RPL can only be applied to a variety of units under the VPC and VCE VM. If you are interested in applying for RPL, please make an appointment with the Senior Secondary Education Manager to determine your eligibility and for a detailed explanation of the RPL process.



## 2023 VCAA Important Administrative Dates

Date	Description	Handbook section references
<b>Tuesday 21 February</b>	School-based Assessment Audit: Unit 3 audit questionnaire opens.	<b>Quality assurance:</b> VCE school-based assessment audit
<b>Tuesday 21 February</b>	School-based Assessment Audit: Unit 3 audit questionnaire opens.	<b>Quality assurance:</b> VCE school-based assessment audit
<b>Friday 24 February</b>	Last day for: <ul style="list-style-type: none"> <li>schools to notify the VCAA of alterations to 2022 unit results and initial School-based Assessments. After this date, a late fee may apply.</li> </ul>	<b>Administrative information:</b> Schools and registered training organisations
<b>Monday 27 February</b>	<p><b>Initial enrolment</b></p> <p>Schools should enter VCE including VCE VM 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"> <li>to develop the 2023 VCE examination timetable</li> <li>for planning associated with the administration of the GAT and VCE external assessments</li> <li>to identify schools for the School-based Assessment Audit.</li> </ul> <p>Schools are recommended to enter all of the following available data by this date:</p> <ul style="list-style-type: none"> <li>VCE Units 1 and 2</li> <li>VPC Certificate and units</li> <li>Intermediate VCAL Certificate and units</li> <li>Senior VCAL units</li> <li>VET Certificates and units of competency</li> <li>Registration of International Baccalaureate (IB) students (Year 11 and 12).</li> </ul>	<b>Administrative information:</b> Schools and registered training organisations

## 2023 VCAA Important Administrative Dates cont.

Date	Description	Handbook section references
<b>Thursday 9 March</b>	Last day for schools to: <ul style="list-style-type: none"> <li>• submit their 2023 Agreement to administer and conduct VCE external assessments</li> <li>• establish centre arrangements for the administration of the GAT and Extended Investigation Critical Thinking Test, including:               <ul style="list-style-type: none"> <li>» combining with another school</li> <li>» requesting individual students to sit at locations other than their home school</li> </ul> </li> <li>• Nominate supervisors for the 2023 GAT, Extended Investigation Critical Thinking Test and VCE written examinations</li> </ul>	<b>Administrative information:</b> Schools and registered training organisations
<b>Wednesday 22 March</b>	Schools are recommended to enter student emails addresses. The VCAA will begin the validation process to verify student email addresses in Term 2.	<b>Administrative information:</b> Schools and registered training organisations
<b>Friday 24 March</b>	Last day for schools to submit Special Examination Arrangements applications for the 2023 external assessments for known, ongoing conditions.	<b>Special Provision</b>
<b>Thursday 6 April</b>	All 2022 VCE external assessment response materials and raw assessment data held at the VCAA will be destroyed.	<b>Final results:</b> Reporting to schools
	<b>End of Term 1</b>	
<b>Monday 24 April</b>	<b>Start of Term 2</b>	

## 2023 VCAA Important Administrative Dates cont.

Date	Description	Handbook section references
<p><b>Tuesday 2 May</b> <b>Critical VASS date</b></p>	<p><b>Last day for VCE including VCE VM Unit 3–4 sequences, VCE VET scored Unit 3 and 4 units of competency and VCAL senior unit enrolments</b></p> <p>This data must contain all 2023 VCE, VCE VM, 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"> <li>• enter or withdraw enrolments for VCE including VM Unit 3–4 sequences</li> <li>• enter enrolments for units of competency for VCE VET scored Unit 3–4 sequences</li> <li>• register IB students</li> <li>• enter returning Interrupted Studies students</li> <li>• enter student’s First or Second Language status for Units 3–4 Modern Languages on VASS.</li> </ul> <p><b>Last day for universities to enter Higher Education studies (HES) enrolments.</b></p> <p>Enrolments at this date will be used by the Department of Education and Training to fund VET and Department approved community VCAL and satellite programs.</p>	<p><b>Administrative information:</b> Schools and registered training organisations</p>
<p><b>Week commencing Monday 15 May</b></p>	<p>During this week, the following information will be available on VASS:</p> <ul style="list-style-type: none"> <li>• GAT centre arrangements and Student Assessment Timetables (GAT only)</li> <li>• GAT Special Examination Arrangements Advice Slips and Summary Report.</li> </ul>	<p><b>Special Provision</b></p>

## 2023 VCAA Important Administrative Dates cont.

Date	Description	Handbook section references
<b>Thursday 15 June</b>	General Achievement Test (GAT) held	<b>Scored Assessment:</b> General Achievement Test
<b>Friday 16 June</b>	Last day for schools to flag students eligible for VCAL at mid-year by running VCAL Midyear Reporting function on VASS.	<b>Final results:</b> Reporting to schools
<b>Friday 23 June</b>	Last day for schools to lodge requests for GAT exemptions with the VCAA.	<b>Scored Assessment:</b> General Achievement Test
	<b>End of Term 2</b>	
<b>Monday 10 July</b>	<b>Start of Term 3</b>	
<b>Monday 17 July</b> <b>Critical VASS date</b>	<p><b>Last day for VCE including VCE VM Unit 4 or VCE VET scored Unit 3 and 4 units of competency withdrawal</b></p> <p>This data must contain all 2023 VCE including VCE VM, VPC, 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 including VM Unit 4 enrolments or units of competency for VCE VET scored Unit 3-4 sequences.</p>	<b>Administrative information:</b> Schools and registered training organisations
<b>Friday 28 July</b> <b>Critical VASS date</b>	<p><b>Last day for VET Assessment Plans</b></p> <p>This data must contain all 2023 VCE including VCE VM, 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 registered training organisation (RTO) details including confirmed moderation groups for scored VCE VET programs.</p>	<b>Scored assessment:</b> School-based Assessment
	Payment of second-round invoices for 2023 fee-paying international students due to the VCAA.	<b>Administrative information:</b> Student enrolment

## 2023 VCAA Important Administrative Dates cont.

Date	Description	Handbook section references
Friday 15 September	<b>End of Term 3</b>	
Monday 2 October	<b>Start of Term 4</b>	
Wednesday 18 October	Commencement of End of Year Satisfactory completion updates.	<b>Qualifications:</b> VCE <b>Qualifications:</b> VCAL
Monday 13 November <b>Critical VASS date</b>	<p><b>Last day for VCE including VCE VM, VPC, VCAL and VET units of competency enrolment or withdrawal</b></p> <p>Last day to complete the entry of all VCE including VCE VM, VPC, VCAL and VET enrolments in 2023. After this date, VASS will not allow schools to enrol or withdraw students in:</p> <ul style="list-style-type: none"> <li>• VCE including VM Units 1 and 2</li> <li>• VPC Units</li> <li>• VCAL Units (Senior and intermediate)</li> <li>• VET units of competency.</li> </ul> <p><b>Last day for VCE including VCE VM, VPC, VCAL and VET units of competency results and VCE VET tasks scores</b></p> <p>After this date, VASS will not allow schools to enter:</p> <ul style="list-style-type: none"> <li>• VCE unit results</li> <li>• VPC unit results</li> <li>• VCAL unit results</li> <li>• VET units of competency results</li> <li>• VCE VET coursework task scores.</li> </ul> <p><b>Last day for final check of VCE VET Assessing groups selection on VASS.</b></p>	<b>Administrative information:</b> Schools and providers

## 2023 VCAA Important Administrative Dates cont.

Date	Description	Handbook section references
<b>Monday 13 November</b> <b>Critical VASS date</b>	<p><b>Last day to amend student personal details and consents.</b></p> <ul style="list-style-type: none"> <li>Last day for student legal name details to be confirmed and entered on VASS for certification</li> <li>Last day to amend student addresses, emails and consents</li> </ul> <p>After this date, no changes to student consents, addresses, emails or other student personal details for 2023 can be accepted.</p>	<p><b>Administrative information:</b> Schools and providers</p>
<b>Friday 17 November</b>	<p>Applications for 2024 VCAL Achievement Awards close.</p>	<p><b>Qualifications:</b> VCAL</p>
<b>Monday 11 December</b>	<p><b>Student final results</b>            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).</p> <p><b>School results package</b>            Results package delivered to schools, including:</p> <ul style="list-style-type: none"> <li>Statements of Results for students studying VCE including VCE VM Units 1 and 2, VPC or VCAL</li> <li>Certificates for students who have successfully completed their VCE including VCE VM, VPC or VCAL</li> <li>VCE VET and VET/FE Statements of Results listing units of competency completed for students studying VCE including VCE VM Units 1 and 2 only, VPC and VCAL</li> </ul> <p>Statements of Results for students enrolled in at least one VCE including VCE VM Unit 3–4 sequence or Senior VCAL units will be sent to each student's home address.</p>	<p><b>Final results:</b>            Reporting to schools</p>

## 2023 VCAA Important Administrative Dates cont.

Date	Description	Handbook section references
Wednesday 20 December	End of Term 4 and 2023 school year	



## Wyndham CEC VCAL recipients of awards in 2022

The 2022 Wyndham Community and Education Inc. Anne Mitchell Scholarship awarded to: Paige Miles

The 2022 Sandy Mein Scholarships were awarded to: Alizay Williams, Calvin Recalde, Frank Mugisha, Lencho Tulu, Manusiu Palavi, Teliyah Sherrifs

## Partners

**In 2022 we were also fortunate to receive grants, donations and/or support from the following:**

- Adult Learning Australia (ALA)
- Breakfast items provided by Let's Feed.
- Bunnings, Werribee
- Department of Education
- DET KESOs
- Junubi Wyndham
- Mainstream Secondary Schools in Wyndham and Hobsons Bay
- Margaret and Graeme Mein
- My Career Insights CEAV
- Navigator
- Reconciliation Australia
- Reconciliation Victoria
- Reconnect Program- Wyndham CEC
- The Huddle Wyndham
- VACCA
- Victorian Applied Learning Association (VALA)
- Werribee River Association
- WEstjustice's — School Lawyer Program
- WynBay LLEN
- Wyndham CEC Board
- Wyndham CEC Settlement Services
- Wyndham City Youth Services
- Wyndham Workers with Young People

## Congratulations to our 2022 VCAL students

- Percentage of VET Units of competency completed in 2022- 100%
- Percentage of VCAL units completed in 2022- 94%



## Where to now?

Our 2022 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 in our Senior Secondary Programs.

## Student Testimonials:

*"I would never have considered getting my Year 12 and going to university in the BA@Wyndham Program."* - **Stephanie**



*"The teachers and students are so accepting of each other. It is more about being a team."* - **Blake**



*"I am grateful to the teachers that helped me and the friends that supported me"* - **Cristina**



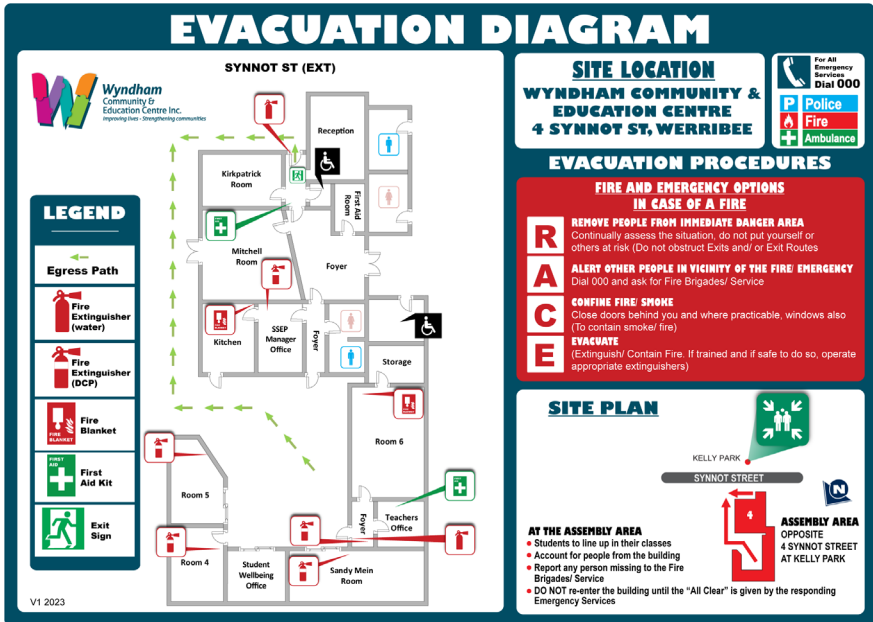
*"Wyndham CEC like a lot of things in my life was a small step towards a bright future. Wyndham CEC gave me the chance to make some great friends in students, teachers and staff. Wyndham CEC believes in their young people."* - **Timothy**



## 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.







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

## CONTACT INFORMATION

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