

Wyndham Community and Education Centre Inc Policy & Procedure

Policy name	Senior Secondary Programs Student Selection, Enrolment, Induction & Delivery – Policy & Procedure
Responsible person	Senior Secondary Education Manager
Staff involved	Education Manager, Training Services Staff, COO, CEO
Review dates	2024

Policy context

Wyndham Community and Education Centre Inc (Wyndham CEC) is a community based Learn Local provider that is registered with the Victorian Registrations and Qualifications Authority (VRQA) and authorised by the Victorian Curriculum and Assessment Authority (VCAA) to deliver the VCE Vocational Major and the Victorian Pathways Certificate.

Policy

Wyndham CEC undertakes to select, enrol and induct students into the Senior Secondary Programs-, the VCE Vocational Major (VCE VM)/Victorian Pathways Certificate and the (VPC)Victorian Certificate of Applied Learning (VCAL) with the reasonable expectation that a student will be able to complete a qualification successfully. Students must be a minimum of 15 years of age at the time of enrolment and demonstrate a commitment to work to satisfactorily achieve the requirements of the qualification.

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

No student will be discriminated against on the basis of gender, sexual orientation, race, religion, disability or age in relation to selection or enrolment in the VCE VM/VPC or the VCAL programs.

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

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

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

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 8/12/2023 and supersedes all previous versions.

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

Community Vocational and Applied Learning (VAL) Partnerships

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

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

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

- The Victorian Curriculum & Assessment Authority (VCAA) requirements in relation to the delivery of the VCE Vocational Major and the Victorian Pathways Certificate.
- The awarding of a qualification to students who satisfactorily complete the certificate requirements
- The process for enrolling students into one of the following VCE VM/VPC or VCAL programs
 - VCE0000001 Victorian Certificate of Education Vocational Major (VCE VM)
 - VPC0000001 Victorian Pathways Certificate (VPC)
 - VCALINT001 Victorian Certificate of Applied Learning (VCAL Intermediate)

Qualification: VCE Vocational Major (VCE VM)

The VCE Vocational Major is a vocational and applied learning program within the VCE designed to be completed over a minimum of two years. The VCE VM will give students greater choice and flexibility to pursue their strengths and interests and develop the skills and capabilities needed to succeed in further education, work and life.

Qualification: Victorian Pathways Certificate (VPC)

The Victorian Pathways Certificate (VPC) is an accredited foundation secondary qualification under the *Education and Training Reform Act 2006* (Vic) and aligned to Level 1 in the Australian Qualifications Framework (AQF). The VPC is a non-AQF qualification. The VPC is designed for students in Years 11 and 12 who would benefit from a more individualised program at a more accessible level than a senior secondary certificate.

- At Wyndham CEC there are no formal entry requirements for VPC studies. The VPC has been designed to accommodate flexible entry and exit points. Students can enter the VPC studies at Wyndham CEC at a time that best suits their learning needs, abilities and interests any stage during a year, if a place is available.

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Qualification: Victorian Certificate of Applied Learning (VCAL)

The Victorian Certificate of Applied Learning (VCAL) is a senior secondary certificate of education recognised within the Australian Qualifications Framework (AQF).

The qualification aims to provide the skills, knowledge and attributes to enable students to make informed choices about employment and education pathways. Personal development, students' interests and pathways for senior secondary students, in the context of applied learning, underpin the design of VCAL.

Entry into Senior Secondary programs -Student selection procedure

- The Senior Secondary Programs student and parent handbook contains further information.
- There are flexible entry and exit points in the VCE VM, VPC and VCAL. Students can enter the program at Wyndham CEC at any stage during a year if a place is available.
- There are no formal entry requirements/ pre-requisites into the VPC and VCAL at Wyndham CEC.

Entrance requirements into Year 1: Units 1 & 2

- At Wyndham CEC there are no formal entry requirements into the VCE VM (Year 1-units 1 & 2) delivered to Year 11 students.

Entrance requirements into Year 2: Units 3 & 4

- For VCE VM (Year 2- units 3 & 4) delivered to Year 12 students. Students must have successfully completed eight units in Year 1.
- Students enrolling into a the VCE VM/VPC or VCAL program can attend an information session or tour and lodge an expression of interest from November of the year prior to enrolment, before attending a Pre-training Assessment (PTA).
- Under the *Education and Training Reform Act 2006* schooling is compulsory for students aged from 6 until they turn 17. Students of compulsory age are only permitted to leave school if an exemption is in place, as per Ministerial Order 715. Note: No exemption is required if a student is not of compulsory school age (6 to 17 years of age). Students must continue attending mainstream education until an exemption is granted. Exemptions may only be authorised by a regional director, and in some cases the principal of the mainstream school. <https://www2.education.vic.gov.au/pal/exemption-school-attendance-and-enrolment/policy>
- This will be discussed at the *Pre-training Assessment*. An *exemption* is required from the student's last enrolled mainstream school to enrol into the VCE VM/VPC/VCAL as a Skills First enrolment.
- For CVAL students a *Referral from Mainstream school/Youth Support Agency or Other Form* is completed by the home school and given to Wyndham CEC, prior to the PTA.
- If a student does not attend an information session, an Expression of Interest Form and request for a Pre-training Assessment must occur.

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- Following attendance at an information session and/or the submission of an expression of interest, students are notified of a Pre-training Assessment appointment which they must attend.
- Students will enrol in the VCE VM/VPC/VCAL program that matches their skills and abilities. This level will be determined at the pre-training assessment and will include discussions with the student, the student's family, and previous school if possible. All of this ensures that there is a reasonable expectation that students enrolling in the VCE VM/VPC/VCAL program will be able to complete a qualification successfully.
- Enrolment in the program is for the current year only that the student is enrolling. Students wishing to enrol in the following or consecutive years, will need to attend a new appointment for a Pre Training Assessment. Students will be advised of the process for this before the end of the current year.
- Students enrolling into the VCE VM/VPC/VCAL, program-can attend an information session or tour and lodge an expression of interest from November of the year prior to enrolment, before attending a Pre-training Assessment (PTA).
- Under the *Education and Training Reform Act 2006* schooling is compulsory for students aged from 6 until they turn 17. Students of compulsory age are only permitted to leave school if an exemption is in place, as per Ministerial Order 715. Note: No exemption is required if a student is not of compulsory school age (6 to 17 years of age). Students must continue attending mainstream education until an exemption is granted. Exemptions may only be authorised by a regional director, and in some cases the principal of the mainstream school. <https://www2.education.vic.gov.au/pal/exemption-school-attendance-and-enrolment/policy> This will be discussed at the *Pre-training Assessment*. An exemption is required from the student's last enrolled mainstream school to enrol into the VCE VM/VPC/VCAL, as a Skills First enrolment.
- For CVAL students a *Referral from Mainstream school/Youth Support Agency or Other Form* is completed by the home school and given to Wyndham CEC, prior to the PTA.
- If a student does not attend an information session, an Expression of Interest Form and request for a Pre-training Assessment must occur.
- Following attendance at an information session and/or the submission of an expression of interest, students are notified of a Pre-training Assessment appointment which they must attend.
- Students will enrol in the, VCE VM or the VPC program that matches their skills and abilities. This level will be determined at the pre-training assessment and will include discussions with the student, the student's family, and previous school if possible. All of this ensures that there is a reasonable expectation that students enrolling in the VCE VM and the VPC will be able to complete a qualification successfully.
- Enrolment in the program is for the current year only that the student is enrolling. Students wishing to enrol in the following or consecutive years, will need to attend a new appointment for a Pre Training Assessment. Students will be advised of the process for this before the end of the current year.

Pre-training assessment & enrolment procedure

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- Students should attend a Pre-training Assessment interview with a parent or guardian. This step is mandatory if the student is under-18. For students under-18 not living with a parent, a legal guardian or person with legal authority to sign enrolment documents must attend with the student.
- In some circumstances, the CEO or her nominee, the Senior Secondary Education Manager will determine on when and how to assess a student as being mature enough, and who is responsible for making specific decisions for students under-18 enrolled in the VCE VM or the VPC. See *Decision Making Responsibilities for Senior Secondary Programs (under-18) Policy and Procedure*.
- At the PTA interview, the staff member conducting the interview must complete the following
 - Determine eligibility for government subsidised training (Wyndham CEC has a written procedure for determining eligibility)
 - Determine whether the student meets the compulsory age to leave school. Upon enrolment, if the student is not 17 years of age, the student requires an “*Exemption*” to be in place. The Principal of the student’s last enrolled school is responsible for this process.
 - *Core Skills Profile for Adults (CSPA)* online assessment to determine the student’s language, literacy and numeracy levels. This information is used to help determine what Senior Secondary Program a student is enrolled into.
 - Determine if the student requires any additional support. Additional resources or support to successfully complete a program will be provided if possible, and if funding for additional needs is available (if applicable).
 - Provide prospective student with *Privacy & Your Rights* flier
- *Wyndham CEC Enrolment Form, Skills First Evidence of Student Eligibility & Student Declaration Form* and the *VCE VM/VPC/VCAL Enrolment Interview Checklist*. This assists with determining eligibility for government funded subsidised training.
- If the student is eligible for subsidised training under the Skills First program the *Pre-Training Review - Skills First Checklist* must be signed by the Pre-Training Assessor during the pre-training interview.
- *Skills First Evidence of Student Eligibility & Student Declaration Form* must be completed by the Senior Secondary Education Manager or Senior Secondary Education Coordinator as an authorised delegate of Wyndham CEC, as per the *Delegation and Segregation of Duties Policy & Procedure* and *Determining Eligibility Procedure*.
 - Students and families will sign a Statement of Fees, before enrolment
- Some students may be eligible for special provision. Students who may be eligible include students who are adversely affected by:
 - Acute or chronic illness (physical or psychological)
 - Any factors relating to personal environment
 - An impairment or disability including learning disabilities
- Eligibility for special provision will be determined by Wyndham CEC and does not include circumstances of the student’s own determination. It may include such provision as additional

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support for language, literacy and numeracy or additional time to complete the VCE VM/VPC/VCAL.

- Enrolling students must meet all requirements and provide documents listed on the the VCE VM/VPC/VCAL *Enrolment Interview Checklist*.
- The VCE VM/VPC/VCAL *Enrolment Interview Checklist* must be signed by the Senior Secondary Education Manager or Senior Secondary Education Coordinator at the conclusion of the enrolment interview.
- All ~~V~~VCAL related forms listed on the *VCE VM/VPC/ VCAL Enrolment Interview Checklist* must be signed by the student (and a parent/guardian if the student is under-18).
- The *Wyndham CEC Enrolment Form* must be signed by the student and a parent/guardian if the student is under-18.
- Students will receive a copy of the annual Senior Secondary Programs *VCE VM/VPC/VCAL Student Handbook* and the Senior Secondary Programs *VCE VM/VPC/VCAL*, student package containing all relevant documentation.

Post Enrolment procedure

- Students receive an individual Training Plan (TP) outlining their *VCE VM/VPC/VCAL* program. The TP includes RTO contact details and class timetable, signed by the Pre-Training Assessor and the student. In signing the TP, the student agrees to the program outlined (Wyndham CEC has a written procedure for developing and updating Training Plans). Each student will also sign the Student Assessment Declaration form.
- The student will complete the annual VCAA VCE/VPC/VCAL Student Personal Details, or and this information is entered on VASS (Victorian Administrative Software System)
- The student's VCE VM/VPC/VCAL, enrolment must be entered into VASS. (Victorian Administrative Software System)
- For Community VAL Students Wyndham CEC emails the Training Plan together with the VASS Personal details form outlining their VCE VM/VPC/VCAL program for each student to their home- school. It is the responsibility of the VASS Administrator at the student's home-school to enter the student's details and the VCE VM/VPC/VCAL Program onto the home-school's VASS.
- A VASS student eligibility report is run to ensure the training plan meets program requirements and leads to the award of the VCE VM/VPC/VCAL qualification. The student receives a copy of the program enrolment including the units she/he is enrolled in.
- The student's program is also entered into Wyndham CEC's student management system, aXcelerate, as soon as possible after enrolment by the C&R team.
- All enrolment forms and the annual Skills First Program Evidence of Student Eligibility and Student Declaration documents are stored securely at the Wyndham CEC Head Office.
- Pre-Training Assessment Results & Recommendations, Training Plan and the VCE VM/VPC/VCAL Enrolment Interview Checklist are stored securely at in the student's file located in the Senior Secondary Education Manager's office.

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Induction procedure

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

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

- Students receive a Career Education Plan for use throughout their VCE VM/VPC/VCAL program.
- An induction checklist will be completed with students.

Staff procedures

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

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Delivery procedures

VCE Vocational Major (VCE VM) eligibility

Vocational Pathways Certificate (VPC) eligibility

VCAL eligibility

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

VCAL delivery principles and practices

- The VCAL levels at Wyndham CEC has a duration of 1000 scheduled hours. Students enrol fulltime.
- As per the annual VCE Administrative Handbook, delivery of VCAL at Wyndham CEC is based on adult learning and youth development principles. Delivery strategies includes curriculum that:
 - builds on student's interests, abilities and strengths
 - provides 'hands-on' practical opportunities for learning
 - encourages personal development
 - is flexible and allows for self-paced learning
 - engages students and leads to positive education outcomes

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- recognises student contributions to learning, both formal and informal
 - encourages active civic and community participation
 - integrates the development of partnerships that link students with the broader community.
- The Senior Secondary Programs- VCE VM/VPC/VCAL programs at Wyndham CEC will be delivered face to face in the classroom, remotely from home, in computer labs, in community settings and may include workplace settings.

As an RTO, Wyndham CEC ensures that delivery modes for VET and Further Education units of competency are consistent with the requirements of the training package or accredited curriculum.
 - Wyndham CEC's VCE VM/VPC/VCAL Training and Assessment Strategy (TAS) includes entry requirements, delivery mode, program duration and delivery period, nominal hours, delivery sites, pathways, training and assessment arrangements, industry consultation, validation processes, facilities, resources, student support, RPL, the program structure and delivery sequence of the Senior Secondary Programs- VCE VM/VPC/VCAL program and, qualification requirements. A copy of the Senior Secondary Programs- VCE VM/VPC/VCAL learning programs can be found in the Student and Parent Handbook.

VCAL curriculum strands

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

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

Wyndham CEC runs VASS VCE VM/VPC/VCAL Eligibility reports regularly.

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

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

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VCE VM Program

- WRS031 Work Related Skills Senior Unit 1
- WRS032 Work Related Skills Senior Unit 2
- PDS031 Personal Development Skills Senior Unit 1
- PDS032 Personal Development Skills Senior Unit 2

VPC Program

- **LIT041 Literacy (VPC) Unit 1**
- **LIT042 Literacy (VPC) Unit 2**
- **LIT043 Literacy (VPC) Unit 3**
- **LIT044 Literacy (VPC) Unit 4**
- **NUM041 Numeracy (VPC) Unit 1**
- **NUM042 Numeracy (VPC) Unit 2**
- **WRS041 Work Related Skills (VPC) Unit 1**
- **WRS042 Work Related Skills (VPC) Unit 2**
- **WRS043 Work Related Skills (VPC) Unit 3**
- **WRS044 Work Related Skills (VPC) Unit 4**
- **PDS041 Personal Development Skills (VPC) Unit 1**
- **PDS042 Personal Development Skills (VPC) Unit 1**

VCAL Program- VCAL Intermediate

VCAL units offered at Wyndham CEC across the VCAL levels:

- WRS021 Work Related Skills Intermediate Unit 1
- WRS022 Work Related Skills Intermediate Unit 2
- PDS021 Personal Development Skills Intermediate Unit 1
- PDS022 Personal Development Skills Intermediate Unit 2

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

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

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- 22474VIC Certificate III General Education for Adults

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

- CHC20115 Certificate II in Community Services
- BSB30120 Certificate III in Business
- BSB20120 Certificate II in Workplace Skills
- CHC30121 Certificate III in Early Childhood Education and Care

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

Structured workplace learning (SWL) Recognition

- Students may undertake structured workplace learning as part of their VCAL program at Wyndham CEC. SWL involves on-the-job training that allows a student to practice a set of skills and competencies related to an accredited program or VET unit of competency.
 - SWL will be available for students enrolled in the VCE VM or VPC from 2023. The following applies to SWL recognition arrangements from 2023:
 - SWL recognition is available for students who undertake:
 - at least 80 hours of SWL in an industry aligned to the VCE VET program they are enrolled in
 - at least 80 hours of SWL in any industry not aligned to their VET certificate and complete a Workplace Learning Record (General)
 - At least 80 hours of SWL where the student is not undertaking a VET certificate and complete a Workplace Learning Record (General).
 - In order to receive VCE or VCAL credit students need to maintain and complete their Workplace Learning Record (WLR).
 - Wyndham CEC ensures that any students undertaking structured workplace learning do so according to Amended Ministerial Order 723 - Structured Workplace Learning Arrangements (non-school providers). Amended Ministerial Order 55 – Structured Workplace Learning Arrangements (schools). Wyndham CEC will keep evidence of a student's SWL which may take place over weekends and during school holidays as well as during the school week. Students are expected to behave appropriately while on SWL.
 - For CVAL students the Senior Secondary Education Manager will communicate with the Principal from the Home School prior to a CVAL student commencing the arrangement. All required documentation together with the signing off of the SWL forms will be completed by the Principal from the Home School.
 - All students entering into a structured workplace learning arrangement must have undertaken training in accredited occupational health and safety relevant to the workplace they will be entering for the arrangement. The CEO of Wyndham CEC must be provided evidence of this

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by the Senior Secondary Education Manager, prior to a student commencing the arrangement.

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

Child Safe Standards and SWL:

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

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

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

Attendance and Conduct

- Student attendance and conduct will be monitored throughout the year. The *Senior Secondary Programs- VCE VM/VPC/VCAL Attendance Policy & Procedure* and *Student Code of Conduct* clearly outline expectations in relation to attendance and conduct in the VCE VM/VPC/ VCAL program. The *Senior Secondary Programs- VCE VM/VPC/VCAL Attendance Policy and Procedure* outlines all steps to be taken in relation to student absences, late arrivals and requests to leave early.
- Wyndham CEC maintains a student attendance roll for all sessions. For CVAL students the attendance roll is emailed weekly to the home school.
- Wyndham CEC expects a minimum initial attendance of 80% attendance to all timetabled classes. and scheduled activities and expects students to be working towards 90-100% attendance within 3 months of commencing. Wyndham CEC will support students and families with this process. This will be monitored and followed up as per the *Senior*

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Wyndham Community and Education Centre Inc

Policy & Procedure

Secondary Programs- VCE VM/VPC/VCAL Attendance Policy & Procedure.

Staff procedures for delivery of Senior Secondary Programs VCE VM/VPC/VCAL programs

- The Senior Secondary Education Manager will ensure that staff within the Senior Secondary Programs who deliver VCE VM/VPC/VCAL programs are aware of all Senior Secondary Programs VCE VM/VPC/VCAL related policies, procedures and documentation including, as required
 - the VCE Administrative Handbook
 - the VPC Administrative Handbook
 - the VASS Important Administrative Dates
 - VCE VM Study Designs
 - VPC Curriculum Designs
 - VCAL Curriculum Documents
 - VCAL Advice for Teachers
 - Training and Assessment Strategies (TAS)
 - Further Education curriculum
 - VET training packages
 - Individual Student Training Plans
 - Final Unit Result (FUR)
- This will ensure staff have the information available to perform the duties required of them to deliver the Senior Secondary Programs VCE VM/VPC/VCAL program according to the qualification requirements.
- The Wyndham CEC Management team ensure that SPP staff within the Senior Secondary Programs understand their legislative responsibilities and duty of care for students who enrol in a VCAL program, and in particular, responsibilities to students aged under-18. This occurs through
 - staff induction
 - the Senior Secondary Programs VCE VM/VPC/VCAL teacher package
 - Senior Secondary Programs VCE VM/VPC/VCAL policies and procedures provided to staff annually
 - Job Description and Workplan
 - Professional Development opportunities
 - ongoing Senior Secondary Programs VCE VM/VPC/VCAL staff meetings and memos

Planning stage

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 8/12/2023 and supersedes all previous versions.

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- Planning for Senior Secondary Programs *VCE VM/VPC/VCAL* occurs in October/November of the year prior to delivery.
- The Training Services Unit undertakes program planning including teaching allotment and timetabling of classes.
- During December, staff within the Senior Secondary Programs *VCE VM/VPC/VCAL* together with the Senior Secondary Education Manager plan programs for delivery in the following year.

Start of the year

- Teachers are provided with a timetable, yard duty roster and class attendance rolls prior to the first class.
- All staff in the Senior Secondary Programs *VCE/VM/VPC* are informed of any student needs, issues, medical conditions prior to the first class and any further information obtained from the Pre Training Assessment that will assist in supporting the individual student.
- All staff are provided with a Senior Secondary Programs *VCE/VM/VPC/VCAL* teacher package which outlines critical documents required in the Senior Secondary Programs *VCE/VM/VPC/VCAL* program and how to access them. All relevant documents can be located on Wyndham CEC's content management system, SharePoint including the *VCE/VPC/VCAL* Administrative Handbook, Important Administrative Dates, *VCE VM* Study Designs, *VPC* Curriculum Designs, *VCAL* Curriculum Documents, *VCAL* Advice for Teachers, *FE* Curriculum, Training Packages, *VCE/VM/VPC/VCAL* Training & Assessment Strategy, student training plans, learning programs, quality assurance, moderation & validation details, relevant policies & procedures, *VCAA* notices to schools, *VCAA* Bulletins, Final Unit Result (*FUR*), Senior Secondary Programs *VCE VM/VPC/VCAL* forms and documentation including critical dates.

Senior Secondary Programs *VCE VM/VPC/VCAL* Program delivery

- All Secondary Programs *VCE/VM/VPC/VCAL* staff are expected to attend regular Senior Secondary Programs *VCE VM/VPC/VCAL* team meetings as organised by the Senior Secondary Education Manager.
- All staff are required to participate in *VCAL* Quality Assurance and Validation & Moderation (*TBC*) activities as per Wyndham CEC's *Validation, Moderation and Quality Assurance Policy* and Procedure and according to the units they deliver and assess.
- *VCAL* assessments must comply with Wyndham CEC's *Senior Secondary Programs VCE/VM/VPC/Assessment Policy & Procedure*
- The Senior Secondary Programs *VCE VM/VPC/VCAL* staff comply with the requirements within the *VCAA VCE VM/VPC/VCAL* Administrative Handbook, *VCAA* Important Administrative Dates and the *VCAA* website.

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Wyndham Community and Education Centre Inc

Policy & Procedure

VASS

The Victorian Assessment Software System (VASS) is an online service. As a VCE/VM/VPC/VCAL and VET provider Wyndham CEC enters and uses this data to enrol students and record results.

- Wyndham CEC adheres to the strict timelines for data entry in VASS within the annual VCAA Important Administrative dates.
- Wyndham CEC VASS entry will be undertaken by the Senior Senior Secondary Education Manager who has undertaken appropriate training. The Senior Secondary Education Coordinator and the Administration Assistants are a back-up person for VASS entry and has also undertaken VASS training. Both are appointed by the CEO and have access to VASS via individual log-in and password.
- A copy of the VCE /VPC/ VCAL Administrative Handbook, VCAA Administrative Important Dates and the VASS User Manual are available via SharePoint, Wyndham CEC's content management system via log in and password.
- Data is entered onto VASS at the start of the school year as students commence or enrol. Student Eligibility Reports are run for all Students regularly including the first Enrolment date and throughout the year, but especially following any changes to enrolments and/or results for students.
- Accuracy, privacy and security of data is maintained at all times. See our *Records Management and Record Keeping Policy & Procedure* for full information on how Wyndham CEC meets accuracy, security and privacy requirements associated with VASS.
- For CVAL Students the Senior Secondary Education Manager emails the Training Plan for each student to their home- school. It is the responsibility of the VASS Administrator at the student's home-school to enter the Senior Secondary Programs VCE VM/VPC/ VCAL Program onto the home-school's VASS.

Record Keeping

- All Senior Secondary Programs VCE VM/VPC/ VCAL staff must be familiar with Wyndham CEC's *Record Management and Record Keeping Policy and Procedure*.
- All Senior Secondary Programs VCE VM/VPC/ VCAL specific forms are kept in the Senior Secondary Education Manager's-office and are available on SharePoint to all staff via log-in and password.
- Student files are kept securely in a locked filing cabinet within the Senior Secondary Education Manager's secured office.
- Whilst delivery of Senior Secondary Programs VCE VM/VPC/ VCAL programs is in progress, Senior Secondary Programs VCE VM/VPC/ VCAL staff retain relevant records to the program being delivered and assessed.

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- **Wyndham CEC adheres to the published VCAA Important Administrative Dates for resulting on VASS.** As soon as assessments results are available, they should be given to the Senior Secondary Education Manager for entry on VASS and to the Compliance and Reporting Team for entry onto Wyndham CEC's Student Management System, aXcelerate.
 - Wyndham CEC collects On Track (destination) data annually for all students enrolled in a Senior Secondary Programs VCE VM/VPC/ VCAL program. This is provided to the local LLEN annually for publication. This data is collected in an excel spreadsheet, set up at the start of the year and updated regularly by the Senior Secondary Education Manager or Senior Secondary Education Coordinator. A copy is maintained by the CEO.
 - For all procedures in relation to management of records and record keeping, please see Wyndham CEC's *Record Management and Record Keeping Policy and Procedure*.
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Related Documents

Legislation:

Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Education and Training Reform Act 2006 (Vic), Education and Training Reform Regulations 2007 (Vic), Equal Opportunity Act 2010 (Vic), Multicultural Victoria Act 2011(Vic), Occupational Health and Safety Act 2004 (Vic), Health Records Act 2001 (Vic), Public Records Act 1973 (Vic), Racial and Religious Tolerance Act 2001 (Vic), Disability Regulations 2007, Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Disability Discrimination Act 1992 (Com), Disability Services Standards (DEWR) 2007, Racial Discrimination Act 1975 (Com), Human Rights and Equal Opportunity Commission Act 1986 (Com), Privacy Act 1988, Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Com), Privacy Regulations 2013, Schedule 2 – The Australian Consumer Law, The Competition & Consumer Act 2010 (Vol 3.), Child Wellbeing and Safety Act 2005 (Vic), Amended Ministerial Order 55 Structured Workplace Learning (schools), Amended Ministerial Order Amended Ministerial Order 723 Structured Workplace Learning (non-schools), Amended Ministerial Order 724 Work Experience (non-schools), Amended Ministerial Order 382 Work Experience (schools) Ministerial Order 1359 Child Safe Standards, Ministerial Order 705 Student completes Year 12 equivalent, or will be engaged in at least 25 hours of approved education, training or employment

Policies:

Access and Equity Policy & Procedure, Complaints and Appeals Policy & Procedure, Concessions, Fees, Charges and Refunds Policy & Procedure, Senior Secondary Programs Pathways and Transitions Policy & Procedure, Privacy Policy & Procedure (Students/Clients), RPL Policy & Procedure, Recognition of Qualifications issued by other RTOs Policy & Procedure, Special Consideration Policy and Procedure/Application Form, Student Selection Enrolment and Induction (Foundation Skills) Policy & Procedure, Delivery & Assessment (FS) Policy & Procedure Student Selection, Enrolment & Induction (VET) Policy & Procedure, Delivery & Assessment (VET) Policy & Procedure, Skills First Program Reporting Policy & Procedure, Training Plan Procedure, Plagiarism, Cheating and Collusion Policy & Procedure, Delegation and Segregation of Duties Policy & Procedure, Determining Eligibility Procedure, Transitions Policy & Procedure, Child Safe Policy & Procedure (including Statement of Commitment), Senior Secondary Programs Assessment Policy & Procedure, Validation,

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Wyndham Community and Education Centre Inc Policy & Procedure

Moderation and Quality Assurance Policy and Procedure, Establishing and Applying Decisions for Satisfactory Completion (including delay of satisfactory completion and reasonable adjustment in assessment), Mandatory Reporting Policy & Procedure, Record Management & Record Keeping Policy and Procedure, Senior Secondary Programs Attendance Policy & Procedure, Senior Secondary Programs Discipline Policy & Procedure, Excursions Policy & Procedure, Structured Workplace Learning Procedure, Decision Making Responsibilities for Senior Secondary Programs (under-18),

Other:

Current Standard VET Funding Contract - Skills First Program, AQTF Essential Conditions and Standards for Continuing Registration, Skills First Evidence of Student Eligibility & Student Declaration Form, Skills First Quality Charter, Skills First Guidelines about Determining Student Eligibility & Supporting Evidence, Pre-Training Review Checklist for Skills First, Pre-Training Assessment Kit, Enrolment Interview Checklists, Privacy & Your Rights flier, Statement of Purpose, Student Enrolment Package, Student Induction Checklist, Vision Mission and Values Statement, Statement of Fees, VET Training Packages, EAL & CGEA accredited curriculum documents, Student Code of Conduct Client Enrolment Report, Disability Action Plan, VCAA VCE Administrative Handbook, VCAA VPC Administrative Handbook, VRQA Minimum Standards for Registration as a non-school senior secondary provider, VCAL Training and Assessment Strategies, VCE Vocational Major (VCE VM) Training and Assessment Strategies, Vocational Pathways Certificate (VPC) Training and Assessment Strategies, Senior Secondary Programs Student Handbook, Senior Secondary Programs Teacher Package, VCAL Course Outlines, VCE Vocational Major Study Designs and Victorian Pathways Certificate Curriculum Designs, VCE Vocational Major/Victorian Pathways Certificate/ VCAL Enrolment Interview Checklist, Student Induction Checklist, Wyndham CEC enrolment forms, Schedule 1, Structured Workplace Learning and Work Experience Arrangements non-school Providers, Senior Secondary Programs VCE Vocational Major/Victorian Pathways Certificate/ SSP Job Descriptions, Senior Secondary Programs Staff work-plans, VCE Vocational Major/Victorian Pathways Certificate/VCAL Expression of Interest form, Skills First Audit and Review Program, Skills First quality-focused Audit and Review Strategy, Employee Handbook, DET Senior Secondary Re-Engagement Programs, DET Standard Community Vocational and Applied Learning (VAL) Contract, Victorian Administrative Software System (VASS), Victorian Registration and Qualifications Authority (VRQA) Registered non-school senior secondary provider, Victorian Curriculum and Assessment Authority (VCAA), Referral from Mainstream school/Youth Support Agency or Other Form, Career Education Plan, Consent to Share Information Form, VCAA VCE/ VPC/ VCAL, Student Personal Details form, VCAL Curriculum Documents, VCE Vocational Major Study Designs, VPC Curriculum Design, VCAL Advice for Teachers, FE Curriculum, VCAA Support Materials for VCE Vocational Major and VPC, Training Packages, Training Plan, Training and Assessment Strategy (TAS), Pre Training Assessment (PTA), Statement of Purpose, VRQA Scope of Registration, Exemption from School Attendance and Enrolment form, Core Skills Profile for Adults (CSPA), Privacy & Your Rights flier, VASS student Eligibility Report, aXcelerate Wyndham CEC's Student Management System, HESG Contract Notifications and Announcement on SVTS, SharePoint Wyndham CEC's Content Management System, Skills First Audit and Review Program, Skills First quality-focused Audit and Review Strategy, VASS VCAL, Important Administrative Dates, VCAA notices to schools, VCAA Bulletins, Student Attendance Roll, On Track (destination) data , Final Unit Result form (FUR), VASS User Manual, Student Assessment Declaration form, Learning Programs, Senior Secondary Programs student and parent handbook, On Track Destination Data,

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