

WHERE TO NOW? 2021



Where to Now? is the official student guide to Victoria's senior secondary qualifications – the Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) – and where they can lead after you finish school.

The many choices you can make are clearly explained.

And to ensure your choices are right for you, before submitting your study preferences, talk to your VCE or VCAL coordinator or careers counsellor.

If you want to do the VCE or VCAL and you have requirements associated with an illness, a disability or personal circumstances, there are many support options. This arrangement is called **Special Provision**. Your school can tell you what's available to help you complete your VCE or VCAL studies.

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Welcome

Congratulations on reaching your final years of secondary school. This is an important milestone in your education and you have many exciting options to consider as you start thinking about your future and the career you would like to pursue.

In Victoria we are committed to making sure that our schools have the best facilities, our classrooms have the best teachers and that every student is given every chance to thrive, grow and succeed.

This year has been unprecedented with the COVID-19 pandemic resulting in schools across the state undertaking remote learning. Despite the disruptions to your learning you have shown outstanding resilience and flexibility. I commend you for your efforts and can assure you that these qualities will stand you in very good stead for your future studies.

The final years at school demand determination, hard work and resilience. The information in this book – *Where to Now? Guide to the VCE, VCAL, VET, Apprenticeships and Traineeships* – will provide you with advice to help make informed decisions about what pathway to take in Years 11 and 12.

You can choose from two senior secondary qualifications – the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL). They both mark the successful completion of secondary schooling in Victoria. You can also undertake a Vocational Education and Training (VET) certificate or school-based apprenticeship or traineeship as part of your VCE or VCAL.

There have never been more choices available to Year 12 graduates, including university, TAFE, traineeships and work.

The VCE is a world-class qualification, recognised throughout Australia and around the world for entry to university. You can include Vocational Education and Training in Schools (VETiS) in your VCE.

The VCAL is a hands-on option that helps you develop knowledge and skills in preparation for apprenticeships, traineeships and employment, as well as further education and training. It gives you practical work-related experience, along with proficiency in literacy and numeracy, and opportunities to develop leadership, teamwork and other vital capabilities for work and later life. You can include VCE studies in your VCAL.

I encourage you to read the stories in this booklet from students who have completed VCE, VCAL, VET and school-based apprenticeships and traineeships. They have faced the challenges and enjoyed the triumphs of the senior secondary years, and they've provided great advice that will help you to decide what you want to study. The range and variety of their chosen pathways shows what is possible through the flexible learning opportunities available to Victorian students.

I hope you find this edition of *Where to Now? Guide to the VCE, VCAL, VET, Apprenticeships and Traineeships* a practical and inspiring resource. I wish you the best for your senior secondary schooling and the years that follow.



The Hon. James Merlino MP
Deputy Premier,
Minister for Education



Victorian Certificate of Education

The VCE opens pathways to tertiary education, advanced certificate courses and the workforce.

Studies in the humanities, sciences, mathematics, technology, the arts and languages, as well as vocational studies are available in this world class, internationally recognised education qualification.

In 2021, the VCE curriculum will offer more than 90 subjects and 26 VCE VET programs.

This range of subjects is why most Victorian students choose to study for the VCE to complete their secondary schooling.

And the VCE is a study of choice for many students outside Australia, including in China, Malaysia, the Philippines, Timor-Leste and Vanuatu.

How is the VCE structured?

The VCE course is made up of studies (or subjects; for example, English or Biology) structured as units.

Each study is made up of four units (Units 1, 2, 3 and 4). A unit is a semester in length.

Most students complete their VCE over two years. These students typically study Units 1 and 2 of a subject in Year 11 and Units 3 and 4 in Year 12.

You can study Units 1 and 2 of a subject as a sequence or separate units, but these units don't qualify for a study score. Completing Units 3 and 4 as a sequence in the same year qualifies for a study score (see page 8).

How many units are required?

Students usually study between 20 and 24 units (five or six studies) across Years 11 and 12.

You can take more than two years to complete your VCE. For example, some students start the VCE in Year 10 with Units 1 and 2 of a subject and study Units 3 and 4 in Year 11.

To best meet your needs, talk to your teachers or careers counsellor about how to structure your VCE program.

What studies can I choose?

Each school decides which VCE studies and VET programs it will offer from more than 90 VCE subjects and 26 VCE VET programs. If your school doesn't offer what you want, it might be available from another school or VCE provider.

You may want to consider Virtual School Victoria or the Victorian School of Languages, or you can speak to your VCE coordinator about other options.

What do I have to do to achieve my VCE?

You must successfully complete 16 units, including:

- three units from the English group, including a Unit 3 and 4 sequence
- at least three sequences of Unit 3 and 4 studies, which can include further sequences from the English group.

Your teacher can explain the differences between the English group studies, or you can find out more on the Victorian Curriculum and Assessment Authority (VCAA) website: www.vcaa.vic.edu.au

You can complete the remaining units required for your VCE (that is, at least three sequences of Unit 3 and 4) in any study. This could even be an additional English group study on top of the units you take to meet the minimum English requirement.

Who decides whether I have satisfactorily completed a unit?

Your teacher determines whether or not you have satisfactorily completed a unit, based on the work you submitted and whether or not you followed VCAA and school rules.

How should I decide which VCE studies to do?

Choose studies that:

- interest you
- you are good at
- will help you pursue a post-school pathway of your choice, such as a university or tertiary and further education (TAFE) course.



VCE STUDIES IN 2021

The Arts

- Art
- Dance
- Drama
- Media
- Music
 - Music Performance
 - Music Investigation*
 - Music Style and Composition
- Studio Arts
- Theatre Studies
- Visual Communication Design

Business Studies

- Accounting
- Business Management
- Economics
- Industry and Enterprise
- Legal Studies

Cross-curricular

- Extended Investigation*

English

- English/English as an Additional Language
- English Language
- Foundation English†
- Literature
- Bridging English as an Additional Language†

Health and Physical Education

- Health and Human Development
- Outdoor and Environmental Studies
- Physical Education

Humanities

- Australian and Global Politics
 - Australian and Global Politics†
 - Australian Politics*
 - Global Politics*
- Classical Studies
- Geography
- History
 - Ancient History
 - Australian History*
 - Global Empires†
 - Revolutions*
 - Twentieth Century History†
- Philosophy
- Religion and Society
- Sociology
- Texts and Traditions

Mathematics

- Foundation Mathematics†
- Further Mathematics*
- General Mathematics†
- Mathematical Methods
- Specialist Mathematics

Science

- Biology
- Chemistry
- Environmental Science
- Physics
- Psychology

Technology

- Agricultural and Horticultural Studies
- Algorithmics (HESS)*
- Applied Computing
 - Applied Computing†
 - Data Analytics*
 - Software Development*
- Food Studies
- Product Design and Technology
- Systems Engineering

Languages

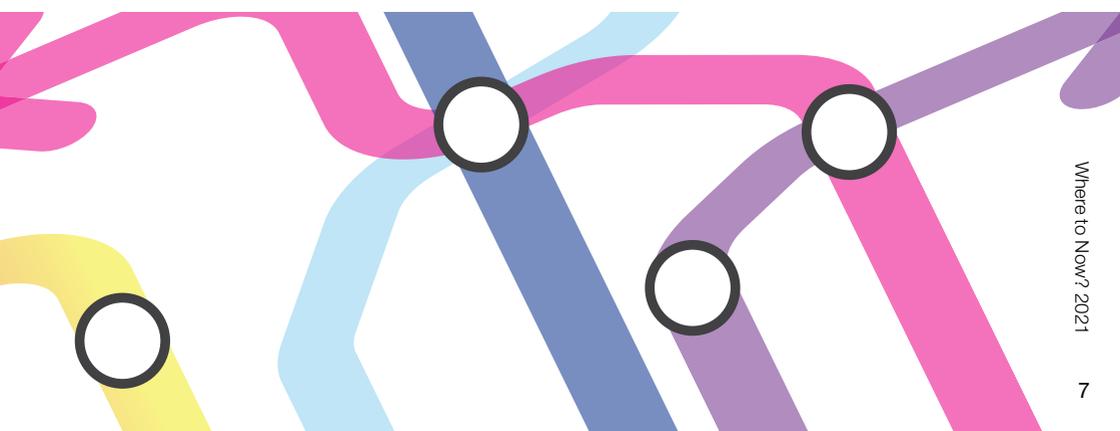
Arabic, Armenian, Auslan, Bengali†, Bosnian, Chin Hakha, Chinese First Language, Chinese Language Culture and Society, Chinese Second Language, Chinese Second Language Advanced, Classical Greek, Classical Hebrew, Croatian, Dutch, Filipino, French, German, Greek, Hebrew, Hindi, Hungarian, Indigenous Languages of Victoria: Revival and Reclamation, Indonesian First Language, Indonesian Second Language, Italian, Japanese First Language, Japanese Second Language, Karen, Khmer, Korean First Language, Korean Second Language, Latin, Macedonian, Maltese, Persian, Polish, Portuguese, Punjabi, Romanian, Russian, Serbian, Sinhala, Spanish, Swedish, Tamil, Turkish, Ukrainian, Vietnamese First Language, Vietnamese Second Language, Yiddish.

Key

† Units 1 and 2 only

* Units 3 and 4 only

Individual schools do not offer all of these studies. Check which studies your school offers.



How is my VCE work marked?

Units 1 and 2 are marked by your school; your teachers will set a range of assessments.

For Units 1 and 2 you will receive either S (satisfactory) or N (not satisfactory). Only the S counts towards your VCE.

Grades for Units 3 and 4 are more complicated. For Units 3 and 4 you will have grades calculated from A+ to E, or UG (ungraded) or NA (not assessed) for your assessment tasks, as well as an S or N.

For each VCE study, there are three graded assessments for Unit 3 and Unit 4.

All VCE VET programs with scored assessment have two graded assessments.

Depending on the study, these may be school-based assessments and/or external assessments.

School-based assessments are set by your teacher following the requirements set by the VCAA in the relevant study design. They include:

- school-assessed coursework (SAC), which is completed at school
- school-assessed tasks (SATs), which are completed at school and home.

Your teacher marks both SACs and SATs.

School-based assessments at a Unit 3 and 4 level are statistically moderated by the VCAA. You can read about the rules for assessment and the reasons for statistical moderation on the VCAA website or you can ask your teachers.

External assessments are set and marked by the VCAA. They are the same for all students taking the same VCE study. Usually this will be an examination – written, oral, performance or in an electronic format.

Your external assessments are marked by assessors who are experts in the subject. All VCE studies are marked to the same standard and multiple checks ensure that marking is fair and correct.

Examinations are in October and November. Your school will give you plenty of notice about the exact dates of your examinations.

Can I repeat a unit if I receive an N (not satisfactory)?

Yes. If you repeat a unit you must do the full unit, including all assessments.

There is no penalty for repeating a unit, but you can only count the unit once towards satisfactory completion of the VCE.

What is a study score?

A study score is a number between 0 and 50 that indicates your ranking in relation to all students doing that study in that year.

You will receive a study score if you obtain at least two graded assessments and achieve an S for both Units 3 and 4 in a study in the same year.

Can I repeat a study to achieve a better study score?

Yes. Repeating a study at the Unit 3 and 4 level can improve your study score and Australian Tertiary Admission Rank (ATAR).

How do I get into university or TAFE?

To get into university, you generally need to achieve study scores set by the university and have an Australian Tertiary Admissions Rank (ATAR). To get into some TAFE courses you may also need a study score.

What is an ATAR?

The ATAR is a figure that reflects your relative achievement compared to everyone else in Year 12. It is based on study scores and presented as a figure (or ranking) between 0.00 and 99.95.

Before offering places, tertiary institutions look at each student's ATAR and the combination of VCE studies they have completed.

To qualify for an ATAR, you need to have at least four study scores; one must be from the English group.

Your ATAR is calculated by the Victorian Tertiary Admissions Centre (VTAC). You can find out more about the ATAR, subject combinations and course choices through VTAC.

What is a notional ATAR?

Notional ATARs are used to rank applicants who have:

- obtained another qualification in Victoria, such as the International Baccalaureate (IB). An ATAR is calculated for IB students who complete the General Achievement Test (GAT), which is explained in the next section
- previous Victorian Year 12 results (other than VCE results)
- completed at least one Unit 3 and 4 study outside of a January to December timetable
- undertaken interstate studies.

A notional ATAR is treated the same way as a normal ATAR. The 'notional' label indicates that the ATAR was obtained in a slightly different way. For course selection and all other purposes, they are treated as equivalent.

What is the GAT and why is it important?

All students studying at least one Unit 3 and 4 VCE study (or scored VCE VET study) are expected to sit the GAT. This midyear test measures your general knowledge and skills in written communication, mathematics, science, technology, humanities, the arts and social sciences.

Your GAT results do not count directly towards your VCE, but are used as part of checking that school-based and external assessments have been fairly and accurately assessed.

The GAT may also be used to determine Derived Examination Scores for a student who is ill or affected by other personal circumstances at the time of a VCE external assessment and whose result is unlikely to be a fair or accurate indication of their learning or achievement.

How will I receive my results?

All students enrolled in VCE studies receive a Statement of Results in December.

If you undertake Units 1 and 2, your statement will be sent to your school. If you are enrolled in at least one Unit 3 and 4 study, the VCAA will mail your results to your home. Your statement will include the overall grade for your school-based and external assessments.

If you have successfully completed the VCE, you will receive a certificate, which will be sent to your school.

Students who sit the GAT will also receive a Statement of Results for that test.

Can I complete a VET qualification or school-based apprenticeship or traineeship as part of my VCE program?

Yes. For more information, read the VET and apprenticeship and traineeship sections of this booklet.

Kate's story



Year 10

History: Twentieth century history 1945–2000

Unit 2

Year 11

Australian and Global Politics

Units 1 and 2

Business Management

Unit 1

Literature

Units 1 and 2

General Mathematics

Units 1 and 2

Psychology

Unit 2

Religion and Society

Unit 1

Visual Communication Design

Units 1 and 2

History: Revolutions

Units 3 and 4

Year 12

Religion and Society

Unit 2

Global Politics

Units 3 and 4

Literature

Units 3 and 4

Media

Units 3 and 4

Psychology

Units 3 and 4

Visual Communication Design

Units 3 and 4

What factors did you consider when choosing your VCE studies?

I chose subjects that I was passionate about, and in VCE, passion is your strength. If you are inspired to study and see purpose in your work, you will perform better and with consistency. I also had breadth in my choices because I did not know what I wanted to pursue after high school. The variety gave me flexibility when placing university preferences.

What did you enjoy most about the VCE studies you undertook?

The beauty of the VCE is that you can finally condense your learning to subjects you are genuinely interested in. For me, that meant I could focus primarily on humanities and arts subjects, which allowed me to get excited by the studies as potential career pathways.

What are your top three tips for future VCE students who are trying to choose their studies?

- Don't let scaling determine the subjects you choose. Your success isn't limited by anything other than the effort you put into your studies.
- Embrace the arts. Portfolios, although challenging, are a refreshing opportunity to break up your learning with creativity and self-expression.
- Consider doing VCE subjects early if you can. Completing a Unit 3–4 sequence in Year 11 alleviated a lot of pressure for me in Year 12 and it can help your ATAR.

What strategy worked best for you when preparing for your exams and what are your top study tips?

I found that relearning information is the most effective form of study. You can utilise this by making quality notes, flash cards and organised files throughout each unit so that when exams come around, you can use your time to revise what you have learnt.

Did your selected studies align with your goals and career aspirations?

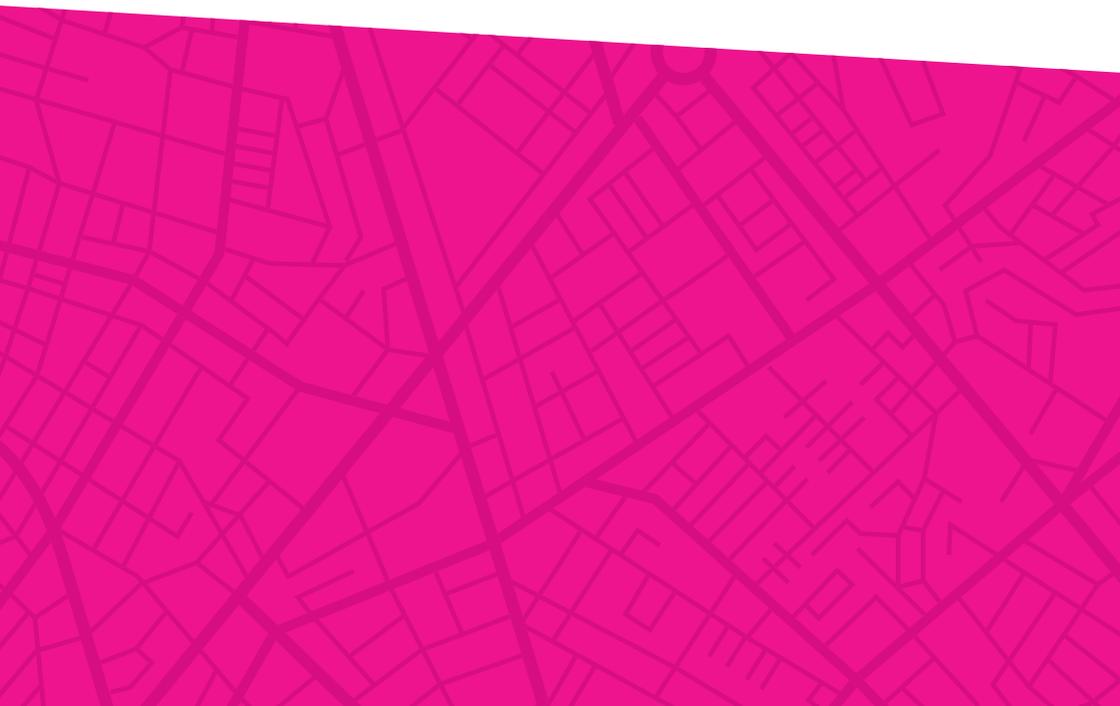
Had I not picked up Media in Year 12, my life would be on an entirely different trajectory. For a long time I thought global politics would be my future, but Media opened doors for me. I found a love for animation, which I am now studying at university and hoping to make my career.

Do you have any other advice for future VCE students?

VCE is designed so that you can make mistakes early but be sure to learn from them. Test different studying habits in Units 1 and 2, change your subjects if you need to, know that a mark on a SAC can be redeemed during exams. Don't place so much pressure on yourself; just remember to try again!

What did completing the VCE mean to you?

The experience gave me a greater understanding of myself, and an ability to enter university life with absolute confidence, and has transformed friendships with classmates into lifelong bonds.



Blake's story



Year 11

Applied Computing

Units 1 and 2

VCE VET Creative and Digital Media

Units 1 and 2

English

Units 1 and 2

General Mathematics

Units 1 and 2

Visual Communication Design

Units 1 and 2

Year 12

VCE VET Creative and Digital Media

Units 3 and 4

English

Units 3 and 4

Further Mathematics

Units 3 and 4

Studio Arts

Units 3 and 4

Visual Communication Design

Units 3 and 4

What factors did you consider when choosing your VCE studies?

I really thought about what subjects I enjoyed and what my interests were. I also researched university courses to see what subjects I needed to do to be accepted into the courses that I was interested in.

What did you enjoy most about the VCE studies you undertook?

I really enjoyed the final portfolio project within Visual Communication Design (VCD) as I am extremely interested in design and art. It allowed me to be able to explore and come up with an idea that I wanted to create, something that I was passionate about. I enjoyed my artistic subjects the most as I love to be creative and create art in different forms and express different ideas through the communication of art.

What are your top three tips for future VCE students who are trying to choose their studies?

- Choose subjects you are interested in, not because your friends are doing them.
- Think about your schedule and what other commitments you have during your week. See if you are able to dedicate enough time to a subject, for example, to produce a folio for an art subject.
- If you want to go to university, think about what you want to do, and see which subjects are required to do that course.

What strategy worked best for you when preparing for your exams and what are your top study tips?

Creating and physically writing out a schedule and sticking to it. This way you feel organised and in those study times you will be more productive and will get work done. But also dedicate time for socialising, playing sport or doing activities other than studying. Having my days structured was most effective for me.

Did your selected studies align with your goals and career aspirations?

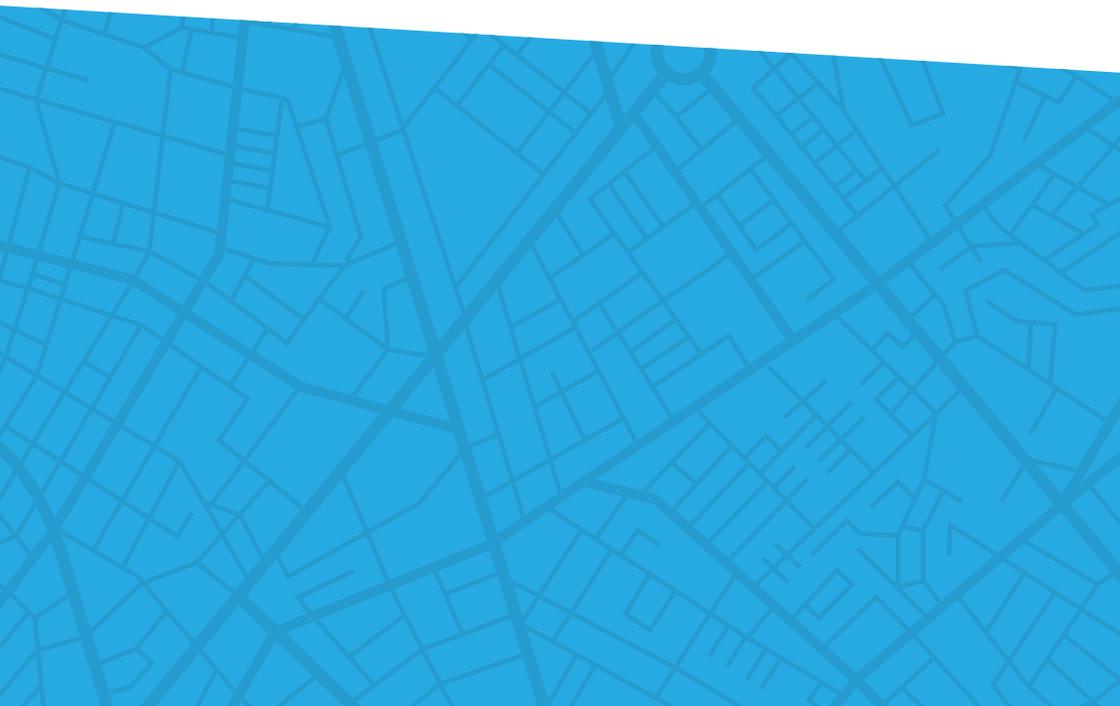
I chose the subjects that I loved doing, which luckily is what I wanted to continue doing at university and in the future. My subjects really helped me advance my design and art skills within my schooling, and helped me get into my desired university course. Being able to do Visual Communication Design and Studio Arts at school and continuing to study design at university will help me advance into an art and design career later.

Do you have any other advice for future VCE students?

Don't get too worked up over anything. Have fun as well as concentrating on your studies, but most importantly have a balance of everything. Don't dedicate too much time to socialising or to studying; it is about finding the right balance between studying and doing work and other fun activities that you want to do in your spare time.

What did completing the VCE mean to you?

At first it didn't feel real because going into Year 12 and having a hard and stressful year of work was always talked about, so actually completing my VCE studies was a big thing. After all the hard work and dedicating a large number of hours to studying, it was a huge relief to finally finish – an amazing feeling.



Seth's story



Year 11

Biology

Units 1 and 2

English

Units 1 and 2

Mathematical Methods

Units 1 and 2

Physical Education

Units 1 and 2

Physics

Units 1 and 2

Religion and Society

Unit 2

Systems Engineering

Units 1 and 2

Year 12

Biology

Units 3 and 4

English

Units 3 and 4

Mathematical Methods

Units 3 and 4

Physics

Units 3 and 4

Systems Engineering

Units 3 and 4

What factors did you consider when choosing your VCE studies?

The most important factors that I considered when choosing my VCE subjects were linked to my career path. Identifying the course I wanted to study at university provided me with the Unit 3–4 prerequisites. It narrows down the options and makes choosing ones you are good at and enjoy much clearer.

What did you enjoy most about the VCE studies you undertook?

I really enjoyed doing subjects that I have a great interest in. It felt like the hard work and study I was doing had a purpose compared to earlier years. I also enjoyed getting closer to the teachers and students in those classes.

What are your top three tips for future VCE students who are trying to choose their studies?

- If you plan on going to university, try your best to find the course that is right for you as early as possible (Year 10). It will give you a clear strategy for choosing subjects for Year 11 and 12.
- I highly recommend completing a Unit 3–4 VCE study in Year 11 as this will contribute towards your ATAR calculation. It may become your 5th or 6th study or it may fall into your top four studies depending on the study scores you achieve for your selected VCE studies.
- When selecting subjects, select the ones that you know you could enjoy and do well in.

What strategy worked best for you when preparing for you exams and what are your top study tips?

Year 12 is jammed packed with content and it's important to find your own strategy to manage all this information. Personally, I made lots of summary posters and flash cards for content-based subjects (such as Biology). I checked them regularly and it helped me to recall information and definitions that might come up in the exam. Practice questions and practice exams are also a great strategy for VCE.

Did your selected studies align with your goals and career aspirations?

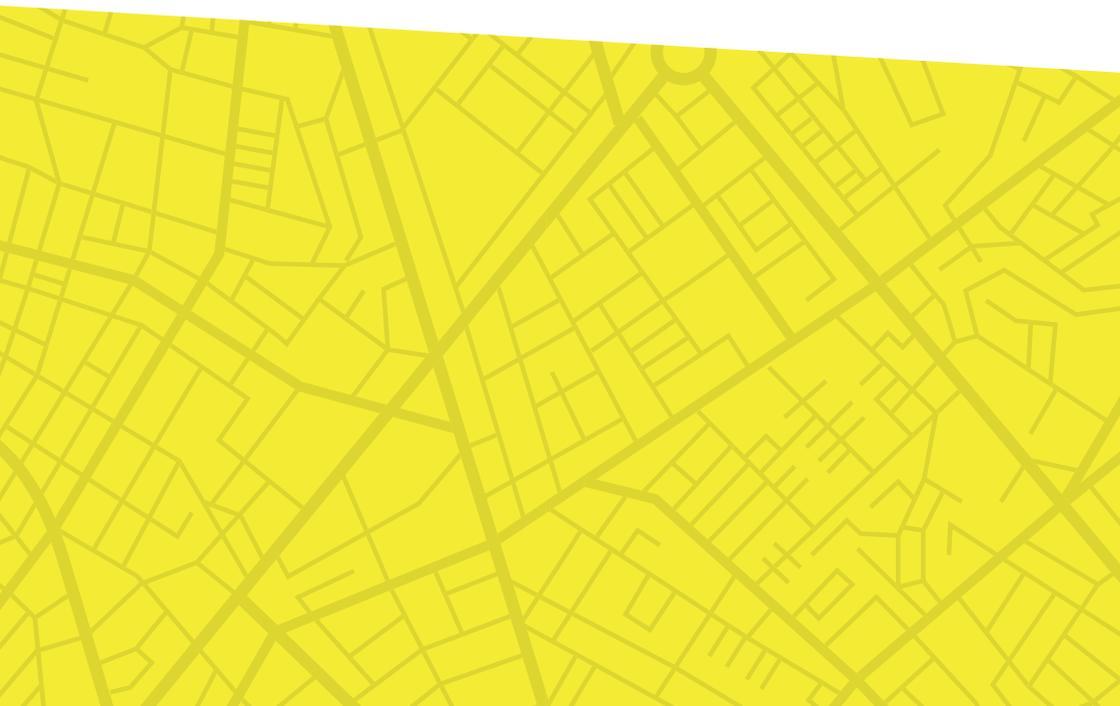
Thankfully my studies did align with my goals and I am now studying for a Bachelor of Environmental Engineering (Honours) at Deakin University. I did not land my first preference but luckily received a high-enough ATAR for the others.

Do you have any other advice for future VCE students?

I am quite a creative person and I did VCE Systems Engineering in Year 12. For creative students wishing to do folio subjects (such as Engineering, Product Design, Visual Communication Design, Media and Art), I highly recommend embracing your creative side and trying it. Doing a folio subject gave me more opportunities that the ATAR score could never give me. These include access to Top Designs, competitions, networking and job interviews further down the track. Do well in what you enjoy.

What did completing the VCE mean to you?

People see Year 12 as a hard year but it was also, in my opinion, the best year of high school. You are studying for a purpose, the social life is great, you learn a lot about life, and it is generally a super fun year, so enjoy it. The VCE has set me up for the future very well.



Heidi's story



Year 11

Biology

Units 1 and 2

Chemistry

Units 1 and 2

English

Units 1 and 2

General Mathematics

Units 1 and 2

VET Certificate III in Companion Animal Services

Units 1 to 4

Year 12

Biology

Units 3 and 4

Business Management

Units 3 and 4

Chemistry

Units 3 and 4

English

Units 3 and 4

Further Mathematics

Units 3 and 4

Why did you choose to complete a school-based apprenticeship or traineeship as a part of your VCE?

I chose to complete my school-based traineeship as part of my VCE studies because I was beginning to grow very bored with traditional classroom learning. The idea of being able to obtain practical skills that could easily be transferred to my future career was very exciting, and work placement at a veterinary clinic was something I knew I would only be able to complete through the school-based apprenticeship or traineeship (SBAT) program.

What did you enjoy most about the SBAT program?

The most enjoyable part of the program was the fact that everything I was learning during theory lessons throughout the week could be directly applied to my work placement on the weekend. It felt as though I was finally studying something that was going to push me towards my desired career. The opportunity for a placement was an excellent way for me to grow even more confident in my goal of becoming a veterinarian. The practical placement exposed me to various elements of the industry, and even resulted in employment at the clinic where I did my placement.

What are your top three tips for future VCE students who are trying to choose their studies?

- Try to focus on where you want to be rather than where you are. It is so easy to see your VCE studies as the biggest thing that will ever happen to you, but it is really just two years. Being able to look towards my future career through practical placement at a veterinary clinic helped me immensely as I was able to see what all of that hard work was going towards. I would strongly recommend attempting to gain placement in the industry you are striving towards. Be open to practical learning. Talk to your career counsellor to explore your options. It can be quite challenging navigating everything by yourself. By simply booking an appointment with your career counsellor at school, you are going to reduce your stress and feel much more confident about your subject selection and where they will take you.
- Do not choose a subject that you think you 'have to do'. Not only will it end up taking up most of your study time, a lack of interest will make it harder to learn. You are probably more likely to get a better score if you do something that you can really engage with.

What are your top study tips?

Take breaks, schedule your time, including socialising, studying, personal time, and work, so that you can ensure a healthy balance. Forgive yourself when you get a bad grade or skip a study session. It is more important that you just try to start again the next day.

How has your SBAT program prepared you for the future?

It has prepared me for the future because I now have practical skills that are relevant to the industry I intend to work in. Not only this, but the work placement enabled me to gain employment as a veterinary nurse while I completed Year 12, which was a welcome reprieve from my VCE studies.

Do you have any other advice for future students?

It is a very serious time in your life, but remember to have fun. Having a balance between study and your personal life is going to ensure you have the best VCE possible.



Extra challenges

Higher Education Study in the VCE

If you've done well in your studies and want an extra challenge, you might be able to do a Higher Education Study in Year 12.

This gives you a defined pathway into tertiary education. It can count towards both your VCE and the first year of a university course in that study.

Higher Education Studies are offered at most major universities in Victoria. See the VCE Studies webpage on the VCAA website for a list of universities that offer Higher Education Studies.

(Your school must approve you for the Higher Education Studies program. Only one Higher Education Study can contribute towards your VCE.)

VCE – Baccalaureate

The VCE – Baccalaureate is one of many awards and forms of recognition for high-achieving students and students undertaking specific study or activities.

These awards can provide opportunities and a portfolio to help your career and personal development.

The VCE – Baccalaureate recognises depth, breadth and achievement in studies. To receive the VCE – Baccalaureate you must complete the VCE with:

- a score of 30 or above for English, Literature or English Language, or a study score of 33 for English as an Additional Language
- a VCE Languages study
- VCE Mathematical Methods or Specialist Mathematics
- study scores for at least two other Unit 3 and 4 sequences.

Excellence and awards

Awards and recognition are available for high-achieving students and students who are studying the arts, design, technology or VCE Extended Investigation, or are involved in community service or public speaking. These include:

- VCE Season of Excellence, including Top Arts, Top Designs, Top Screen, Top Class, Top Acts and Top Talks
- Margaret Schofield Memorial Scholarships
- VCAA Plain English Speaking Award (PESA)
- VCE Leadership Awards
- Premier's VCE Awards.

Find out more about these on the VCAA website or from your school.

VCAL

Victorian Certificate of Applied Learning

If you like applied learning and want to go to a TAFE institute or university, do an apprenticeship or traineeship, or start a job when you finish school, the VCAL may be a good choice for you.

The VCAL provides you with practical work-related experience, as well as literacy and numeracy skills that are important for life and work.

Like the VCE, the VCAL is a senior secondary qualification and a pathway to many careers and future education.

The course is flexible and enables you to undertake a study program that suits your interests and learning needs in a variety of settings, including schools, TAFE institutes and Adult Community Education centres.

How do I achieve my VCAL?

You must complete 10 units of study that includes at least five units from four compulsory strands:

- Literacy and Numeracy Skills
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills.

Where do I start?

The VCAL has three levels: Foundation, Intermediate and Senior.

You can start and complete your VCAL at the level that matches your needs and abilities. Your teacher or careers counsellor can help with making this choice.

What can my VCAL program include?

A VCAL program can include:

- VCAL units
- VCE units
- VET units of competency.

Your VCAL learning 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 Intermediate and Senior levels, this must include at least 90 hours from a VET qualification
- at least one unit from the Work Related Skills strand
- at least one unit from the Personal Development Skills strand
- six credits at the attempted VCAL level (Foundation, Intermediate or Senior) or above. One of these credits must be for Literacy Skills and one must be for Personal Development Skills.

Your teacher or careers counsellor can help you develop a VCAL program that suits your learning needs and interests.

Rebekah's story



Literacy and Numeracy Skills

Oral Communication Senior,
Reading and Writing Senior,
Numeracy Skills Senior

Personal Development Skills

Units 1 and 2 (Senior)

Work Related Skills

Unit 1 (Senior)

Product Design and Technology

Unit 1

VCE VET Agriculture

Units 1 to 4

English

Units 1 and 2

Food Studies

Units 1 and 2

Health and Human Development

Units 1 and 2

General Mathematics

Unit 1

Outdoor and Environmental Studies

Units 3 and 4

Rebekah Lear won the VCAL Senior Personal Development Skills award at the VCAA VCAL Achievement Awards in 2019.

Why was VCAL the right pathway for you?

The VCAL was hands-on learning and related to real-life experiences. I was able to do projects that involved the things I was interested in and passionate about. I was able to grow my leadership skills in projects I wanted to deliver.

How has the VCAL prepared you for the future?

I've learnt that things don't go your way and I know how annoying it can be, but you have to look at the other side of it, and problem-solve to make it work in the end. Public speaking was something I didn't enjoy at school, but being made to do it really helped. I do feel a little more confident in public speaking now, and I know I do have the courage to do it.

While studying for the VCAL you initiated a fundraiser event to raise awareness of the high rate of suicide among farmers. What was your motivation behind this event, and what did it mean for the local community?

When I was asked to think of a project to do for VCAL I decided I wanted to involve the whole community. It was on social media that I saw many posts by 'the Naked Farmer'. I thought about that for a while and decided I could do something with this. The Naked Farmer was run by Ben Brooksby, a local man aged in his 20s, who lived not far out of Horsham in Western Victoria. It ticked all the boxes: he was helping farmers nationwide and even worldwide with his message about mental illness.

After talking to the class and teachers, we came up with the idea of holding a community mental-health night based on the Naked Farmer. Mental health is a huge issue, especially in rural areas where there is no or limited help available. Around 100 people attended the evening and it was a really good feeling seeing so many people there especially knowing they were farmers and their families, who were my target audience.

What would you tell future students who are considering VCAL?

Do it, don't hesitate. VCAL is about real life experiences and is hands-on. You will enjoy it more because you will be involved in negotiating your learning and your own project choices.

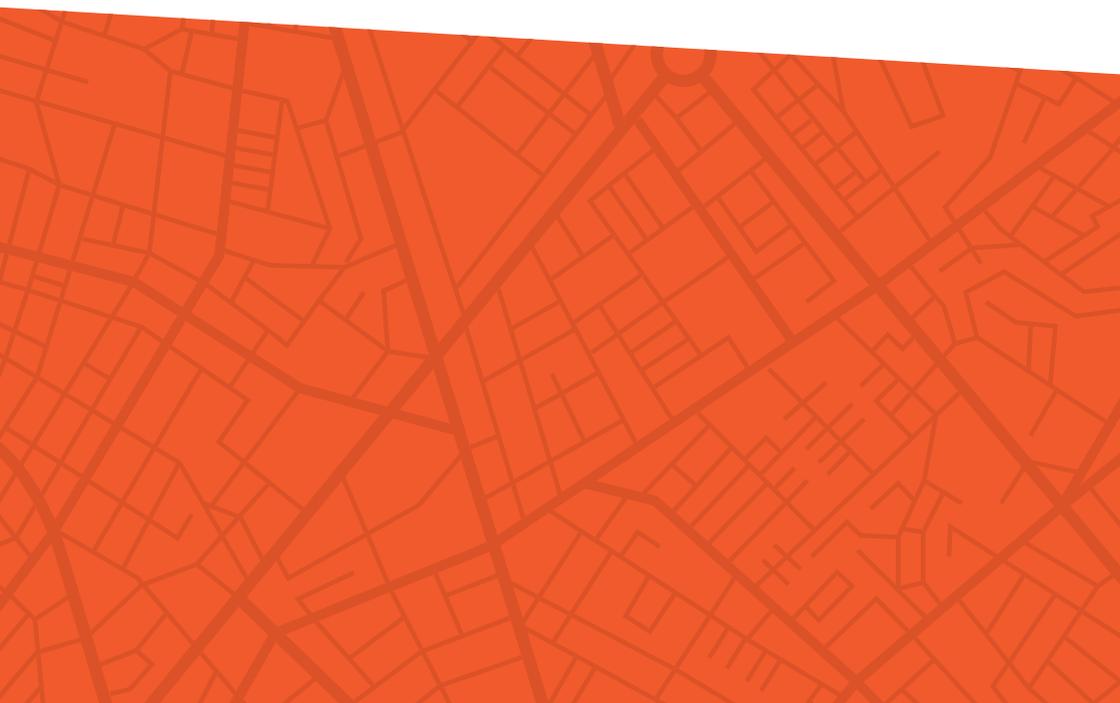
What are your top study tips?

Choose something that you're actually interested in. Choose something you love, that way you will take time to actually do it properly and study it.

Do it the way you want to, so if you have a certain way of laying stuff out, do it your way. Mine was colour: I loved to see colour in my books. I colour coded a lot of things, which helped with laying it out. It looked neat, and it worked best for me.

What are your plans for the future?

I would love to have my own catering and cake business, as I did this type of hospitality in my Year 10 work experience, which I thoroughly enjoyed more than anything. I would love to become a patisserie chef, as I love desserts and learning how to make them using different techniques.



How will I be assessed for VCAL?

All units in your VCAL program are assessed by your teacher and/or registered training organisation (RTO).

If you include VCE studies in your VCAL, refer to the VCE section of this booklet for further information on assessment.

VCAL providers are listed on the VCAA website.

How will I receive my results?

You will receive a Statement of Results from the VCAA, listing all the VCAL, VCE and VCE VET units you were enrolled in and completed.

You will also receive a Full Qualification or Statement of Attainment from the RTO for completed VET studies.

I've already started a VET certificate. Will it count towards my VCAL?

Yes. Speak to your teacher or careers counsellor to work out how much of that study counts towards your VCAL so you can plan the rest of your VCAL program.

I've already done a VCE study. Will this count towards my VCAL?

If you have an S result for the VCE unit, it may count towards your VCAL. Your teacher or careers counsellor can tell you whether you are eligible for this credit.

Can I switch to the VCE if I change my mind?

Yes. If you decide to take this option, you should discuss it with your teacher or careers counsellor.

Can I complete a school-based apprenticeship or traineeship as part of my VCAL program?

Yes. The VET certificate that you study can meet two of the four VCAL curriculum strand requirements: Industry Specific Skills and Work Related Skills.

Can part-time work count towards my VCAL?

Part-time work may contribute to your VCAL. Other work activities that may contribute to your VCAL include:

- a school-based or part-time apprenticeship or traineeship
- voluntary work
- structured workplace learning (SWL) placements.

Excellence and awards

The VCAL Achievement Awards are available for high-achieving VCAL students who demonstrate commitment to community service. The awards provide opportunities to further your VCAL studies and your personal development.

The awards also acknowledge the achievements of teachers and partner organisations. See the VCAA website for more information about these awards.

VET

Vocational Education and Training

VET allows you to do nationally recognised training as part of your VCE or VCAL. You can combine general and vocational studies, explore career options and pathways, learn in the workplace, and develop skills that prepare you for the workforce and further study.

In 2019, more than 50,000 Victorian students were enrolled in a VET certificate program, developing skills and knowledge in a diverse range of industries, including engineering, equine studies, automotive, health services, dance and more.

How do I include VET in my VCE or VCAL?

1. Complete a VCE VET program

There are 26 VCE VET programs with 45 qualifications to choose from. See the VCAA website for information on each of the VCE VET programs.

VCE VET units contribute towards satisfactory completion of your VCE or VCAL and give you a qualification that is recognised around Australia.

VCE VET programs that have Units 3 and 4 can be included in your ATAR calculation.

If you are interested in a particular area of work, ask your school about how a VCE VET program in that area will contribute to your VCE or VCAL.

2. Do a school-based apprenticeship or traineeship

To become an apprentice or trainee you must be in paid work and sign a contract of training, which must be registered with the Victorian Registration and Qualifications Authority (VRQA).

Your VCE or VCAL program would then include:

- VCE or VCAL studies at school
- VET at an RTO, such as a TAFE institute
- part-time paid work in the industry in which you are training.

There are many industries in which you can do a school-based apprenticeship or traineeship as part of your VCE or VCAL. These include agriculture, building and construction, early childhood education, and sport and recreation.

A school-based apprenticeship or traineeship qualification contributes to satisfactory completion of the VCE or VCAL in the same way that VCE VET programs do by giving credit for Units 1 to 4. School-based apprenticeships or traineeships may contribute to an ATAR.

Ask your school how a school-based apprenticeship or traineeship can be arranged for you.

3. Complete a different VET certificate

If you are interested in doing a VET certificate that is not available as a VCE VET program, you may be able to count this training towards satisfactory completion of your VCE or VCAL. Block credit is the name given to this arrangement.

There are specific rules for block credit, so ask your VET or VCE coordinator for more information.

Elaya's Story



Literacy and Numeracy Skills

Oral Communication
Intermediate/Senior,
Reading and Writing
Intermediate/Senior,
Numeracy Skills Intermediate/
Senior

Personal Development Skills

Units 1 and 2 (Intermediate)
Units 1 and 2 (Senior)

Work Related Skills

Units 1 (Foundation)
Units 1 and 2 (Intermediate)
Units 1 and 2 (Senior)

VET Certificate III in Public Safety

Unit 1

VCE VET Hospitality

Units 1 to 4

Elaya Carbone received the 2018 VCAL Outstanding Achievement – Intermediate and 2019 VCAL Outstanding Achievement – Senior awards.

Why was VCAL the right pathway for you?

My goal was always to become a chef, so I chose to do the VCAL because it allowed me to finish my senior secondary studies and attain a certificate while working towards my future employment aspirations at the same time. VCAL also allowed me to study and continue being involved in the life of the college, such as school productions, sporting events and senior formal. I also enjoyed being school vice-captain and being a role model and voice for fellow students. I enjoyed the mix between study, practical hands-on learning and attending TAFE. It is a very supportive program, with the help of teachers, mentors and peers to guide you and give you the practical skills, knowledge and training to become a more confident person in your chosen career. As an apprentice female chef, I felt I needed the education and support in communication and in personal development to be able to cope effectively with the stresses of the hospitality industry.

How did you choose your VCAL studies?

VCAL has a flexible study plan with four subject strands: numeracy and literacy skills, industry specific skills, work related skills and personal development skills. Within these modules I was able to design self-directed projects around my interests in the hospitality industry. This kept me motivated and interested.

How has VCAL prepared you for the future?

VCAL is more than just a school program; it is an opportunity for students to take real steps to achieve their dreams. It teaches you to be a leader and a public speaker. The supportive environment has lifted my self-esteem and built my confidence so that I'm able to explore and take on challenges. VCAL has given me employment skills through the many volunteering and community projects I have been involved in. By working within team projects and through practical experiences, I have been able to gain leadership qualities.

What would you tell future students who are considering a school-based apprenticeship or traineeship?

You quickly master the art of time management when you're juggling the responsibilities of school, work and TAFE. I really enjoyed the hands-on approach to learning and all the community-based projects we did throughout the year. It gives you direct access to industry, so you can use this time to network and form relationships with future employers and explore all opportunities. I feel I have a better understanding of my industry and my options for the future. It is a rewarding program for students and a great start to building towards a great career.

As a school vice-captain and VCAL Dux you have been recognised for your leadership. Has doing VCAL helped you towards these achievements?

My VCAL teachers at school encouraged me to apply for the role of school vice-captain and I was surprised but honoured to be given the role. To be a leader, your actions need to inspire others to be the best person they can be. Being a part of the VCAL program and working in a team on community projects, I have come to recognise that everyone has a talent, and given the opportunity to be involved and motivated, we can all achieve great things. Teamwork was a way I could demonstrate leadership skills (such as time management, decision-making and communicating with people) that I had gained throughout the program.

What are your top study tips?

Juggling work, TAFE and school studies requires a great deal of motivation and commitment to keep on top of it all. It's also important to balance work and study with some free time. These are my study tips:

- Prioritise your assignments to due dates.
- Organise your study notes/assignments. I used a different folder for each assignment I was working on.
- Set achievable goals each week and don't leave things to the last minute.
- Utilise all available resources: teachers, peers and work colleagues for their knowledge and experience.
- Balance life, study and work to keep fresh and focused.
- Choose assignments you love.
- Practise at home or work. The more you practise the better you become.
- Be positive and use your individual strengths. Your attitude has a real impact on how well you do. Don't compare yourself to others, just keep improving on your best and believe in yourself.

How do I get my results?

If you complete a VET qualification in any of these ways, you will receive a certificate or statement of attainment from the RTO (and credit towards the VCE or VCAL).

Structured workplace learning (SWL)

SWL is on-the-job training that allows students to develop their work skills and understand employer expectations.

It can be a valuable component of VET qualifications undertaken by VCE or VCAL students.

SWL complements your training at school or another provider, and should be spread across the duration of the training program. It provides context for:

- enhancement of skills development
- practical application of industry knowledge
- assessment of units of competency/modules, as determined by the RTO
- increased employment opportunities.

SWL Recognition

When you undertake SWL in the same industry as your VET certificate, you can gain additional units towards your VCE or VCAL if you complete SWL Recognition. This is a process where you reflect on your SWL experiences in a Workplace Learning Record and discuss these with your school. This also applies if you are undertaking a school-based apprenticeship or traineeship.

Get VET

To Get VET is to get important extras: gaining a nationally recognised qualification and contribution towards your VCE or VCAL, and the opportunity to improve your skills, knowledge, employment opportunities, financial outcomes and education pathways.

Visit www.vcaa.vic.edu.au/GetVET to be inspired by the success stories of VET students. Discover how VET is different to a VCE study or a VCAL unit, and learn how VET can contribute towards your ATAR and help prepare you for the jobs of the future.

VCE VET PROGRAMS 2021

Agriculture, Horticulture, Conservation and Land Management

- Certificate II in Agriculture
- Certificate II in Conservation and Land Management
- Certificate II in Horticulture (all sectors)

Animal Studies

- Certificate II in Animal Studies

Applied Fashion and Technology

- Certificate II in Applied Fashion Design and Technology

Applied Language

- Certificate II in Applied Language
- Certificate III in Applied Language

Automotive

- Certificate II in Automotive Vocational Preparation

Building and Construction

- Certificate II in Building and Construction
- Certificate II in Construction Pathways

Business

- Certificate II in Business
- Certificate III in Business[†]

Cisco

- Cisco Networking Academy v7

Civil Infrastructure

- Certificate II in Civil Construction

Community Services

- Certificate II in Active Volunteering
- Certificate II in Community Services
- Certificate III in Community Services[†]
- Certificate III in Early Childhood Education and Care

Creative and Digital Media

- Certificate II in Creative Industries
- Certificate III in Screen and Media[†]

Dance

- Certificate II in Dance[†]

Electrical Industry

- Certificate II in Electrotechnology Studies (Pre-vocational)
- Certificate II in Electrotechnology (Career Start)

Engineering

- Certificate II in Engineering Studies[†]

Equine Studies

- Certificate III in Equine Studies[†]

Furnishing

- Certificate II in Furniture Making Pathways[†]

Hair and Beauty

- Certificate II in Retail Cosmetics
- Certificate II in Salon Assistant
- Certificate III in Beauty Services
- Certificate III in Make Up

Health

- Certificate II in Health Support Services
- Certificate III in Allied Health Assistance[†]
- Certificate III in Health Services Assistance

Hospitality

- Certificate II in Hospitality[†]
- Certificate II in Kitchen Operations[†]

Information, Digital Media and Technology

- Certificate II in Information, Digital Media and Technology
- Certificate III in Information, Digital Media and Technology[†]

Integrated Technologies

- Certificate II in Integrated Technologies[†]

Laboratory Skills

- Certificate III in Laboratory Skills[†]

Music Industry

- Certificate II in Music Industry
- Certificate III in Music Industry[†]
 - Performance
 - Sound Production

Plumbing

- Certificate II in Plumbing

Small Business

- Certificate II in Small Business (Operations/Innovation)

Sport and Recreation

- Certificate II in Outdoor Recreation
- Certificate II in Sport and Recreation
- Certificate III in Sport and Recreation[†]

Key

[†] Scored VCE VET program

Individual schools may offer many of these programs but are unlikely to offer them all.

Cynthia's story



Year 10

Psychology

Units 1 and 2

Year 11

Psychology

Units 3 and 4

Further Mathematics

Units 1 and 2

English

Units 1 and 2

Economics

Units 1 and 2

Business Management

Units 1 and 2

VCE VET Dance

Units 1 and 2

Year 12

VCE VET Dance

Units 3 and 4

Further Mathematics

Units 3 and 4

English

Units 3 and 4

Economics

Units 3 and 4

Business Management

Units 3 and 4

Why did you choose a VET program?

As a dancer choosing VCE VET Dance opened my eyes to industry, and provided me with real life skills. The VET program showcased my knowledge of dance and my movement as a dancer, which I had been working on since I was four years old.

What factors did you consider when choosing your VCE VET studies?

After I had chosen my VCE subjects, I thought about doing a subject that I knew I could do well in, but also learn a lot from and enjoy.

What did you enjoy most about the VCE VET studies you undertook?

I really enjoyed the class because I actually had fun. Dance is something I love to do and being able to do it as a subject was great.

What are your top three tips for future VCE VET students who are trying to choose their studies?

My biggest tip is to choose what you love. Consider which prerequisites you need to get into your course, but your best work will always come from what you are passionate about and where your interests lie.

What strategy worked best for you when preparing for your exams and what are your top study tips?

I believe mindset changes everything. Instead of just cramming information to get a good grade on your SAC, try to understand it. You never know when you may need to use the information you learnt in that Friday afternoon class. Use the SACs and exams as a tool to gain knowledge. Breathe and do your very personal best, because that's enough.

Did your selected studies align with your goals and career aspirations?

I have always wanted to be a teacher, and to teach business, which I'm studying at university, but I would also like to teach dance at a secondary school. VCE VET Dance has given me the foundation to continue my dance studies.

Do you have any other advice for future VET students?

Take advantage of all the opportunities that VET provides and just enjoy the process. I can honestly say Year 12 was my favourite year! Do as much as you can, push yourself and you will come out of it a stronger person.

APPRENTICESHIPS AND TRAINEESHIPS

An opportunity to be paid while learning

An apprenticeship or traineeship is a training contract between an employer and an employee (the apprentice or trainee), with the apprentice or trainee learning the skills of an occupation or trade.

An apprenticeship or traineeship enables you to become qualified in an industry while working as an employee in that industry.

An apprenticeship or traineeship is the pathway to a career in one of more than 500 professions across a wide range of industries.

An **apprenticeship** leads to becoming a tradesperson, such as a plumber, a carpenter, an electrician, a motor mechanic, a fitter and turner or a hairdresser. Apprenticeships can take up to four years to complete.

A **traineeship** leads to an occupation, such as childcare worker, business administrator, IT systems technician or retail or hospitality service employee. Traineeships are usually shorter programs of one to two years.

In summary, as an apprentice or trainee, you can:

- learn valuable, nationally recognised job skills
- get paid while learning
- combine formal training from a TAFE institute or other training provider with employment.

Are there different pathways to completing an apprenticeship or traineeship?

As a student, you can choose from many different ways to enter and complete an apprenticeship or traineeship. Gaining employment as an apprentice can be quite competitive so it pays to be well prepared. Completing your VCE or VCAL is a good start.

In addition, undertaking a pre-apprenticeship as part of your VCE or VCAL studies lets you test whether you really like this type of work while gaining credit towards your senior secondary certificate. Completing a VCE VET program will give you an advantage when applying for an apprenticeship.

You can also do a school-based apprenticeship or traineeship as part of your VCE or VCAL (see page 34). You can only complete a portion of the apprenticeship or traineeship while at school, but you can continue in a full- or part-time capacity after you complete your school studies.

What are school-based apprenticeships and traineeships?

A school-based apprenticeship or traineeship (SBAT) gives you the option of combining your senior secondary education with part-time employment and skills training. The program is undertaken according to a formal training contract with an employer and a training plan registered with the VRQA. The training must lead to a nationally recognised qualification, as determined by the VRQA.

Several people are involved in arranging your school-based apprenticeship or traineeship, including your parents, an employer, your school, a TAFE institute or other RTO, and an Apprenticeship Network provider.

A school-based apprenticeship or traineeship requires you to undertake both training and employment. Some of this will be during school time. The arrangement must be integrated with your school timetable and will contribute towards your VCE or VCAL studies.

If you would like further information about school-based apprenticeships and traineeships, see the Department of Education and Training website: <https://www2.education.vic.gov.au/pal/school-based-apprenticeships-and-traineeships/policy>.

What is Head Start?

Head Start is an intensive, high quality school-based apprenticeship and traineeship option to enable students to complete their Year 12 certificate and step work-ready into an industry pathway. This model allows secondary students to focus on the flexible delivery of VCAL and VCE in a select range of qualifications targeting industries with skills needs. While completing these studies at school, Head Start students spend more time doing paid on-the-job training.

Head Start staff based in schools work with the apprentice or trainee, employer, school and TAFE institute or RTO to develop a tailored Head Start Pathway plan. This plan outlines how the apprentice or trainee will complete their VCE or VCAL and their apprenticeship or traineeship.

Head Start pathways are being offered in more than 100 government schools across 10 cluster sites. More information about Head Start is available on the Department of Education and Training website: www.education.vic.gov.au/headstart.

What are pre-apprenticeships?

Are you considering an apprenticeship or traineeship, but you're not sure which trade or industry you're interested in? A pre-apprenticeship is a great way to learn basic skills and get a feel for a particular industry or trade. It paves the way for the learning component of your apprenticeship.

Pre-apprenticeship courses may be undertaken while you are still at school, as part of your VCE or VCAL studies, or after you have completed school.

Electrical, plumbing, automotive, or fitting and turning industries offer pre-apprenticeships in a variety of trades.

Some of these pre-apprenticeships are the same as the VCE VET programs in those industries and are designed to integrate with your school studies. If you are interested in studying a pre-apprenticeship at school, discuss this with your school or careers practitioner.

More information about pre-apprenticeships is available on the Victorian Skills Gateway: <https://skills.vic.gov.au/victorianskillsgateway/Choose/Pages/pre-apprenticeship.aspx>.

What is the difference between a pre-apprenticeship and an apprenticeship?

A pre-apprenticeship is a preparatory course and is usually a Certificate II, rather than the higher Certificate III level of an apprenticeship. Unlike apprenticeships, students undertaking a pre-apprenticeship do not have a job with an employer but may undertake SWL. When you have successfully finished a pre-apprenticeship, the Skills and Jobs Centre at your local TAFE institute may be able to help you find out more about getting an apprenticeship.

If you do find employment as an apprentice, the completion of a pre-apprenticeship may reduce the duration of your apprenticeship.

How do part-time apprenticeships and traineeships differ from school-based apprenticeships and traineeships?

Part-time apprenticeships and traineeships are not integrated into the school program. They are undertaken by school students outside school hours (like any part-time job). As training and employment are independent of the school program, the school does not need to integrate your employment or training into the school timetable.

A school-based apprenticeship requires your school to support your program, integrate employment or training into your school timetable and sign off on your training plan.

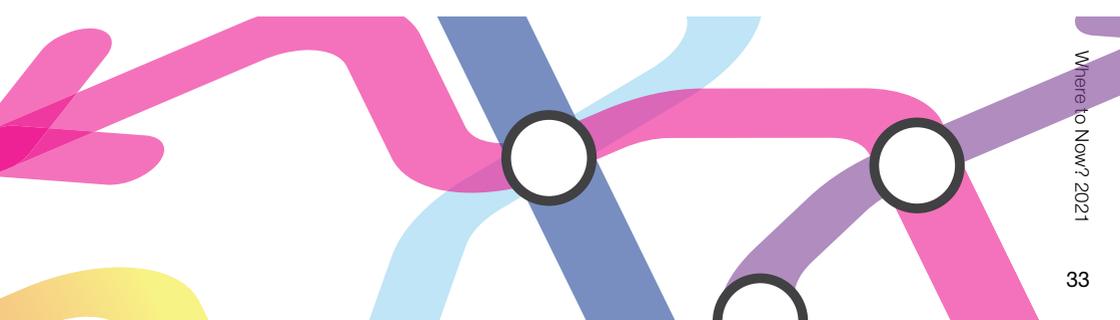
Under Skills First, you may be eligible for government-subsidised training if your course is part of a school-based apprenticeship or traineeship. Government-subsidised training is not otherwise available to school students.

More information can be found on the Skills First section of the DET website: www.education.vic.gov.au/skillsfirst.

What is competency-based completion?

Apprenticeships in Victoria are competency-based. This means your apprenticeship is complete only after your RTO has assessed that you meet all the required competencies for the qualification and your employer confirms that you are competent in the workplace.

The length of an apprenticeship will differ for each apprentice, based on their previous experience and training and how quickly they learn the skills of the trade. It normally takes between three and four years.



If you decide to do an apprenticeship or traineeship

Your pathway will differ depending on the options you have taken in your school studies.

You may already have started a school-based apprenticeship or traineeship, or completed a pre-apprenticeship or other vocational course. If so, you may have already completed some of the following steps.

Step one

Find out which apprenticeships and traineeships are available.

- Visit the Victorian Skills Gateway: www.skills.vic.gov.au/victorianskillsgateway.

Step two

Choose an apprenticeship or traineeship.

- Consider undertaking a pre-apprenticeship to get a better understanding of the industry and show potential employers that you are keen.
- Speak to your school careers practitioner, parents or guardians for guidance about the pathway you are interested in exploring.

Step three

Find an apprenticeship or traineeship.

- Speak to your local TAFE Skills and Jobs Centre or RTO about local apprenticeship or traineeship opportunities. You can find your nearest Skills and Jobs Centre on the Department of Education and Training website: www.education.vic.gov.au/about/programs/pathways/skillsandjobscentres.
- Write to or approach employers directly.
- Speak to your school careers practitioner (or Head Start staff, if Head Start is available in your school) for further guidance and help.
- Visit the website of the Apprenticeship Employment Network, the peak industry body for Victorian group training organisations that employ apprentices or trainees and then place them with a host employer: www.aen.org.au.
- Visit the Australian Government Jobactive website: www.jobsearch.gov.au.

Step four

Sign a training contract with an employer and start work.

- The contract is provided by an Apprenticeship Network provider (they may also be able to help you to find an employer). Contact your local Apprenticeship Network provider: www.australianapprenticeships.gov.au/find-my-aasn/full-list.
- Establish a training plan with your employer and an RTO and start training.

Glossary

Australian Tertiary Admission Rank (ATAR)

A ranking on a scale of 0.00 to 99.95, based on study scores, given to a student. Calculated by VTAC and used by tertiary institutions to select students for their courses.

Department of Education and Training (DET)

The Victorian Government department that administers school education, apprenticeships and traineeships.

General Achievement Test (GAT)

Completed by all students enrolled in a VCE Unit 3 and 4 study or a scored VCE VET Unit 3 and 4 study.

outcomes

What students are expected to know and be able to do by the time they have finished a VCE unit.

registered training organisation (RTO)

Approved by the Victorian Registration and Qualifications Authority or Australian Skills Quality Authority to deliver and issue VET qualifications.

satisfactory (S)

Certifies that a student has achieved the outcome for a unit. If a student does not satisfactorily complete a unit, they will receive an N (not satisfactory).

school-assessed coursework (SAC)

Used to assess a student's level of achievement. Tasks are selected by the school from the designated study design.

school-assessed task (SAT)

Occurs in studies where products and models are assessed.

school-based apprenticeship or traineeship (SBAT)

An apprenticeship or traineeship undertaken in the VCE or VCAL, with at least one day a week spent on the job or in training during the normal school week.

semester

Half the academic year (around 20 weeks across two school terms). Most units last for one semester. In the VCE, Unit 3 is completed in the first semester and Unit 4 is completed in the second semester.

Statement of Attainment

A record of recognised learning that may contribute towards a VET qualification.

Statement of Results

A set of documents that states a student's VCE or VCAL results, and whether the relevant certificate has been awarded.

structured workplace learning (SWL)

On-the-job training that allows VET students to develop their work skills and understand employer expectations.

studies

The subjects available in the VCE.

study score

A score between 0 and 50, showing how a student performed in a VCE study or scored VCE VET program, relative to all other students. Calculated using the scores achieved in each of the graded assessments for the study – two for VCE VET and three for VCE.

Technical and Further Education (TAFE) institute

Offers a range of vocational tertiary courses up to the level of advanced diploma.

units (VCAL)

Accredited units in Literacy and Numeracy Skills, Industry Specific Skills, Personal Development Skills and Work Related Skills.

units (VCE)

The parts of a study in the VCE. There are usually four units in a study.

Victorian Curriculum and Assessment Authority (VCAA)

Manages the VCE and VCAL.

Victorian Registration and Qualifications Authority (VRQA)

Victoria's education and training regulator.

Victorian Tertiary Admissions Centre (VTAC)

Calculates and distributes the ATAR and processes tertiary entrance applications.

