




Where to Now? 2020

**Guide to the VCE, VCAL, VET,
Apprenticeships and Traineeships**



This booklet contains information about the senior secondary qualifications available in Victoria and where these can lead after you've finished school.

Before you decide what you want to study, make sure you talk to your VCE or VCAL coordinator or careers counsellor; they will help you make the best choices.

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

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Glossary



Welcome

As you approach the final years of your school life you're probably already thinking about the future and the career you would like to pursue. There are many options and pathways available for school leavers to attain their goals.

In the Education State we create opportunities for every Victorian school student to obtain the skills, knowledge and experience they need to achieve excellence.

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.

In 2019 we introduced Head Start, which is a new model for apprenticeships and traineeships for school students. Head Start students spend more time doing important, paid, on-the-job training in priority industries while completing their VCE or VCAL at school. In the first year, students will spend one or two days per week in paid employment, and this increases to three or four days per week in paid employment in the final year. Head Start pathways are currently being offered in over 100 government schools.

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 VET 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 the VCE, VCAL, VET and school-based apprenticeships and traineeships. They have experienced the challenges and triumphs of the senior secondary years and they have great advice that can help you to decide what you want to study.

I am confident that whichever path you choose, the education you have received will lay the foundations for a fulfilling and productive career. I wish you all the best in your final year and beyond.



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

VCE

Victorian Certificate of Education

The VCE is a senior secondary certificate that provides pathways to tertiary education, advanced certificate courses and the workforce.

It is a world-class credential that enables students to study a broad range of subjects. It is recognised nationally and internationally.

Most students in Victoria receive their VCE when they complete secondary schooling. Many students outside Australia also study the VCE, including in China, Malaysia, the Philippines, Timor-Leste and Vanuatu.

How is the VCE structured?

The VCE course is made up of studies and units, some of which must be studied as a sequence.

A study is a subject, for example, English or Biology. It is made up of four units (Units 1, 2, 3 and 4), each of which is a semester in length.

For most students, the VCE is completed over two years.

Students typically study Units 1 and 2 in their first year, and Units 3 and 4 in their second year of the VCE.

You can study Units 1 and 2 of a study as stand-alone units. However, you must enrol in Units 3 and 4 of a study as a sequence. This sequence needs to be completed in the same year if a study score is to be calculated.

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

You can take longer than two years to finish the VCE if you need to. Some students start the VCE in Year 10, and some study Units 3 and 4 in Year 11.

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

What studies can I choose?

You have a variety of study options in the VCE through which you can pursue your interests and build your skills.

There are more than 90 VCE studies and over 20 VCE VET programs across the humanities, sciences, mathematics, technology, the arts and languages, as well as vocational studies.

Each school decides which VCE studies and VET programs it will offer. If your school doesn't offer your chosen studies, they might be available from another 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.



Speak to your careers counsellor for advice on your options

How should I choose which VCE studies to do?

The best idea is to choose studies that:

- interest you
- you are good at
- lead to a job that interests you
- will help you get into a university or TAFE course that you want to do.

What do I have to do to achieve my VCE?

To achieve your VCE you must successfully complete 16 units, including:

- three units from the English group, two of which must be 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.

You can complete the remaining units, including the three sequences at the Unit 3 and 4 level, in any study that interests you. This could even be an additional English group study on top of the units you take to meet the minimum English requirement.

Your teacher determines if you have satisfactorily completed a unit, based on the work you submit and your adherence to VCAA and school rules.



***There is
a full list of
studies on the
next page***



VCE STUDIES IN 2020

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†
 - Data Analytics
 - Software Development*
- Food Studies
- Product Design and Technology
- Systems Engineering

Languages

Arabic, Armenian, Auslan, 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 these studies. Check which VCE studies your school offers.

Did you know that you can include a VET program in your VCE?

To find out more, see page 24

How do I achieve marks in the VCE?

Units 1 and 2 are marked by your school; your teachers will set a range of assessments to see how you are progressing. The assessments have deadlines and you will need to plan and submit your work on time. Deadlines can only be extended in special circumstances.

For Units 1 and 2 you will receive either S (satisfactory) or N (not satisfactory). Your school may give you a grade for each unit but only the S counts towards your VCE.

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.

There are three graded assessments for each VCE study at the Unit 3 and 4 level. 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, and school-assessed tasks (SATs), which are completed at school and home. These are marked at your school by your teacher. You can read about the rules for assessment 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 their area of study. All VCE studies are marked to the same standard and there are multiple checks to ensure that marking is fair.

Examinations are held each year 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, you can repeat a VCE unit. There is no penalty for repeating but you cannot count a unit more than once towards satisfactory completion of the VCE.

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

What is 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, you will receive 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.

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

Yes, you can repeat a study. Repeating a study at the Unit 3 and 4 level can also be a way of improving your study score and Australian Tertiary Admission Rank (ATAR). To do this, it is necessary that you repeat the Unit 3 and 4 sequence of the VCE study.





Success story

Easha

Year 10

Biology

Units 1 and 2

Year 11

Biology

Units 3 and 4

Chemistry

Units 1 and 2

English

Units 1 and 2

Legal Studies

Units 1 and 2

General

Mathematics

Units 1 and 2

Year 12

English

Units 3 and 4

Legal Studies

Units 3 and 4

Further

Mathematics

Units 3 and 4

Psychology

Units 3 and 4

Texts and Traditions

Units 3 and 4

Why did you choose the VCE?

I chose the VCE because it allowed me to take the prerequisites for my dream course, criminology. The VCE seemed to be the most suitable option in terms of getting to my desired career pathway.

How did you choose your VCE studies?

I chose my VCE studies on a preference basis, rather than prerequisite basis. If you do what you enjoy, you are going to do well in it. Especially with the pressure surrounding Year 12, you want to incur minimal stress and maximum potential for mastery.

What was your study management strategy?

I find with learning, there are no set rules or confines. A tip is to learn the way you learn – whether that's by writing notes, listening or mapping – and engage in class.

What are your top study tips?

Consistency is key and doing a little every day is better than cramming it all in the night before the exam. Choose subjects you love so you don't put too much pressure on yourself. If you want to pick a challenging subject, be prepared to put in the work for it. Also, be engaged with the media – it gives you scope when articulating arguments in essays and reports. Follow instructions and learn to navigate and use the available resources, such as past exam papers and study guides.

What is your advice to future VCE students?

The VCE is an amazing platform for you to really explore your potential. A lot of the time, students think the VCE is about assessing one's achievements merely through grades. Quite frankly, it is the opposite. Students are given a multitude of subjects to choose from. Don't put pressure on yourself and use the time to discover your interests, take subjects you enjoy and not ones that are 'scaled up'. At the end of the day, scaling is subject to statistical fluctuations, whereas passion has no measure to it and gets you where you need to be. In summation: believe and you will achieve.

How has the VCE prepared you for your future?

The VCE gave me a stepping stone to my career pathway by allowing me to discover my calling through the flexibility in learning while also equipping me with skills, like time management and general organisation, that are valued in any walk of life.



Success story

Jagveer

Year 10

Languages: Punjabi

Units 1 and 2

Year 11

Chemistry

Units 1 and 2

English

Units 1 and 2

Languages: Punjabi

Units 3 and 4

Specialist

Mathematics

Units 1 and 2

Mathematical

Methods

Units 1 and 2

Physics

Units 1 and 2

Year 12

Chemistry

Units 3 and 4

English

Units 3 and 4

Specialist

Mathematics

Units 3 and 4

Mathematical

Methods

Units 3 and 4

Physics

Units 3 and 4

Why did you choose the VCE?

No one in my family had ever been to university before, but I wanted to study at a university. The VCE was not the only way to get to where I wanted to be but it was the best way to do so. It also allowed me to form some really close friendships.

How did you choose your VCE studies?

I chose my VCE subjects mostly based on what I was good at. I did Mathematical Methods and Specialist Maths because I was always good at maths, and Physics and Chemistry because I really enjoyed reading about these topics. I do have some regrets – if I could go back I'd pick a few different studies that were more interesting to me.

What was your study management strategy?

I usually studied my Maths subjects together – a lot of time studying for Methods was revision for Specialist Maths. Many concepts from Physics overlapped with Maths as well, so I found that I shouldn't study these in isolation but instead connect the concepts. I studied in 45-minute blocks, followed by a 15-minute break.

What are your top study tips?

My top tip would be to form a study group of two to four people. For me, doing past exams was a really good strategy to improve my performance. To check if you know your studies, try explaining it to someone who doesn't do that study and see if they understand. If they do, then you know you are on the right track. Also, I wouldn't study more than four hours per night.

What is your advice to future VCE students?

Pick the studies that you will most likely enjoy and make sure you have a life outside of school by playing sport or volunteering in your community.

How has the VCE prepared you for the future?

Completing the VCE provided me with the foundations for what I needed to know before I went to university. It has taught me how to manage my time and do multiple things at once. It also made me realise that I didn't actually want to study STEM, and now I am studying for an Arts degree.

How do I get into university or TAFE?

To get into university, you generally need to achieve particular study scores in your studies and have an ATAR. To get into some TAFE courses you may also need to have a study score.

What is an ATAR?

The ATAR is calculated by the Victorian Tertiary Admissions Centre (VTAC) on the basis of study scores and is presented as a ranking between 0.00 and 99.95. The ATAR reflects your relative achievement compared to everyone else in the Year 12 group.

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 of which must be from the English group.

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)
- 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. The GAT measures your general knowledge and skills in written communication, mathematics, science, technology, humanities, the arts and social sciences.

Although the results do not count directly towards your VCE results, they play an important role in 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 students who are 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.

From 2021, the GAT will also be used to measure and report on Literacy and Numeracy standards.

How will I receive my results?

All students who enrol in VCE studies receive a Statement of Results.

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 it to your home address in December. Your Statement of Results includes the overall grade for your school-based and external assessments.

Students who sit the GAT will also obtain a Statement of Results, which shows their results in the three key areas tested.

You will also be issued a certificate when you have successfully completed the VCE.

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

Yes, you can. Read more in the VET and apprenticeship and traineeship sections of this booklet.





Success story

Victoria

Year 10

Psychology

Units 1 and 2

Year 11

English

Units 1 and 2

Health and Human Development

Units 1 and 2

Geography

Unit 2

Psychology

Units 3 and 4

Theatre Studies

Units 3 and 4

Year 12

English

Units 3 and 4

Health and Human Development

Units 3 and 4

Legal Studies

Units 3 and 4

Geography

Units 3 and 4

Why did you choose the VCE?

I wanted to attend university in the future and I was up for the challenge. It felt really good finishing Year 12 and I was proud of myself. Although it was one of the most stressful and hardest times in my life, it was also one of the best. I got closer with my friends and learnt many things about myself, including how I study, my limits and how I can succeed.

How did you choose your VCE studies?

I did the subjects that I was passionate about and thought that I would enjoy. I didn't pick them based on the scaling or how hard they were perceived to be. I had to study Units 3 and 4 Biology in Year 12 without doing Units 1 and 2 because I hadn't done a VCE science subject. However, I ended up loving it and it was one of my highest study scores.

What was your study management strategy?

I used a diary and a calendar to schedule everything by the hour. I coped by taking small breaks and doing something active, such as going for a walk or jumping on the trampoline. Listening to music helped calm me down when it all got a bit too much.

What are your top study tips?

I worked in 50-minute slots, with a 10-minute break. This really helped me get everything done efficiently and limited my procrastination. I also made heaps of posters and mind maps – it's important to keep them really short and use lots of colour. I got into the habit of re-reading everything I had learnt that day, which helped me retain most of the information for exams. Overall, I think doing practice questions for each subject is the most beneficial way to succeed in the VCE.

What is your advice to future VCE students?

Keep up with everything and try your best. Treat yourself to some chocolate occasionally. Your ATAR is going to be a lot better than you initially expect. Year 12 really isn't that bad when you think about it, so have some fun with it!

How has the VCE prepared you for the future?

It has prepared me for university, as it is a similar workload to Year 12. I can also manage my time better now – having a job, a social life and also being dedicated to my studies – which is great.

Planning my VCE

Use this chart to plan your VCE program

Things to consider:

- If you want to complete your VCE in two or three years
- You must include an approved combination for the compulsory units from the English group
- The wide range of available VCE studies and VCE VET programs
- The student profiles in this booklet, and advice from your parents, teachers and careers counsellors that may help you identify the program that is best for you



	Year 10	Year 11	Year 12
Unit 1			
Unit 2			
Unit 3			
Unit 4			

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.

A Higher Education Study provides you with a defined pathway into a tertiary program. It can count towards your VCE and the first year of a university course in that study.

Only one Higher Education Study can contribute towards your VCE, and your school has to approve you for the program.

Higher Education Studies are offered by the VCAA in conjunction with most major universities in Victoria. The VCAA website has a list of universities that offer Higher Education Studies. You can find them on the VCE Studies webpage.

VCE – Baccalaureate

You might be eligible for the VCE – Baccalaureate in recognition of the depth, breadth and achievement level of your 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.

Your school can give you more information about the VCE – Baccalaureate.

Awards can provide opportunities and a portfolio that can help your career and personal development.

Find out more on the VCAA website: www.vcaa.vic.edu.au.

Industry Pathways

Industry Pathways in the VCE and VCAL provide a form of recognition for students who choose to complete a senior secondary program of study in a specific vocational area. They are two-year programs and you can be awarded your VCE or VCAL with an Industry Pathway.

Industry Pathways are currently available in the following industries:

- Building and Construction
- Community Services and Health
- Manufacturing and Engineering
- Sport and Recreation.

Left: Brandon Stoll and Liaqat Ahamadi, VCAL Achievement Awards 2019

Right: Charlotte Miles, Margaret Schofield Memorial Scholarship for Performance 2019



Awards can provide opportunities and a portfolio that can help your career and personal development



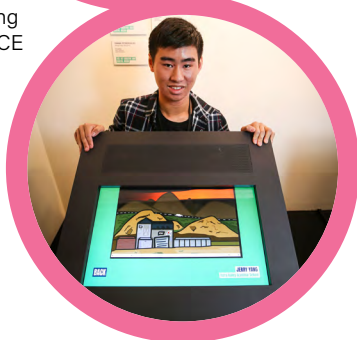
Excellence and awards

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

- 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.

As an indication of the profile of these awards, in 2018:

- nearly 12,000 people booked to attend Top Designs at Melbourne Museum
- more than 4100 people attended Top Screen at ACMI
- nearly 9500 people attended Top Class and Top Acts concerts
- over 33,000 people attended Top Arts at the National Gallery of Victoria
- more than 220 students from across Victoria registered for PESA.



Top: Hannah Maxwell, VCE VET Dance, Top Acts 2019

Bottom: Jerry Yang, VCE VET Creative Digital Media, Top Designs 2018



Luca Irmici, VCE Extended Investigation, Top Talks 2019

PESA state finalists 2018. L to R: Caitlin Grieve (runner-up), Susan Malikoff, Samuel Roach (winner), Jade Vergara, Karmil Nguyen and Alessandra Negline

VCAL

Victorian Certificate of Applied Learning

The VCAL is a senior secondary certificate that 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.

If you like hands-on learning and would like 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.

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?

To achieve your VCAL, you need to complete 10 units of study from four compulsory strands:

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

If you successfully complete your VCAL, you will receive a Statement of Results that details the areas of study you have completed.

How is the VCAL structured?

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. Speak to your school if you need help with making this choice.



There is a list of VCAL providers on the VCAA website

www.vcaa.vic.edu.au



What can my VCAL program include?

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

A VCAL program can include:

- VCAL units
- VCE units
- VET/Further Education modules or 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 a unit of study 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.

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.

There is a list of all VCAL providers on the VCAA website: www.vcaa.vic.edu.au.





Success story

Hicham

Literacy and Numeracy Skills

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

Personal Development Skills

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

Work Related Skills

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

VCE Foundation English

Units 1 and 2

VCE Health and Human Development

Units 1 and 2

VCE General Mathematics

Units 1 and 2

VCE Psychology

Units 1 and 2

Certificate IV in Printing and Graphic Arts

Why did you choose the VCAL?

I knew I'd excel best in hands-on learning. I also had a base feeling for what I wanted to do, and knew the flexibility I would have with the VCAL to both study and work towards my career.

How did you choose your VCAL studies?

They were mainly chosen with guidance from careers counsellors and teachers, and I was able to prioritise studies that would get me into the workforce.

What was your study management strategy?

Focus on what needs to be done. Once that's done, work around what you feel should be next. Always get everything to a base level so that when you revisit you can easily push through and not have trouble getting anything done.

What are your top study tips?

Keep pushing, don't stop. Nothing is stopping you, so why make yourself stop? Everything you're doing is a step towards a better you, a better journey and a better career through the VCAL.

What is your advice to future VCAL students?

Give everything you want a try – there's so much flexibility with the VCAL and you're really able to truly do everything, especially with the VCAL connection to TAFE. Don't let anyone say no, because you can get anywhere if you genuinely push yourself. Nothing is impossible and when it feels like it all is, it isn't. Everything is happening for a reason, so don't stop.

How has the VCAL prepared you for the future?

The VCAL has prepared me for the future, as it helped me become more focused and organised at a younger age. It assisted me to get straight into the workforce and gave me a wider knowledge of the spectrum of skills I needed. I gained leadership qualities and knowledge about how to survive in the 'real world'. The flexibility of the VCAL and the confidence and trust of my teachers has helped me to develop in my career so much more.

How will I receive my results?

You will receive a VCAL certificate for the level (Foundation, Intermediate or Senior) you chose to complete.

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

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

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

Yes. You should speak to your teacher or careers counsellor to work out how much of your previous 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 will be able to tell you if you are eligible for this credit.

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

If you start your VCAL and then decide the VCE is the right option, you can choose to transfer.

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?

A school-based or part-time apprenticeship or traineeship can be included in your VCAL program. The VET certificate studied 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 placements.

Excellence and awards

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

The VCAL Achievement Awards acknowledge the achievements of VCAL students, teachers and partner organisations. Information about the awards can be found on the VCAA website: www.vcaa.vic.edu.au.

See page 29 for more information on apprenticeships and traineeships





Success story

Ashlee

Why did you choose the VCAL?

I didn't initially choose VCAL, I thought I would do the VCE with a VET subject but decided that the VCAL was ultimately the best choice. It was more hands-on and I prefer that method for my education.

What did your VCAL program include?

In Year 11, we read to the Prep students at the neighbouring primary to help with their reading and literary skills. In Year 12, we travelled to the nearby retirement village and interviewed residents about their lives, creating slideshows of their accomplishments. We also raised money for a young girl who has cerebral palsy. Our VCAL program had a lot of rewarding projects to make students and others feel good.

What was your study management strategy?

I always asked for clarification when I wasn't sure about what I was supposed to do – asking for help is essential in Years 11 and 12. When I got an assignment, I tried to complete it straight away and if I had many assignments to complete, I would set out a plan of what I needed to do and list all the due dates, ticking them off as soon as I'd handed them in.

What are your top study tips?

Asking for help isn't a sign of not knowing what to do, it's a sign of wanting to know more. Choose to study something you love – your attitude to work will change if you choose to do something you're passionate about.

How has the VCAL prepared you for the future?

The VCAL has given me the confidence to do things I normally wouldn't do, such as public speaking. It's also given me more employable skills. I've decided to work for a year, using the skills I learnt in the VCAL to earn as much money as I can. I would like to continue my studies at TAFE.

What is your advice to future VCAL students?

Make sure to do your absolute best and you'll get opportunities to do things you never thought were possible. Don't be afraid to ask questions – your questions and input could help others with their own work too. You'll do great in your VCAL pathway if you choose to do the right thing and plan out your studies.

Literacy and Numeracy Skills

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

Personal Development Skills

Units 1 and 2
Intermediate/Senior

Work Related Skills

Units 1 and 2
Intermediate/Senior

Industry Specific Skills

Kitchen Operations
(VCE VET) Unit 1
Hospitality (VCE VET)
Units 1 and 2
Community Services
(VCE VET) Units 1 to 4
Interactive Digital
Media (VCE VET) Unit 1

VCE Health and Human Development

Units 1 and 2

VCE Foundation Mathematics

Units 1 and 2

Certificate II in Hospitality

Certificate II in Kitchen Operations

Certificate II in Creative Industries

Certificate III in Early Childhood Education Care

Planning my VCAL

Use this chart to plan your VCAL program

Your school or training provider can help you complete this table to develop a VCAL program that can best meet your needs

Things to consider:

- The VCAL level (Foundation, Intermediate, Senior) – your school or training provider can help you decide the best VCAL level for you
- What you would like to do when you finish school/training
- Which VET programs you might want to include in your VCAL program
- Which VCE studies you might want to include in your VCAL program
- Whether you have a part-time job and want to receive formal recognition for your on-the-job work
- Your interest in combining work and training (in a school-based apprenticeship or traineeship) or structured workplace learning



	Literacy and Numeracy Skills Strand	Work Related Skills Strand	Industry Specific Skills Strand	Personal Development Skills Strand
VCAL Units				
VCE Units				
VCE/VET Programs				
VET/Further Education Programs				
Credits (for use by school or provider only)				

VET

Vocational Education and Training

VET allows you to do nationally recognised training as part of your VCE or VCAL. It enables you to 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 2018, more than 50,000 Victorian students were enrolled in a VET certificate, 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. Information on each of the VCE VET programs is available on the VCAA website.

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

VCE VET programs that have Units 3 and 4 can be included in the calculation of an ATAR by the VTAC.

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 have to be in paid work and sign a contract of training, which must be registered with the Victorian Registration and Qualifications Authority.

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 doing the training.

There are many industries in which you can do a school-based apprenticeship or traineeship as part of your VCE or VCAL, including 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 to ensure your certificate will count towards your VCE or VCAL.

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

Structured Workplace Learning (SWL) can be a valuable component of VET qualifications undertaken by VCE or VCAL students. SWL is on-the-job training that allows students to develop their work skills and understand employer expectations. It complements the training undertaken at the school or 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.

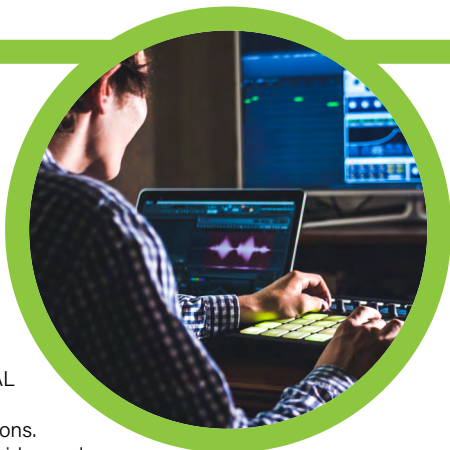
Structured Workplace Learning Recognition

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

In addition to gaining a nationally recognised qualification and contribution towards your VCE or VCAL, VET can give you 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 past 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 2020

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 Design 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 v6

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 II 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



You may be able to complete a VET program at another school or at an RTO by arrangement with your school

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 are unlikely to offer all these programs.



Success story

Jemma

Year 10

Community Services (VCE VET)

Units 1 and 2

Year 11

Community Services (VCE VET)

Units 3 and 4

Sport and Recreation (VCE VET)

Units 1 and 2

English Units 1 and 2

Health and Human Development

Units 1 and 2

General Mathematics

Units 1 and 2

Physical Education

Units 1 and 2

Year 12

Sport and Recreation (VCE VET)

Units 3 and 4

English Units 3 and 4

Health and Human Development

Units 3 and 4

History: Revolutions

Units 3 and 4

Physical Education

Units 3 and 4

Certificate III in Sport and Recreation

Certificate III in Community Services

Why did you choose a VET program?

I wanted to complete VCE while studying subjects that provided real-life work experience and skills.

VET provides an opportunity to learn in and out of the classroom, and apply industry knowledge in a work placement. VET also allowed me to gain a certificate, as well as credit towards my ATAR.

How did you choose your VCE VET studies?

I chose my VCE VET studies based on my interests. VET Community Services stood out to me, as I have always enjoyed helping people. My experience and strength in sport and exercise also made VET Sport and Recreation a natural choice.

What was your study management strategy?

Writing notes after class in order to retain the information I had just learnt. I would do this for all subjects and spend some extra time on subjects that I struggled with. I always made sure that I participated in sport after school as a mental break from studying.

What are your top study tips?

Complete practice SAC and, in the lead-up to the exam period, past and practice exams. Write notes after each class to consolidate your knowledge. Ask your teachers to read over your practice SAC and exams, and seek help when needed. Balance your homework and study with your work and social life.

What is your advice to future VET students?

Stay on top of your work and study for your SACs and exams. Take advantage of any work-experience placement opportunities that are offered to you. It's important to complete any training that is required as part of your certificate to be deemed competent.

How has VET prepared you for the future?

VET programs gave me an insight into community service and sport and recreation. The certificates my VET studies provided look great on my CV. VET studies have given me capabilities and knowledge that I can apply to my current job and my undergraduate degree in Exercise Science. Having hands-on experience on top of academic work has given me greater confidence at university, as most courses include practical skills and work placements alongside tests and exams. Without my VET studies, university would be a lot more daunting.

APPRENTICESHIPS AND TRAINEESHIPS

What are apprenticeships and traineeships?

An apprenticeship or traineeship is a training contract between an employer and an employee (the apprentice or trainee), in which the apprentice or trainee learns the skills needed for a particular occupation or trade.

An apprenticeship or traineeship enables you to become qualified in the industry you want to work in, while being directly employed in that industry.

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.

An apprenticeship or traineeship is the pathway to a career in one of more than 500 occupations 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.

Are there different pathways to completing an apprenticeship or traineeship?

As a student at school you can choose a number of 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 if you really like this type of work while gaining credit towards your senior secondary certificate. Completing a VCE VET program will give you a head start when applying for an apprenticeship.

You can also do a school-based apprenticeship or traineeship as part of your VCE or VCAL. You may only complete a portion of the apprenticeship or traineeship while at school but can continue in a full- or part-time capacity once you complete your school studies.



What are school-based apprenticeships and traineeships?

If you are enrolled in the VCE or VCAL, a school-based apprenticeship or traineeship offers you the opportunity to combine an apprenticeship or traineeship with your school studies.

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

A school-based apprenticeship or traineeship requires a minimum of 13 hours per week, consisting of both training and employment, with at least six hours per week being during normal school time. The arrangement must be integrated with your school timetable. It contributes towards your VCE or VCAL, leads to a nationally recognised qualification and includes paid work.

If you would like further information about school based apprenticeships and traineeships, visit the Department of Education and Training (DET) website.



What is Head Start?

Head Start is a new model for apprenticeships and traineeships for school students. Head Start students spend more time doing paid on-the-job training in priority industries while completing their VCE or VCAL at school. In the first year, students spend one or two days per week in paid employment. This increases to three or four days per week in paid employment in the final year. 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 over 100 government schools across 10 cluster sites. More information about Head Start is available on the DET website: www.education.vic.gov.au/headstart.



To find out more about apprenticeships and traineeships, visit the DET website

www.education.vic.gov.au/training/learners/apprentices



What are pre-apprenticeships?

Completion of a pre-apprenticeship will help you prepare for the working environment in a selected industry, give you some basic skills, and pave the way for the learning you will receive as part 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.

There are pre-apprenticeships available for a variety of trades in the following industries: automotive, building and construction, electrotechnology and communications, metals and engineering, and hairdressing. 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, you should discuss this with your school.

More information about pre-apprenticeships is available on the Victorian Skills Gateway: www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/PreApprenticeshipCourses.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 other 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 on Skills First 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 once 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 needed for the trade. It will normally take between three and four years.



Success story

Abbey

VCAL Literacy and Numeracy Skills

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

VCAL Personal Development Skills

Units 1 and 2
Foundation/
Intermediate/Senior

VCAL Work Related Skills

Units 1 and 2
Foundation/
Intermediate/Senior

VCE Agricultural and Horticultural Studies

Units 1 and 2

Equine Studies (VCE VET)

VCE Agricultural and Horticultural Studies

Units 1 and 2

Certificate I in Construction

Certificate I in Employment Pathways

Certificate II in Equine Studies

Certificate II in Public Safety (Firefight Ops)

Certificate III in Companion Animal Services

Why did you choose a school-based apprenticeship or traineeship program?

I chose a school-based traineeship because I was able to complete my VCAL at school while also furthering my passion for animals. I was also able to take a pathway in something that I love.

Why did you choose the VCAL?

I chose the VCAL because it gave me the opportunity to gain an apprenticeship or experience in the workforce while staying at school and completing my school studies.

What was your study management strategy?

Put all your effort into your study, use the information given and build strong relationships with your peers and teachers. Come to class with a positive attitude because, if you put in the effort, you will reap the rewards. Don't be afraid to ask your teachers for help. Manage your time well and don't get behind with assignments. Take every opportunity you have in class and at your workplace, and always use initiative and enthusiasm when any task comes along.

What are your top study tips?

- Prioritise all your assignments to the due dates.
- Balance your life and study.
- Take regular breaks.
- Don't leave studying to the last minute.
- Highlight and summarise information.
- Form study groups.

What is your advice to future students?

Follow your dreams. Pursue something that you're passionate about or give yourself the opportunity to step outside of your comfort zone. My experience doing a school-based traineeship has been very rewarding.

How has your school-based traineeship prepared you for the future?

My training prepared me and provided me with a greater understanding of the veterinary profession and concreted my desire to work with animals.

I am grateful to have gained a Certificate III in Companion Animal Services while completing my VCAL studies. I have gained practical experience that I use in my workplace. My confidence and self-esteem has improved. My training has also given me a clear pathway to completing my Certificate IV in Veterinary Nursing.

I have decided 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 this is the case, you may have already completed some of the following steps.

Step one

Find out what apprenticeships and traineeships are available.

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

Step two

Choose an apprenticeship or traineeship in the industry that is right for you.

- 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 counsellor, 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 DET website: www.education.vic.gov.au/about/programs/pathways/skillsandjobscentres.
- Write to or approach employers directly.
- Speak to your school careers counsellor 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 employers). 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)

The overall ranking on a scale of 0.00 to 99.95 based on study scores. 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 studying 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)

A student has achieved the outcome for the unit. If a student does not satisfactorily complete the 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

An apprenticeship or traineeship undertaken in the VCE or VCAL, with at least one day per 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 the 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)

Responsible for managing the VCE and VCAL.

Victorian Tertiary Admissions Centre (VTAC)

Responsible for calculating and distributing the ATAR and for processing tertiary entrance applications.

