



# APPLIED PATHWAYS

VET-VCAL

STUDENT HANDBOOK

2018



**KAMBRYA**  
COLLEGE

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Policies and procedures have been developed in alignment with the Kambrya College's strategic intent of ***'Maximising the potential of each student'*** and the College values of: ***Integrity, Achievement, Respect and Compassion.***

This Handbook should also be read in conjunction with the Kambrya College Student Code of Conduct

## SCHOOL TERM DATES: 2018 ACADEMIC YEAR

Commencement	November 14 <sup>th</sup> - December 8 <sup>th</sup>
Term 1	January 30 <sup>th</sup> - March 29 <sup>th</sup>
Term 2	April 16 <sup>th</sup> - June 29 <sup>th</sup>
Term 3	July 16 <sup>th</sup> - September 21 <sup>st</sup>
Term 4	No formal classes <ul style="list-style-type: none"><li>- You will be required to attend in week 1 to submit all outstanding work</li><li>- Graduation Interviews (week 2)</li><li>- Last Day Celebrations - October 23<sup>rd</sup> (week 3)</li></ul>

## VCAL UNIT DATES & COURSEWORK DEADLINES

Check no.	Dates & Weeks
1	Semester 1 Commencement Tuesday 14 <sup>th</sup> November - Thursday 7 <sup>th</sup> December 2017
2	Term 1 Week 1 - Week 6 Tuesday 30 <sup>th</sup> January - Thursday 8 <sup>th</sup> March 2018
3	Term 1 / 2 Week 7 - Week 12 Monday 12 <sup>th</sup> March - Thursday 26 <sup>th</sup> April 2018
4 End of Semester 1	Term 2 Week 13 - Week 16 Monday 30 <sup>th</sup> April - Thursday 31 <sup>st</sup> May
5	Semester 2 Week 1 - Week 6 Tuesday 12 <sup>th</sup> June - Thursday 2 <sup>nd</sup> August
6	Term 3 Week 7 - Week 12 (Term 3) Monday 6 <sup>th</sup> August - Thursday 20 <sup>th</sup> September

## VCAL GRADUATION INTERVIEWS

Proposed dates for VCAL interviews: Tuesday 16<sup>th</sup> October / Thursday 18<sup>th</sup> October (Week 2 // Term 4)

\*\* Please note that the above dates may change slightly in alignment with the College Calendar. Students will be advised in writing of any adjustments made.

## Applied Pathways Assistant Principal: Mr Martin McDonald

You need to see Mr McDonald if:

- You have already attempted to contact the appropriate Later Years leader for your enquiry without success
- You think you need to apply for special consideration in your studies due to hardship (illness, family issues, etc).

## Applied Pathways Sub-School Leader- Ms Lisa Murphy

You need to see Ms Murphy if:

- You have an issue with your program (subjects)
- You want to change one of your subject choices
- You are having difficulties with one of your subjects
- You want to check subject details or requirements as specified by VCAA
- You need information about alternate subject choices e.g. Enhancement Studies, general info about your course
- You think you need to apply for special consideration in your studies due to hardship (illness, family issues, etc)
- You need information about pathways or general info about your course
- You are having difficulties with another member of the Kambrya College community
- You have personal or academic difficulties that you need help to resolve
- You need to access the services offered by the college, but need help to do this
- You want to be involved in the organisation / management of a special event for your year level
- You have any questions or suggestions for improving VCAL program.
- You are struggling to meet the work requirements and timelines that required in VCAL

## Applied Pathways Assistant Sub-School Leaders

*Ms Samantha Downward & Mr Nick Hofmann*

You need to see the Assistant SSL if:

- You are having difficulties with another member of the Kambrya College community
- You have personal or academic difficulties that you need help to resolve
- You need to access the services offered by the college, but need help to do this
- You want to be involved in the organisation / management of a special event for your year level

## Careers, VASS and VET - Mrs Leanne Wilson and Mrs Trish Jagusch

You need to see Mrs Wilson or Mrs Jagusch if:

- You need to check enrolment details of your course (VASS)
- You need to update your personal details
- You have an issue with your VET or School Based Apprenticeship (ASBA) program
- You are going to be absent from a VET or the ASBA work placement
- You would like to discuss/review your future pathway
- You want to investigate tertiary options, prerequisites and course requirements
- You want to apply for a job or update your resume
- You want information on employment, apprenticeships, traineeships
- You need help in finding work experience/work placement

## Study Room Supervisor - Mrs Rashni Naidoo

You need to see Mrs Naidoo if:

- You need a form for rescheduled assessments or other Later Years notices
- You need to register a medical certificate for an approved absence
- You are unable to find another member of the Later Years Leadership team and you need to contact them
- You need general information (e.g. checking dates, getting spare copies of forms etc)

## EXPECTATIONS IN THE LATER YEARS

If you are choosing to complete your education with at Kambrya College, then you are choosing to make a serious commitment. You are agreeing to adhere to the College's high expectations of a senior student. As a senior student at the College, you are expected to be a model for all other students by:

- being respectful in all interactions with your teachers and fellow students and in your use of facilities at all times.
- adhering to all the Kambrya College Uniform Policy at all times (available on the College website).
- demonstrating a proactive, accountable and rigorous work ethic.
- making a concerted attempt to achieve the best results that you can.
- following all of the rules and regulations enforced by the VCAA, Kambrya College and external VET providers.
- ensuring that at least 90% attendance, and providing medical/bereavement certificates for any absence.
- completing all coursework on time, and attending the compulsory Monday coursework detention if you don't.
- completing all assigned holiday readings/homework to a high standard and satisfactorily completing validation tests or tasks.
- fostering a learning environment in the senior study room at all times by keeping it clean and quiet
- attending the Year 12 study camp at the start of Year 12.
- ensuring that you follow all instructions regarding acceptable conduct for end of year celebrations.
- never leaving the school grounds under any circumstances without authorisation, including accessing the shops immediately adjacent to the College.
- adhering to all rules regarding the use of private vehicles outlined in the general information section of this handbook.

At the start of the academic year, you and your parents will be required to sign a *Later Years Student Commitment Form* which binds you to the agreements above. Students who believe they can't meet these expectations should pursue alternative pathways. Students who **consistently fail to meet the standards** may also be directed to such alternatives.

## VET AND STRUCTURED WORKPLACE LEARNING

It is essential that VCAL students undertake both a VET course and a minimum of 100 hours of Structured Workplace Learning as part of their enrolment in the Applied Pathways Program. Failure to do so will result in failure to meet the requirements of the Senior Certificate of Applied Learning. Students who are absent from VET subjects that run at Kambrya should notify the school as soon as possible and provide medical documentation the next day. Students who are absent from their external VET for medical reasons must contact the institution prior to the start time of the class and must provide medical documentation the following week. You must advise your SWL provider if you are unable to attend for any reason. There will be an information session in relation to VET & SWL on Thursday 23<sup>rd</sup> November in the IMAC for students and their parents. We strongly encourage your attendance.



## ATTENDANCE

### Students must attend 90% of scheduled classes in order to meet the requirements for any subject.

All senior students are expected to have full attendance unless they have medical or other personal grounds for absence. In the case of medical absence, students should produce a medical certificate on the day of their return. In the case of bereavement, students may be required to present a funeral/death notice. Students who anticipate any absence **MUST** discuss it with their sub-school leaders in advance. Students will not be able to achieve a satisfactory result for a subject in which their attendance is below 90%.

They will also jeopardise their position at end of year celebration activities (Picnic Day) if hours owed are not reconciled.

Students and Parents are advised that family holidays **must not** be planned during the academic year. Student absence due to family holidays will count as an unapproved absence.

Full attendance at all classes during the Commencement Program is compulsory. Year 11 students **MAY NOT** attend any 'schoolies' events with Year 12 graduates during November/December. Failure to adhere to these requirements is a breach of the *Later Years Student Commitment*.

### ATTENDANCE REQUIREMENTS FOR KAMBRYA YEAR 12 STUDENTS

- You should be at school by **8.45am** each day.
- The study room is a silent space before and after school.
- You must be at school and signed in (with Rashni) before home group assembly commences at 9am sharp.
- If you arrive late, you must bring a note from home written and signed by your parent/guardian and sign in at the Later Years office
- If you arrive late without a note or you don't sign in, you will receive a lunchtime detention
- You may not leave the school grounds in between classes under any circumstances
- You are not permitted to leave the school grounds at lunch time or at recess under any circumstances
- VCAL students are not required at school on Wednesdays or Fridays (VET and work placement days).
  - If students do not have a work placement or lose their placement at any stage must consult with Ms Murphy as a matter of priority.
- VCAL students have no study periods, so will not be permitted to sign out early from school

## PARTICIPATION IN A COLLEGE BASED ACTIVITY

For a student to participate in any optional College based activity that involves missing class, they must receive permission from the teacher of every class that will be missed and the Sub School Leader. Such activities may be sporting teams, coaching, leadership excursions etc.

A "Permission to Participate in a College Based Activity" form (available from the Study Centre or Applied Pathways office) must be completed, signed and returned to the teacher in charge of the activity. If the form is not returned, or is incomplete, the student will not be permitted to participate in the activity. The Sub School Leader may refuse permission to participate in a College based activity if the student is behind in work, or if a student has unsatisfactory attendance. If a subject excursion has been approved by the College, students do not have to obtain permission to miss other classes.

## ASSESSMENT: COURSEWORK & ASSESSMENT TASKS

There is an expectation that all coursework is completed on time and to an acceptable standard. *Mediocrity and half measures are not acceptable.* Students who fail to do so will be required to attend an after-school coursework detention every Monday afternoon until the work is complete. The completion of all coursework is a mandatory requirement for satisfactory completion of any VCAL unit. Students who consistently fail to complete coursework in a timely manner will be identified as *At Risk* and will face further intervention. As a VCAL student, you must complete all assigned work and meet all outcomes to be successful in obtaining your Senior Certificate.

ASSESSMENT BOUNDARIES FOR INTERMEDIATE/SENIOR VCAL										
Not Yet Competent					Competent, (AT RISK)		Competent			
Not Satisfactory					Satisfactory (AT RISK)		Satisfactory			
UG	E	E+	D	D+	C	C+	B	B+	A	A+
0-9	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90-95	96-100

## COMMENCEMENT PROGRAM AND VALIDATION TESTS/TASKS

During Term Four, Kambrya College concludes the academic year for all students from Year 7-11 and begins the school year. All students receive their new timetable and commence their new classes for the following academic year. Full attendance during this program is compulsory. Senior students are typically dismissed in early December, however families wishing to book early holidays should do so only *after* the commencement program has concluded. Clarification of these dates should be sought from the College *prior* to making any bookings. During the Commencement Program, all Year 11/12 students will be assigned holiday homework to be completed prior to their return. After the summer break, all students will be required to complete a *Validation Test or task* for each subject. This test/task will be based upon the assigned holiday homework and the work covered in the commencement program, and will give students an opportunity to demonstrate their efficacy and commitment to the program. Students who fail to satisfactorily demonstrate this commitment will face intervention and pathway review.

## PLAGIARISM AND COLLUSION

*Plagiarism* and *Collusion* are the most common breaches of VCAA rules made by students, either deliberately or inadvertently. Plagiarism is the unauthorised use of another person's ideas or work with the intent to claim it as your own. Collusion is the process of receiving unauthorised or unreasonable levels of assistance from another person to gain academic advantage over others students by presenting work that is not genuinely your own. Students must be exceptionally careful to avoid breaches in these areas, and should consult carefully with their teachers if in doubt. Year 11 students all receive a comprehensive workshop at the start of the academic year outlining these rules and correct referencing techniques. Breaches of these or any other VCAA rules or the *Kambrya College Academic Honesty Policy* (available on the College Website) will result in a formal VCAA investigation and panel hearing.

# VCAA RULES FOR STUDENT CONDUCT

The following rules are published in the VCAA Administrative Handbook, which is available for download on their website:

At the beginning of each year, students must sign a declaration that they agree to abide by and observe the rules and instructions relating to the VCE/VCAL assessment program.

The following information is from the VCE and VCAL Administrative Handbook. The Handbook provides the guidelines that students must follow in undertaking a VCE or VCAL course. Please visit <http://www.vcaa.vic.edu.au/> to view the complete handbook.

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## VCAA RULES FOR SCHOOL-BASED ASSESSMENT

The VCAA sets down eight rules which a student must observe when preparing work for assessment by the school. They are:

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own.
2. A student must acknowledge all resources used, including:
  - text, websites and source material
  - the name/s and status of any person/s who provided assistance and the type of assistance provided.
3. A student must not receive undue assistance from another person in the preparation and submission of work.

### *Acceptable levels of assistance include:*

- the incorporation of ideas or material derived from other sources (for example, by reading, viewing or note-taking), but which has been transformed by the student and used in a new context
- prompting and general advice from another person or source which leads to refinements and/or self-correction.

### *Unacceptable forms of assistance include:*

- use of, or copying of, another person's work or other resources without acknowledgment
  - corrections or improvements made or dictated by another person.
4. A student must not submit the same piece of work for assessment in more than one study.
  5. A student who knowingly assists other students in a breach of rules may be penalised.

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## 5.13 APPROPRIATE PENALTIES THAT MIGHT BE IMPOSED BY THE SCHOOL

The principal has the power to:

1. reprimand a student

or

2. if there is sufficient time before the due dates designated by the VCAA:
  - give the student the opportunity to resubmit work for satisfactory completion

or

3. refuse to accept that part of the work which infringes the rules and:
  - decide whether to award the outcome an N or an S based upon the remainder of the work
4. refuse to accept any part of the work if the infringement is judged by the principal to merit such a decision, thus:
  - an N will be awarded for the outcome

## GENERAL INFORMATION

### SENIOR VCAL PORTFOLIO AND GRADUATION INTERVIEWS

All Senior VCAL students must create a portfolio to demonstrate their learning and validate their competency against the required outcomes. Students must also prepare for and participate in a Graduation Interview at the end of the year. Without satisfactory completion of both these requirements, Senior VCAL students will **NOT** qualify for their Senior VCAL Certificate and will not graduate.

### STUDENT SUBJECT CHANGES

Students considering an elective subject change for 2018 need to make a decision as soon as possible. Subject change requests will not be considered beyond **Week 2** of the Commencement Program. Subject change forms will be available from the LY Block office during the Commencement Program, however changes will only be made in consultation with the Sub-School Leader and will be subject to availability.

## COLLEGE BASED ARRANGEMENTS

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### USE OF THE STUDY CENTRE

Later Years students have the use of the Study Centre before and after school. The purpose of the Centre is to provide students with a quiet study area. As the Centre is primarily a teaching and study area, food and drink are not permitted, and it is not a place for general socialising. The Study Centre is supervised during class hours and lunchtime and is available for students to use before and after school.

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### CAREERS OFFICE

Kambrya College provides comprehensive careers counselling for all students, whether they are just starting to explore future possibilities, investigating apprenticeships, or selecting their first preferences for tertiary entrance. Located in LY-Block, the Careers Office provides a huge variety of information and support for students. To access this space, it is **essential** that students make an appointment in advance. Parents are welcome to attend these appointments. All appointments must be made during recess/lunch, before/after school. Note that the Careers Office is exceptionally busy and in high demand, so students **MUST** ensure that they listen carefully and use their time productively.

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### STUDENT PRIVATE CARS

Once you obtain your licence and start driving to school, it is important that you provide the College with your registration number.

- Students **must not** transport any other Kambrya College student whilst on route to or from school. The exception to this rule is when Probationary licensed students are transporting siblings, however students and parents must sign the notification form (available from the Later Years office) and submit it via the Later Years office.
- Students with Learner Permits may drive to school under the instruction of a fully licensed adult, and they may transport siblings, but parents are strongly discouraged from transporting other students.
- Students **must not** park their vehicle in the Kambrya College Staff Car Park at any time. Instead, the students should park in **Bemersyde Drive** or in **St Boswells Avenue / Marlesford Crescent** (behind the College). Student's should be mindful not to obstruct driveways or park in front of bins on collection days.

## YEAR 12 EVENTS

### STUDY CAMP

At the start of each academic year, all Year 12 (VCE and VCAL) students **must attend** the Year 12 Study Camp. This camp is an **essential** component of every senior student's programme. Students enjoy three days at an off-site location during which time they reflect on their journey thus far, set personal goals for the years ahead, learn new study skills, listen to some outstanding guest motivational speakers, solidify existing friendships, and discover new relationships with their peers and teachers. It is an essential bonding experience for all Year 12 students, and without exception, all Year 12 graduates comment that it was one of the greatest highlights of their secondary school experience.

### PICNIC DAY & VALEDICTORY EVENING

As a way of celebrating their achievements, all Year 12 students are given the opportunity to participate in the *Year 12 Picnic Day* and the *Year 12 Valedictory Evening* during Term Four. The picnic day is an exciting day out where students are encouraged to celebrate together in a *controlled* environment at an off-site location and under the direct supervision of staff. This has proven to be a fantastic way for students to rejoice in a safe, respectful and sensible manner, and the conduct of our students has always been a point of pride for the College. Note that any students who choose to breach the expectations that are set will face disciplinary action, which may include not being able to attend Valedictory.

The Year 12 Valedictory Evening has become a very special celebration for Year 12 students and families. Hosted at an external venue, Year 12 students are encouraged to invite their parents and other family members to attend and responsibly celebrate the completion of their secondary education. Specific information about these events are provided to families during Semester Two.

# VCAA ACRONYMS AND GLOSSARY (SELECTED ENTRIES)

Taken from the VCAA Website

## ACRONYMS

<b>ASBA</b> Australian School-based Apprenticeship	<b>SIEG</b> School Indicative Examination Grade
<b>ATAR</b> Australian Tertiary Admissions Rank	<b>SRF</b> Study Record Form
<b>AQF</b> Australian Qualifications Framework	<b>SSR</b> School Status Report
<b>AQTF</b> Australian Quality Training Framework	<b>TAFE</b> Technical and Further Education
<b>CPM</b> Cumulative Performance Measure	<b>UG</b> Ungraded
<b>DES</b> Derived Examination Score	<b>UN</b> Unavailable
<b>ESL</b> English as a Second Language	<b>UoC</b> Unit of Competence
<b>GA</b> Graded Assessment	<b>VASS</b> Victorian Assessment Software System
<b>GAT</b> General Achievement Test	<b>VCAA</b> Victorian Curriculum and Assessment Authority
<b>ISS</b> Industry Specific Skills	<b>VCAL</b> Victorian Certificate of Applied Learning
<b>LLEN</b> Local Learning and Employment Network	<b>VCE</b> Victorian Certificate of Education
<b>LNS</b> Literacy and Numeracy Skills	<b>VCE VET</b> VCAA managed VET programs comprised of VCE VET units
<b>LOTE</b> Language/s Other Than English	<b>VTAC Bulletin</b> Regular updates to the <b>VTAC Guide</b> and Tertiary Entrance Requirements announcing future changes to the course, entrance requirements and VTAC procedures
<b>LSD</b> Lost/Stolen/Damaged work	<b>VTAC Guide</b> VTAC Guide to University and TAFE courses
<b>MIPs</b> Managed Individual Pathways	<b>VICTER</b> Victorian Tertiary Entry Requirements
<b>MOU</b> Memorandum of Understanding	<b>VET</b> Vocational Education and Training
<b>NA</b> Not Assessed	<b>VQA</b> Victorian Qualifications Authority
<b>OTTE</b> Office of Training and Tertiary Education	<b>VTAC</b> Victorian Tertiary Admissions Centre
<b>PDS</b> Personal Development Skills	<b>WRS</b> Work Related Skill
<b>PRES</b> Post-Results Enquiry Service	
<b>RPL</b> Recognition of Prior Learning	
<b>RTO</b> Registered Training Organisation	
<b>SAC</b> School-assessed Coursework	
<b>SAS</b> Score Amendment Sheet	
<b>SAT</b> School-assessed Task	
<b>SCAN</b> School Coursework Audit Notification	
<b>SIAR</b> School Initial Assessment Return	



## GLOSSARY - VCAL SPECIFIC

**Australian School Based Apprenticeships (ASBA)** Structured training arrangements, usually involving on and off the job training, for a person employed under an apprenticeship/traineeship training contract. These may include apprenticeships, part-time apprenticeships or traineeships.

**Award Level** In the VCAL there are three award levels: Foundation, Intermediate and Senior.

**Credit (VCAL)** In the VCAL, students are awarded one credit for completion of accredited curriculum in accordance with the course requirements for VCAL.

**Curriculum Planning Guide (VCAL)** The VCAL Curriculum Planning Guide provides delivery and assessment advice for the VCAL curriculum strands. It specifies the purpose of the strand, provides guidance on selection of curriculum components for the strand and includes how the students work is to be assessed as well as VCAL units that are specifically designed for that strand.

**Key Competencies** Generic competencies that are essential for effective participation in the workplace. Generally, key competencies refer to the Mayer Key Competencies.

**Learning Program (VCAL)** Curriculum selected for delivery by the VCAL provider to meet each student's interest and abilities and to meet minimum VCAL course requirements.

**Satisfactory Completion - VCAL** The school or other VCAL Provider decision that a student has demonstrated achievement of the outcomes for a VCAL unit. Students receive an **S** for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an **N** for not yet complete. Students qualify for the VCAL when they achieve sufficient credits to satisfy the course requirements set out in **Section 15 of the VCAA Handbook**.

**Strand** The VCAL contains four curriculum strands; literacy and numeracy skills, industry specific skills, work related skills and personal development skills.

**Units (VCAL)** VCAL units contain accredited learning outcomes that enable content to be developed and/or planned at the local level.

**Victorian Certificate of Applied Learning (VCAL)** An accredited senior secondary school qualification undertaken by students in Years 11 and 12.

## ***Applied STUDENT COMMITMENT / PARENT ACKNOWLEDGEMENT***

As a Kambrya College Applied Pathways Student, I acknowledge that I have read and understood all of the information presented in the Applied Pathways handbook. I am prepared to make a serious commitment to adhering to all rules and expectations and to my studies. I understand that important information regarding coursework, assessments, events and detentions will be communicated via Compass and I agree to check Compass and my Kambrya College email account on a daily basis.

Student Name:	
Student Mobile:	
Student Email:	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As parent(s)/guardian(s) of a Kambrya College Year 12 Student I / we acknowledge and understand the following

- the information presented in the Applied Pathways handbook
- our child is expected to make a serious commitment to their studies
- we will be notified of any detentions by the subject teacher/s or SSL's on Compass.
- that important information regarding coursework, assessments, events and detentions will be communicated via Compass and will regularly check this.

We give permission for our child

- to attend coursework detentions each Monday if he/she fails to complete assigned coursework on time

Parent/Guardian Name(s)	
Parent/Guardian Mobile(s)	
Parent/Guardian Email(s)	

Parent/Guardian Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and return this form to Rashni in the Library on Tuesday 14<sup>th</sup> November**