



**THOMAS CARR**  
**COLLEGE**  
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# PreCAL and VCAL Handbook 2022



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## Introduction to PreCAL and VCAL

For students wishing to undertake PreCAL and VCAL studies at Thomas Carr College, this Handbook Booklet will provide the student and their families with the information necessary to make an informed decision. Thomas Carr College looks to ensure that students can engage in pathways that is flexible and suit their interests in the Senior School.

Thomas Carr College's PreCAL program for Year 10 students is designed for students who are interested in applied learning and pathways such as VCAL, apprenticeships, traineeships and getting into the workforce. Students involved in the PreCAL program, participate in classes more focussed on employability skills and are required to have a Vocational Education and Training (VET) Certificate. This is not a suitable program for students continuing into the Victorian Certificate of Education (VCE).

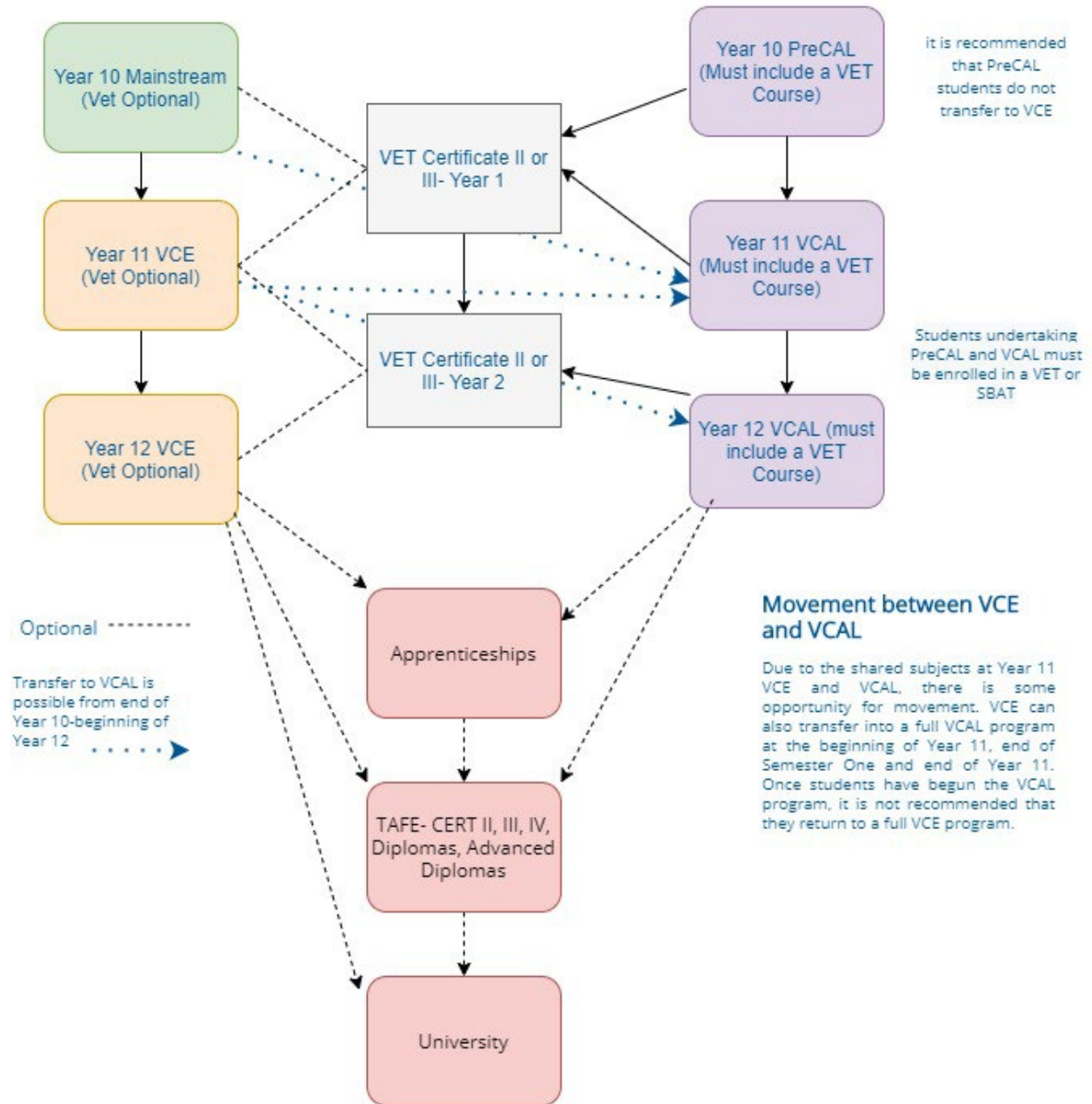
The Victorian Certificate of Applied Learning (VCAL) is a nationally recognised senior school qualification, like the VCE, for year 11 and 12 students. VCAL courses provide practical education and training for young people. Through hands-on learning, students gain skills and knowledge relevant to work and life in local and global communities. VCAL is administered by the Victorian Curriculum and Assessment Authority (VCAA). Our program incorporates Vocational Education and Training (VET) Certificates, which assists in many pathways after secondary school.



*1Year 11Personal Development Skills*

# How do pathways work in Senior School?

## THOMAS CARR PATHWAYS SENIOR SCHOOL 2021



## Contact information

### **VET/ VCAL Co-ordinator**

Mr Casey Backhouse

8734 2444

[casey.backhouse@thomascarr.vic.edu.au](mailto:casey.backhouse@thomascarr.vic.edu.au)

For all enquiries about:

- VET and VCAL course selection
- Content of VET and VCAL
- Enrolment of VET, PreCAL or VCAL
- SBATs
- Structured Workplace Learning for VET and VCAL students

### **For All Careers, Pathways and Post Thomas Carr Options**

Ms Cheryl Anne White

Careers Team Leader

8734 2444

[Cherylanne.White@thomascarr.vic.edu.au](mailto:Cherylanne.White@thomascarr.vic.edu.au)

### **All Fees and Charges Enquiries**

Mr Chris Knaggs

Business Manager

8734 2444

Mrs Thu Tran

Finance Manager

8734 2444

Ms Michelle Cox

Debt Management Officer

8734 2444



## PreCAL and VCAL Fees

Thomas Carr Tuition Fees will be set in Advent Term.

As VET is a requirement of PreCAL and VCAL, no additional charges will be applied for VET tuition and material/ ancillary fees.

## Applied Learning Pathways Typical Week Structure Summary

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Year 10 Program 2022	Normal School Day	Normal School Day	VET And Thomas Carr College	Normal School Day	Normal School Day
Year 11 VCE Vocational Major (Previously VCAL) 2023	Normal School Day	Normal School Day	VET	Normal School Day	Normal School Day
Year 12 VCE Vocational Major (Previously VCAL) 2023*	Normal School Day	Normal School Day	VET Or Work Placement	VET, SBAT or Work Placement Day	Normal School Day

\* the structure of the week is subject to change, but is based around at least 1 day per week of Off Site VET studies.

## PreCAL (Year 10 Students Only)

In 2021, Thomas Carr will be offering an option to Year 10 students who are interested in hands on and applied learning. The subjects will be designed for students who are interested in pathways such as VCAL, apprenticeships and getting into the workplace.

### Structure of Program - Monday to Friday

- Pastoral and Learning Mentor (PaLM) Group
- Literacy
- Numeracy
- Religious Education
- Physical Education
- VET course offered through the Wyndham Cluster
  - Most courses run on a Wednesday afternoon, though there are some that run on a Friday
  - Students will also be allocated a study hall to compensate for the extra time required to attend VET, including travel time and holiday classes. They will be supervised and provided additional support for learning, if required
- Electives from Year 10 subject handbook
- Timetables will be confirmed in Advent Term

Students will need to maintain the College's 90% attendance requirement for all subjects, as well as their chosen VETIS course.

### Benefits of Program

- Additional support in the areas of Literacy and Numeracy
- Tailored projects focused on pathways and life skills

### How to Apply

- Complete Year 10 Online Subject Selection, choosing PreCAL
- Select VET option
- If completed by due date, students will need to attend a meeting with VCAL VET Co-ordinator to determine their eligibility and suitability for the program.
- There will be additional enrolment paperwork if student is successful
- Once subject selections have closed, students will be emailed out VET enrolment requirements, as well as details regarding the VET deposit

### Deadlines

- Year 10 subject selection form \*\* **August 2022.**
- VET enrolment information will be emailed to students: \*\* **August 2022**
- **Notice of Withdrawal from VET courses due: To be confirmed for February 2023 (to avoid additional costs)**
- Please be aware that places are limited and the subject selection only indicates that you would like to apply.

**PLEASE NOTE:** Students who are enrolled in the PreCAL program need to be aware that entering VCE in Year 11 is not recommended.

## PreCAL compulsory subjects

All Year 10 students are required to study the following subjects for the entire year.

- Religious Education
- Pastoral Care
- Literacy
- Numeracy
- Science – at least one semester
- Humanities – at least one semester or STS
- Physical Education
- VET study

## PreCAL VET

Students can choose A VET from within the Wynbay Cluster

VET	LOCATION
VET from within the WynBay Cluster	Various locations around the City of Wyndham

*Additional information about the VET courses that are available through the Cluster can be found in the VET Handbook 2022.*

## PRECAL COMPULSORY HUMANITIES

All Year 10 students must complete at least ONE semester subject of Humanities. The choices are:

- History: World War II
- History: Civil Rights and Immigration
- History: Ancient Civilisations
- Business: Mind your own Business
- Legal and Politics: Rule the World
- Accounting: Game of Life
- Geography: Human Wellbeing around the world
- Cross- domains:
  - Geography & Science: Sustainability and our Future
  - Accounting & Maths: Game of Life

OR

- STS Enrichment (this elective is only for students who were enrolled in Year 9 STS)

## PRECAL COMPULSORY SCIENCE

All Year 10 students must complete at least ONE semester subject of Science. The Science subjects are:

- Semester Long Science
- Year Long Science
- Sustainability and our Future



## VCAL (Year 11 and 12 Students Only)

### Program

The VCAL program is designed to give students a more hands on and applied approach to their learning. It is for students who know what they want to do when they finish school. The Victorian Certificate of Applied Learning gives students the opportunity to receive leaving certificates at the end of each year level, providing that they satisfy the certificate requirements. Students undertaking the new Year 11 structure will have three program options to choose from. Majority of students will complete the full VCAL program running four days a week at Thomas Carr. Other options are available for students who choose to undertake a School Based Apprenticeship or a full year Structured Workplace Learning program. Students who choose to undertake the SBAT or Full Year SWL option, will need to have all documentation completed and placements/employment secured before the Head Start program commences in 2021

### Structure – Year 11 VCAL (student to choose one of the following options)

Student undertaking full VCAL Program. Year 11 4Day VCAL	Student Undertaking VCAL with SBAT (organised in 2021). Year 11 3Day VCAL
Core subjects	Core subjects
Literacy (Reading and Writing, Oral Communication)- 9 periods per cycle	Literacy (Reading and Writing, Oral Communication)- 9 periods per cycle
Numeracy Units 1 and 2- 9 periods per cycle	Numeracy Units 1 and 2- 9 periods per cycle
Work Related Skills Unit 1 and 2- 6 periods per cycle	Work Related Skills Unit 1 and 2- 6 periods per cycle
Personal Development Units 1 and 2- 7 periods per cycle	Personal Development Units 1 and 2- 7 periods per cycle
VCAL Religious Education- 4 periods per cycle	VCAL Religious Education- 4 periods per cycle
	Pastoral Care/ Wellness 2 period per cycle
VET Certificate- Cluster or External VET courses available	<b>Additional Requirements</b>
Wellness- 1 period per cycle	SBAT- including VET and employment 1 day per week*
Digital Technology- 1 period per cycle (timetabled within PDS)	
<b>Electives:</b>	
Students can pick one additional subject from a bank of electives- available of Web Subject Selections	
SWL completed in one-week blocks at the end of each semester	

*Students undertaking full VCAL program will be at school Monday, Tuesday, Thursday and Fridays. \*Students undertaking SBAT at Thomas Carr will be dependant on Timetable available in Advent Term.*

## Structure- Year 12 VCAL

<b>Student undertaking full VCAL Program</b>
Core subjects
Literacy (Reading and Writing, Oral Communication)- 9 periods per cycle
Numeracy Units 1 and 2- 9 periods per cycle
Work Related Skills Unit 1 and 2- 6 periods per cycle
Personal Development Units 1 and 2- 7 periods per cycle
VCAL Religious Education- 4 periods per cycle
VET Certificate- Cluster or External VET courses available With SWL every Thursday during school terms
OR SBAT- 2 days per week

*Students in Year 12 VCAL will be at Thomas Carr College on Mondays, Tuesdays and Fridays. Students will attend VET and SWL on Wednesdays and Thursdays. If undertaking an SBAT, students will have Wednesdays and Thursdays to complete training and employment.*

### Benefits

Students get a head start on their chosen career, while participating in classes that cover topics that will help them while they are at school and beyond. Students also participate in a variety of extra activities to support their learning as well as give them additional qualifications. Previous students have completed training in food handling, barista and coffee art, First Aid, RSA, as well as experiencing various external activities like the Grand Prix, team building activities. Additional benefits.

Students undertaking the four-day VCAL program at Year 11, will benefit from having a flexible program to suit their individual needs. It incorporates an additional elective subject, as well as additional skills for employability and support for their VET courses.

Through the satisfactory completion of VCAL, students will receive a VCAL certificate (equivalent to VCE certificate), VET certificate (note: some VET certificates are partial completion) and experience in the work force.

### Expectations

Students are expected to fully participate in College life including participation in Athletics Carnivals, Swimming Carnivals, Cross Country, year level activities like reflection days and assemblies, Masses and all the other activities that are expected of Thomas Carr students.

Students are to maintain a 90% attendance in all subjects and VET courses. Many activities in class require group work, so active participation is a must.

## Application Process Year 11

- Students are to complete the Year 11 Subject Selections on Web Preferences
- They are to select VCAL
- Then they can choose a new VET course, or continue with their VET course from 2020
- They will also need to choose an elective
- Students can choose from a select pool of VCE/ VCAL electives, SWL or SBAT
- Please note Mid-year transfers will only be considered in Year 11, if there is space in the classes and the student is already enrolled in a VET course. Transfer is subject to approval by the Deputy Principal Learning and Teaching, Director of Learning and Teaching Senior School and VCAL/ VET Co-ordinator.

**All students selecting VCAL for 2022 will need to attend a meeting with the VCAL VET Coordinator.**

## Application Process Year 12

- Students are to complete the Year 12 Subject Selection through Web Preferences
- They are to select VCAL and VET options
- All students new to the VCAL program will be required to attend a meeting with the VCAL VET Co-ordinator to determine their suitability for the program
- Mid-year transfers will not be considered

## Structure Workplace Learning

Students involved in VCAL and some VET courses are required to complete a Structured Workplace Learning (SWL) within their chosen industry. Similar to the Work Experience program, students can expect to receive a minimum of \$5 per day (students involved in employment with not for profits/ hospitals/ schools etc will not receive payment). Some VET courses have a minimum number of hours that need to be completed for their SWL (approximately 40- 100 hours per year), these hours are connected to Units of work, if a student does not complete the hours, they will not be deemed competent in that Unit of work.

- Year 11 VCAL students undertaking a full VCAL program are expected to participate in two one-week blocks at the end of semester.
- Year 11 VCAL students choosing to commit to a year-long SWL experience, must have paperwork completed before Head Start in 2021. Students will need to complete approximately 18 days per semester. Due to the legislation restrictions, students will need to work with a new employer every 20 days completed.
- Year 12 VCAL students need to undertake a minimum of 20 days of SWL, every Thursday during school terms.
- Students in Year 10 or VCE that have required hours for their VET course will need to organise theirs during School Holidays.
- Students should look independently for placements using family networks, prior work experience connections or the SWL portal. If students are struggling to find a placement, they need to contact the Careers team or the VCAL VET Co-ordinator.
- As part of the current government requirements for SWL, students are not permitted to work more than 20 days with the same employer. An exemption can be made only if there is a potential SBAT or Apprenticeship opportunity available at the end of that time. Ideally, students should seek a range of experiences with different employers during their time in VCAL.
- Paperwork will be made available to students via MS Teams, or can be found here [SWL PAPERWORK](#)
- Students can access the [State Wide SWL Portal](#) to find placements

## Structure Workplace Learning Recognition

Students who are completing a VCE VET Certificate can elect to participate in the SWL Recognition program (SWL R). This is designed to give students an additional credit towards their VCAL program after the completion of 80 hours of SWL in a relevant industry connected to their course.

- Students are to complete a minimum of 80 hours and the supplied Workplace Learning Record (WLR) to a satisfactory standard, along with a logbook to track their hours.
- Students can complete the 80 hours over more than one year.
- Students who complete multiple blocks of 80 hours, can be eligible for up to 3 units of credit per VET course and a total of 4 credits if doing more than one VET course.
- SWL R will be introduced and monitored in Work Related Skills (WRS) classes, with final assessment completed by the VCAL VET Co-ordinator.

## School Based Apprenticeships & Traineeships

School Based Apprenticeships or Traineeships in Victoria involve the student undertaking the VCE or VCAL, as well as being employed part time and training under the following arrangements:

At Thomas Carr, students:

- Should be undertaking VCAL, as this program is able to accommodate the time off required from school
- Have paid employment under an Industrial Agreement that recognises School Based Apprenticeships and Traineeships
- Have a training contract that includes a nationally recognised qualification and duration of training to be undertaken. This contract must be registered with Skills Victoria
- Have a training plan and be signed by an RTO within two months of commencement of the School Based Apprenticeship and Traineeship
- Undertake training over two years at an average of 13 hours per week for employment and training. The 13 hours should be divided into at least 7 hours of employment and 6 hours of training per week, which may be averaged over three periods of four months in each year of the program
- Spend at least **one** timetabled day during the normal school week on the job or in training

In effect, the employer will be either:

- Covered by an Award with suitable provisions
- Party to a Workplace Agreement, including Individual Transitional Employment Agreements, Australian Workplace Agreements, Collective Agreements or Pre-reform Certified Agreements
- Covered by the minimum terms and conditions of Part 21 of the Workplace Relations Act

School Based Apprenticeships and Traineeships in the following industry areas have been approved by industry bodies and VCAA for students undertaking the VCE:

- Agriculture
- Automotive
- Business
- Community Services
- Engineering
- Food Processing (Wine)
- Horticulture
- Hospitality
- Information Technology
- Sport and Recreation
- Retail

School Based Apprenticeships and Traineeships in other approved industry areas may also contribute to the VCE through Block Credit Recognition. Please see the VCAL VET Co-ordinator for more information regarding this option.

### **Benefits of a School Based Apprenticeship and Traineeship**

- Certificate is completed on the job, during work hours
- On the job training
- Students will be paid while they learn

Some SBATs have minimal to no costs associated with training. However, students who are eligible for Health Care Cards should make sure it is available at enrolment in the course

## VCAL Subject Guide

Assessing levels	<ul style="list-style-type: none"><li>• Students in Year 11 are usually assessed at either Foundation or Intermediate</li><li>• Students in Year 12 are usually assessed at either Intermediate or Senior</li><li>• Assessing levels are determined over the course of Semester One and is dependent on the quality of work and the amount of teacher support or adjustment required</li><li>• Students can be assessed at different levels in different subjects<ul style="list-style-type: none"><li>○ E.g. a student can be assessed at Intermediate for Literacy and Foundation for Numeracy</li></ul></li><li>• A student's certificate level is determined by their Literacy and Personal Development level. E.g. If a Year 11 student is being assessed at Foundation for Literacy, but intermediate for everything else, they will only be eligible for a VCAL - Foundation Certificate</li></ul>
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For students to achieve a satisfactory result for any unit, all work must be completed and submitted to the required standard for their Assessment level.

### **Grading in VCAL**

- Satisfactory- has met the requirements of the task to the standard for their assessment level.
- Not yet satisfactory- has not submitted the task or has not completed the task to the required standard. Student will need to resubmit task to be eligible for a satisfactory result.

It is important that VCAL students stay on top of course work. Students will be required to complete many smaller tasks and if they get behind the work will start to pile up.



Literacy	Two credits towards VCAL Certificate
<p>1. Reading and Writing Outcomes</p>	<p><b>Foundation:</b> The purpose of this unit is to enable students to develop the knowledge, skills and attributes to read and write simple or short texts. Texts will deal mainly with personal and familiar topics but may include some unfamiliar aspects.</p> <p>At this level, students often with support, use the writing process with an awareness of the purpose and audience of the text. In reading, students can identify the main point of the text, some key details and express an opinion about the text as well as some of the details.</p> <p>At the end of the Foundation Reading and Writing unit, students will be able to read and comprehend a range of simple short texts and write a range of short texts in several contexts, which may be interrelated.</p> <p><b>Intermediate:</b> The purpose of this unit is to enable students to develop the knowledge, skills and attributes to read and write a range of texts on everyday subject matters that include some unfamiliar aspects or material. At this level students, once they have identified the audience and purpose of the text, use the writing process to produce texts that link several ideas or pieces of information. In reading, students identify how, and if, the writer has achieved his or her purpose and express an opinion on the text, considering its effectiveness.</p> <p>At the end of the unit, students will be able to read, comprehend and write a range of texts within a variety of contexts.</p> <p><b>Senior:</b> The purpose of this unit is to enable students to develop the knowledge, skills and attributes to read and write complex texts. The texts will deal with general situations and include some abstract concepts or technical details. At this level, students produce texts that incorporate a range of ideas, information, beliefs or processes and have control of the language devices appropriate to the type of text. In reading, students identify the views shaping the text and the devices used to present that view and express an opinion on the effectiveness and content of the text.</p> <p>At the end of the unit, students will be able to read, comprehend and write a range of complex texts across a broad range of contexts.</p>
<p>2. Oral Communication Outcomes</p>	<p>The Oral Communication units are designed to provide participants with the knowledge, understanding and skills in spoken communication for different social purposes. Students will participate in a variety of group activities, spoken tasks, oral presentations and listening activities.</p>

<b>Numeracy</b>	One credit at Foundation level towards VCAL Certificate. Two credits towards VCAL Certificate (2019 onwards) at Intermediate and Senior
<b>Foundation</b>	<p>The purpose of this unit is to enable students to develop the confidence and skills to perform simple and familiar numeracy tasks and to develop the ability to make sense of mathematics in their daily personal lives.</p> <p>The mathematics involved includes numbers and data, financial literacy, time and location, measurement and design, and the use of software tools and devices.</p> <p>On completion of this unit, students will be able to perform everyday mathematical tasks that involve a single mathematical step or process. Students will be able to communicate mathematical ideas using highly familiar contexts and common everyday language and mathematical notation.</p>
<b>Intermediate</b>	<p>Unit 1 - The purpose of this unit is to enable students to develop everyday numeracy skills to make sense of their daily personal and public lives. The mathematics involved includes numbers and data, financial literacy, time and location, and measurement and design. It also includes the use of software tools and devices applied to tasks that are part of the students' normal routine but extends to applications outside their immediate personal environment such as in the workplace and the community.</p> <p>At the end of the unit, students will be able to attempt a series of both single - and multi-step operations or tasks with some confidence, select the appropriate method or approach required, and communicate their ideas both verbally and in writing. They will be at ease with performing straightforward calculations either manually and/or using software tools and devices</p> <p>Unit 2 - The purpose of this unit is to enable students to develop, refine, extend and apply numeracy knowledge and skills through an investigation in a familiar industry area linked to the VET units in their VCAL program or employment. The numeracy involved focuses on Number, Measurement, Financial Numeracy, and Probability and Statistics.</p> <p>This unit seeks to extend students' understanding of how numerical knowledge and skills can be transferred to an industry area. The key processes involve identifying mathematics, applying it and communicating the results.</p> <p>Students develop an understanding of the practical components of planning and undertaking an in-depth numeracy-based project, linked to a familiar industry area. Students will also develop key project management skills in a numeracy context, such as stating key aims, setting specific tasks, establishing timelines and milestones, identifying and managing risk, and communicating results. Students will be encouraged to develop and apply their skills of creative and critical thinking in the planning and completion of the numeracy-based project that will be negotiated with their teacher/trainer.</p> <p>At this level, students also share their knowledge and work independently and in teams.</p> <p>On completion of this unit, students should be more confident in their ability to explore, develop and apply numeracy related to employment in an industry area.</p>

**Senior**

Unit 1 - The purpose of this unit is to enable students to explore mathematics beyond its familiar and everyday use to its application in wider, less personal contexts such as newspapers and other media reports, workplace documents and procedures, and specific projects at home or in the community.

At the end of the unit, students will have the capacity to interpret and analyse how mathematics is represented and used. They can recognise and use some of the conventions and symbolism of formal mathematics. The mathematics involved will include numbers and data, financial numeracy, time and location, measurement and design, the use of software tools and devices, and an introductory understanding of the use of formulae and problem-solving strategies.

Unit 2 - The purpose of this unit is to enable students to develop, refine, extend and apply numeracy knowledge and skills through an investigation in an unfamiliar industry area in which they have an interest and may seek future employment. The numeracy involved focuses on Number, Measurement, Financial Numeracy, and Probability and Statistics.

This unit seeks to extend students' understanding of how numerical knowledge and skills can be transferred to an industry area. The key processes involve identifying mathematics, applying it and communicating the results.

Students develop an understanding of the practical components of planning and undertaking an in-depth numeracy-based project, linked to an unfamiliar industry area.

Students will also develop key project management skills in a numeracy context, such as stating key aims, setting specific tasks, establishing timelines and milestones, identifying and managing risk, and communicating results. Students will be encouraged to develop and apply their skills of creative and critical thinking in the planning and completion of the numeracy-based project that will be negotiated with their teacher/trainer.

At this level, students also share their knowledge and work independently and in teams.

On completion of this unit, students should be more confident in their ability to explore, develop and apply numeracy related to employment in an industry area.

Advanced Numeracy students have the option of completing Advanced Numeracy. This is subject to Numeracy teacher and VCAL VET Co-ordinator approval.

<b>Personal Development Skills</b>	Two Credits towards VCAL Certificate.
<b>Year 11 and 12</b>	<p>The purpose of the Personal Development Skills Strand is to develop knowledge, skills and attributes that lead towards:</p> <ul style="list-style-type: none"> <li>• the development of self</li> <li>• social responsibility</li> <li>• building community</li> <li>• civic and civil responsibility, for example through volunteering and working for the benefit of others</li> <li>• improved self-confidence and self-esteem</li> <li>• Valuing civic participation in a democratic society.</li> </ul> <p>Students will work towards developing small group or a whole class community project.</p> <p>Students will be assessed at either Foundation or Intermediate at Year 11, or Intermediate or Senior at Year 12.</p>
<b>Previous Projects</b>	VCAL Garden, VCAL Smooth Groove Café, VCAL Coffee Cart, VCAL fundraisers.

<b>Work Related Skills</b>	Two Credits towards VCAL Certificate.
<b>Year 11 and 12</b>	<p>The purpose of the Work-Related Skills Strand is to develop employability skills, knowledge and attributes valued within community and work environments as a preparation for employment. The development of employability skills within this strand provides learners with a capacity to consider and choose from the range of pathways. The development of Occupational Health and Safety (OHS) knowledge provides learners with the necessary preparation for the workplace.</p> <p>Students will investigate OH&amp;S practices in various industry settings, create risk analysis of OH&amp;S issues and develop small group activities to demonstrate their understanding of OH&amp;S practices. They will also work on developing their employability skills and problem-solving skills.</p> <p>Students will also use their WRS classes to complete their required SWL Recognition paperwork</p> <p>Students will be assessed at either Foundation or Intermediate at Year 11, or Intermediate or Senior at Year 12.</p>
<b>SWL</b>	<p>All VCAL students must participate in a Structured Workplace Learning, where they work in their chosen industry every Thursday during the school term. Students must complete Unit One of WRS or their OH&amp;S in their VET certificate prior to starting SWL.</p> <p>Students can opt in to an additional VCAL credit for every 80-hour blocks of SWL in eligible VET courses. This will be further discussed in Head start.</p>

<b>VCAL Religion</b>	Requirement for Thomas Carr VCAL Program
<b>Year 11 and 12</b>	<p>Students will be developing a deeper understanding of faith and spirituality means to them. They will investigate ethics and morality within the world around them and connect ideas to workplace and industry. Students will look at the different religions of the world and compare the faith and beliefs of others to the Catholic beliefs and traditions. In addition, they will be working towards giving back to the community in various projects, including fundraising activities and linking giving to the teachings of Christ.</p>

## Glossary

Additional Charge	Not included in ancillary, tuition or materials. Can include things like Construction Industry Card or First Aid
Ancillary Fee	An addition enrolment fee, separate to the Tuition Fee, charged by the VETIS provider
ATAR	Australian Tertiary Admission Rank. A number calculated based on VCE results used to apply for University and TAFE courses
Cluster	Group of schools within a particular region that agree to share VETIS course
Material Charge	Can include books, resources, consumables used in class, IT related expenses
PreCAL	An alternative Year 10 program offered by Thomas Carr College, with a focus on applied learning
RTO	Registered Training Organisation
SBAT	School Based Apprenticeships and Traineeships
Study Score	A raw score given at the end of a VCE Units 3 and 4 course. This score is used to help determine an ATAR
SWL	Structured Workplace Learning
SWL R	Structured Workplace Learning Recognition
Tuition fee	Amount charged to cover the delivery of the course
USI	Unique Student Identifier (a 10-character code allocated to all students enrolled in a VETIS course: <a href="http://www.usi.gov.au">www.usi.gov.au</a> )
VCAL	Victorian Certificate of Applied Learning
VCE	Victorian Certificate of Education
VETIS	Vocational Education Training in Schools
WLR	Workplace Learning Record