

**Wyndham Community and Education Centre Inc
Policy and Procedure**

Procedure name	VCAL Pathways and Transitions Policy and Procedure
Responsible person	VCAL & Youth Manager
Staff involved	VCAL staff
Frequency of performance	2022
Related documents	<p>Legislation: Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Worker Screening Act 2020 (Vic), Children, Youth and Families Act 2005 (Vic), Occupational Health and Safety Act 2004 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Disability Regulations 2018, Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic), Ministerial Order 724 Work Experience Arrangements (Non-School Providers), Ministerial Order 382 Work Experience Arrangements (Schools), Ministerial Order 723 Structured Workplace Learning Arrangements(Non-School Providers), Ministerial Order 55 Structured Workplace Learning Arrangements (Schools) Child Employment Act 2003, Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic); Ministerial Order 870 Child Safe Standards -Managing the risk of child abuse in schools.</p> <p>Policies: VCAL Attendance Policy & Procedure, Student Well-being and Duty of Care in VCAL Policy & Procedure (includes procedures for under-18s), Access and Equity Policy & Procedure, VCAL Student Selection, Enrolment, Induction & Delivery - Policy & Procedure, Privacy Policy & Procedure, Structured Workplace Learning (VCAL) Procedure, Child Safe Policy & Procedure (including statement of commitment), Risk Identification and Management Policy and Procedure</p> <p>Other: VCAL Student Handbook, VCAL Student Contract, Student Code of Conduct, VCAL Support Services Directory, The Victorian Careers Curriculum Framework, DET Careers and Transition Resource Kit, Work Experience Resources Manual, Work Experience Arrangement Form (Non School Providers), Work Experience Arrangement Form (Schools), Work Experience Guidelines for Employers, Health & Safety Guidelines for Work Experience Students aged 15 and over, Risk Assessment Report Form, DET A Job Well Done Resource, safe@work Resources, safe@work general module test; safe @work industry specific test, DET Workplace Learning Toolbox-Safe T1, Guidance for Students undertaking Community Work, DET Victorian Government School Arrangement Form for School Community Work, Medical Information Form, Risk Assessment Form for Community Work,</p>

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	<p>Host Organisation’s Guide to Assessing Risk, Work Safe Training Checklist for young workers, Structured Workplace Learning Resources Manual, Structured Workplace Learning Arrangement Form (Non School Providers) , Structured Workplace Learning Arrangement Form (Schools), Structured Workplace Learning Guidelines for Employers, OHS Resources. DET Structured Workplace Learning Manual for Victorian Secondary Schools, VCAL Destination Data Template, The Education State Child Safe Standards and Workplace Learning- A guide for Schools, The Education State Fact Sheet for Employers: Child Safe Standards and Workplace Learning, Career Action Plans, DE&T Careers and Transition Resource Kit, Transition from School Form, Consent to Share Information Form, VCAL Curriculum Documents, VCAL Advice for Teachers, Assessment of competency standards from Further Education (FE) accredited curriculum and VET training packages. Minimum Standards for Registration as a non-school senior secondary provider, VRQA VET Guidelines, DET Community VCAL (CVCAL) Contract, Department of Families, Fairness and Housing (DFFH), Exemption from School Attendance and Enrolment, Transition from School Form, Training and Skills Higher Education - Enrolling students under 17 Fact Sheet, Enrolling students under 17 in a Skills First Program checklist. SharePoint-Wyndham CECs Content Software Management System. The Education State- Transforming Career Education in Victorian Government Schools. Connecting today’s learning with tomorrow’s jobs. DET Career Education website- https://www.education.vic.gov.au/school/teachers/teachingresources/careers/Pages/default.aspx; Career education at TAFE and ACE: my career capabilities website https://www.education.vic.gov.au/school/teachers/teachingresources/careers/carframe/Pages/taface.aspx</p>
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Policy Context

Student pathways and transitions focus on levels of participation in education and training, and the provision of programs, support and advice to students regarding appropriate pathways and transitions to further education, training and employment and make more informed career and pathway decisions to prepare them for life beyond VCAL at Wyndham CEC. The VCAL & Youth Manager and VCAL staff ensure that career pathway programs are developed and implemented for every student who attends a senior secondary program at Wyndham Community and Education Centre Inc (Wyndham CEC).

To provide effective programs and levels of support and advice, Wyndham CEC has Career development programs and services that the VCAL students participate in regularly.

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Wyndham CEC provides young people with career development programs and services that equip them with knowledge, skills and capabilities to become self-reliant career managers to navigate multiple careers who are able to make the best possible educational, training and occupational choices and manage their life, learning and work in rapidly changing labour markets.

Programs and support services can include:

- careers counselling advice through personal interviews and group discussions
- careers information-printed and electronic resources
- DET career education resources to help teach students to make informed career decisions and equip themselves for the world of work.
<https://www.education.vic.gov.au/school/teachers/teachingresources/careers/Pages/default.aspx>
- DET Career education at TAFE and ACE: my career capabilities website
<https://www.education.vic.gov.au/school/teachers/teachingresources/careers/carframe/Pages/taface.aspx>
- /careers/carframe/Pages/taface.aspx
- general career resources
- online career planning
- telephone advice and online help

Students learn about pathways through the course of their general studies, through participation in the community and through work-based learning to develop employability skills.

Wyndham CEC uses The Victorian careers curriculum framework; Careers and-Transition Resource Kit, Career Education at TAFE and ACE: my career capabilities on the DE&T website to develop a career education program for students enrolled in its VCAL program.

Child Safe Standards and Workplace Learning

Wyndham CEC is committed to the safety and wellbeing of all children and young people. As per *Ministerial Order 870 – Child Safe Standards – Managing the Risk of Child Abuse in Schools*. This order extends to any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside scheduled hours. Wyndham CEC uses, The Education State Child Safe standards and Workplace Learning-A guide for schools. This includes workplace learning environments where students undertake work experience, structured workplace learning or school community work (volunteering).

Wyndham CEC has a Risk Management approach towards to potential child safety risks in workplace learning environments (see Structured Workplace Learning Procedure VCAL).

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Students at Wyndham CEC enrolled in the VCAL Senior, Intermediate and Foundation courses undertake Career Education with experienced staff.

The aim of Career Education at Wyndham CEC is for students to:

- develop knowledge and understanding of themselves and the personal attributes they bring to situations through self assessment, including their strengths, limitations, abilities, skills, qualities, needs, attitudes and values
- develop knowledge and understanding of post-compulsory options and explore the range of opportunities and pathways
- develop resilience and strategies for coping with and managing change
- learn how to make considered choices and plan options in relation to anticipated further study, careers and employment options
- effectively manage the implementation of these choices and the associated transitions from Wyndham CEC
- develop networking, employability skills and problem solving skills

Career Education sessions

Career education sessions are provided to all students in VCAL courses. Wyndham CEC acknowledges that the majority of the students it enrolls, have disengaged from mainstream schools and many have had significantly interrupted schooling. This means that most have not had any strong focus on career development and youth transition previously. For this reason, Wyndham CEC allocates time for all students enrolled across the three VCAL award levels to focus on career education and pathways planning.

Wyndham CEC will develop links between schools and other relevant community agencies to broaden student options and increase resources to assist student engagement, retention and successful transition to post-school options.

These sessions focus on students gaining the following skills and knowledge:

- A greater understanding of personal strengths and weaknesses
- Increased communication with peers and the wider community
- A greater understanding of work choice options
- An increased awareness of career options and pathways
- Information gathering skills on career information and options
- Information to make informed decisions

Students are encouraged to undertake work experience or structured workplace learning throughout the year.

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Victorian careers curriculum framework

The goals of the Victorian careers curriculum framework are to assist young people to:

- understand and manage influences relating to career planning and lifelong learning
- develop skills, knowledge and capabilities to make career decisions
- apply their learning to achieve educational and career aspirations
- build resilience in their capacity to manage change throughout their lives.

Careers and transition resource kit

The lesson plans and supporting resources in the *Careers and transition resource kit* are designed to assist career educators to deliver quality programs for students.

These lessons are tailored to suit the students within our VCAL programs. Lessons are organised according to the career development process under the following headings

- Self awareness
- Opportunity awareness
- Decision learning
- Transition planning

Activities are modified and tailored to suit the needs of the learners and local contexts.

Career education at TAFE and ACE: my career capabilities

Young people in the Learn Local adult community education sector and with VET providers will have a range of starting points for their career planning depending on the extent of their previous career preparation.

Young people with Learn Local and VET providers focus on developing an understanding of their personal characteristics that assist in determining their career goals. They undertake activities that identify the effects of education and training on career opportunities and examine the range of roles that can contribute to positive personal goals.

Young people locate, use and review career and occupational information, explore and understand the use of labour market trends, and the application of problem-solving and goal-setting strategies. This contributes to developing the students ability to make and manage their career and life decisions.

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In developing their career action plan, young people will focus on the strategic steps to achieving their career goals with emphasis on their financial, individual and lifelong learning needs. These young people should be able to identify and document experiences and activities that demonstrate their skills, knowledge and capabilities. They should be capable of effectively using a range of career resources and be making effective use of their allies to achieve their career goals.

Learn Local and VET career education program includes self-development, career exploration and career management.

Work Experience

Work experience can be organised for students over fifteen on a case by case basis. Work Experience allows students the chance to experience an Australian workplace, allows students to gain knowledge and skills in the workplace, explore future career options and encourages maturity, independence and self-confidence.

Any Wyndham CEC students undertaking work experience will complete the *safe@work* program prior to commencing work experience. For students with a disability or special needs, Wyndham CEC will use *A Job Well Done* to support students. Students will need to satisfactorily complete *A Job Well Done* prior to undertaking work experience. The CEO in collaboration with the VCAL& Youth Manager will determine which OHS program is most appropriate to the individual student.

Wyndham CEC is guided by Ministerial Order 724 Work Experience Arrangements (Non School Providers) or for those students enrolled in CVCAL Home School, Ministerial Order 382 Work Experience Arrangement Form (Schools) and takes all practicable and reasonable steps to prepare students for work experience.

Wyndham CEC also uses The Education State Child Safe standards and Workplace Learning-A guide for schools together with Ministerial Order 724 Work Experience Arrangement Forms (Non-School Providers) which is completed and signed by the student, the parent / guardian (students under 18 years of age), the employer and the CEO of Wyndham CEC. For students enrolled in CVCAL Home School Wyndham CEC also uses the Ministerial Order 382 Work Experience Arrangement Forms (Schools) which is completed and signed by the student, the parent / guardian (students under 18 years of age), the employer and the CVCAL Home School Principal.

Community Work

Students can also undertake voluntary community work. As a community organisation, Wyndham CEC has opportunities for students to undertake a variety of community work at any of Wyndham CEC's venues.

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Voluntary Community Work will take place within the DE&T Victorian School Term dates and within school hours unless the host organisation is a for-profit organisation that is subject to the *Child Employment Act 2003*. In these circumstances, Voluntary Community Work cannot take place during school hours.

CVCAL students who undertake community work (volunteering work) should:

- support student learning and career development
- directly benefit the community
- be organised by Wyndham CEC in conjunction with the CVCAL Home School
- be approved by the Principal of the CVCAL student as school community work.

Wyndham CEC uses the *DE&T Victorian Government School Arrangement Form for School Community Work* which is completed and signed by the student, the parent / guardian (students under 18 years of age), the host organisation and the CVCAL home-school Principal.

Wyndham CEC will use the *Guidance for Students undertaking School Community Work* (Victorian Government Schools) document together with the accompanying resources to refer to and arrange school community work placements in order to protect the health, safety and welfare of volunteer student workers.

Prior to commencement of school community work, the volunteer student worker will successfully complete an OH&S program recommended by the Department and relevant to the industry in which their school community work is taking place.

DE&T recommended programs include:

- safe@work
- relevant OH&S modules provided in VET courses that students undertake relevant to placements
- DE&T Workplace Learning Toolbox-Safe T1.

For students with a disability or special needs, Wyndham CEC will use *A Job Well Done* to support students. Students will need to satisfactorily complete *A Job Well Done* prior to undertaking community work placements. The CEO in collaboration with the VCAL & Youth Manager will determine which OHS program is most appropriate to the individual student.

School Community Work is not *work experience* or *structured workplace learning*.

Structured Work Place Learning (SWL)

Some students undertaking a VET program as part of their VCAL course are required to undertake a Structured Workplace Learning placement. Structured Workplace Learning placements provides students with the opportunity to integrate practical on-the-job

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experience and learnings in industry with nationally recognised VET undertaken as part of either their VCAL or VET units. It provides context for:

- enhanced skills development
- practical application of industry knowledge
- assessment of units of competency
- achievement of some learning outcomes for VCAL units, and
- enhanced employment opportunities.

Wyndham CEC is guided by Ministerial Order 723 Structured Workplace Learning Arrangements (Non School Providers) or for those students enrolled in CVCAL Ministerial Order 55 Structured Workplace Learning Arrangements (Schools) - for any structured workplace arrangements for Wyndham CEC students. Wyndham CEC VCAL staff refer to the DET Structured Workplace Learning Manual and The Education State Child Safe standards and Workplace Learning-A guide for schools when developing, coordinating and managing Structured Workplace Learning programs for Wyndham CEC students.

Wyndham CEC also uses Ministerial Order 723 Structured Workplace Learning Arrangement Forms (Non-School Providers) which must be completed and signed by the student, the parent / guardian (students under 18 years of age), the employer and the CEO of Wyndham CEC. For students enrolled in CVCAL, Wyndham CEC uses Ministerial Order 55 Structured Workplace Learning Arrangement Forms (Schools) which must be completed and signed by the student, the parent / guardian (students under 18 years of age), the employer and the CVCAL Home School Principal.

All students entering into a Structured Workplace Learning arrangement must have undertaken training in accredited occupational health and safety relevant to the workplace they will be entering for the arrangement. The CEO of Wyndham CEC must be provided evidence of this by the VCAL & Youth Manager, prior to a student commencing the arrangement.

Wyndham CEC students undertaking Structured Workplace Learning will complete the *safe@work* program prior to commencing the arrangement. Students are required to satisfactorily complete the *Safe at Work General Module Test* and *Safe at Work Industry Specific Module*. These resources can be accessed via the DET website at

<http://www.education.vic.gov.au/school/students/beyond/Pages/swguide.aspx?&Redirect=1>

This information is provided to staff working in the VCAL program and forms a part of the staff package. The Structured Workplace Learning Resources Manual, Structured Workplace Learning Arrangement Forms, Structured Workplace Learning Guidelines for Employers, OHS Resources and Ministerial Order 723 - Structured Workplace Learning Arrangements (Non School Providers) and Ministerial Order 55: Structured Workplace

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Learning Arrangements (Schools), are all accessible to VCAL staff via SharePoint, Wyndham CEC's content management system.

Wyndham CEC retains the Work Experience or Structured Workplace Learning Arrangement form together with a copy of the safe@work certificate.

Career Action Plans

All students undertaking a VCAL course at Wyndham CEC will have a Career Action Plan. This Plan will be used during Career Education sessions and updated on an ongoing basis throughout the year. Data and information produced through Career Action Plans allows Wyndham CEC to understand the diverse needs of its students and assists with program planning and provision. When a student is ready to exit Wyndham CEC they are offered support and guidance by understanding their post school options to make a successful transition.

The Career Action Plan focuses on the student's attention on recognising and creating opportunities to make informed career choices by defining their career goals in the career action plan.

The templates are located at:

<https://www.education.vic.gov.au/school/teachers/teachingresources/careers/carframe/Pages/taface.aspx>

Wyndham CEC contacts its students in the year following the student's exit to see if the student is still engaged in education or employment and to offer assistance if they are not.

Vocational Education and Training (VET)

All VCAL students at Wyndham CEC undertake VET as part of their VCAL program. As an Registered Training Organisation (RTO), Wyndham CEC offers students different VET options depending on their level of VCAL. These options are included in the VCAL Student Handbook. For students who are interested in VET options not offered by Wyndham CEC, the VCAL & Youth Manager assists students to source a relevant VET course. For CVCAL students the VCAL & Youth Manager can work with the home school for their student's VET. Completing a VET course of study provides students with a national Qualification or Statement of Attainment at Certificate II or III level. This qualification may provide entry into employment, further study or an Apprenticeship / Traineeship.

Outcomes from the VCAL

Wyndham CEC offers its students a quality VCAL program which aims for successful outcomes to be achieved by all VCAL students. Students enrolled in the VCAL at

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Wyndham CEC complete a certificate over two to three years depending on the level of the VCAL they are enrolled in. See Wyndham CEC's VCAL Student Selection, Enrolment, Induction & Delivery - Policy & Procedure for details about flexible entry and exit points. Wyndham CEC's VCAL & Youth Manager and VCAL staff are available to discuss and support students transitioning from Wyndham CEC following completion of their VCAL program and can access information about post school options. This includes assisting students to apply for further education courses through direct entry or through the Victorian Tertiary Admissions Centre (VTAC).

Students under 17 in a Skills First Program who have been granted an *Exemption from School to enrol into a Skills First Program.*

The VCAL & Youth Manager will notify the student's previous school and the relevant Department Regional Office if a student under 17 who has been granted an exemption makes any changes to their enrolment, such as disengaging or exiting, changing to part-time, or reducing program hours to below 25 hours per week.

Wyndham CEC will meet the following requirements as stated in the *Training and Skills Higher Education- Enrolling students under 17 fact sheet* and reflect the changes onto the initial *Enrolling Students under 17 in a Skills First Program checklist*.

- **Approval is needed to change program or training provider**
An exemption only applies to the specific training provider and program listed on the exemption letter or certificate.

All changes to a student's program, program hours or training provider while under 17, must be formally agreed by the original approver of the exemption – either the school principal or Department Regional Director. Wyndham CEC will sight and retain this formal approval of changes to the student's exemption before you update details of their enrolment.

- **Students who want to enrol in a further program**
A student who completes their program, is still under 17, and wants to enrol in another program with Wyndham CEC, will need a **new exemption** for the new program. Wyndham CEC should contact the Department Regional Office for advice on the best way to achieve this new exemption.
- **Students who take longer to complete training**

Wyndham CEC don't need to get further documentation if the student takes longer to complete the training than indicated on the exemption, provided their enrolment remains full-time.

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- **Students who stop attending or complete training**
Wyndham CEC must write to the relevant Department Regional Office and the student's previous school (where relevant) to advise if a student under 17 stops attending, disengages from, or completes their training. The previous school will support the student by talking to them about alternative pathways to education, training and employment.

Scholarships

Wyndham CEC's Board of Governance offers a scholarship to a student enrolled in Wyndham CEC's VCAL. The *Anne Mitchell Scholarship* can be applied for on an annual basis and offers a student \$500 to be used for direct education purposes. The Anne Mitchell Scholarship is presented to the recipient at the Wyndham CEC Annual General Meeting (AGM).

Wyndham CEC's VCAL & Youth Manager also proposes and supports disadvantaged students in the VCAL program to apply for *Western Chances Scholarships* and *Sandy Mein Scholarships* to enhance educational opportunities for Wyndham CEC students.

On Track Destination Data

Wyndham CEC collects data annually on student completion rates and student outcomes related to its VCAL program. This data is provided annually to the WynBay Local Learning and Employment Network (LLEN) for publication in its Environmental Scan which is made available publicly to stakeholders. Data is also collected and provided for inclusion in On Track data annually.