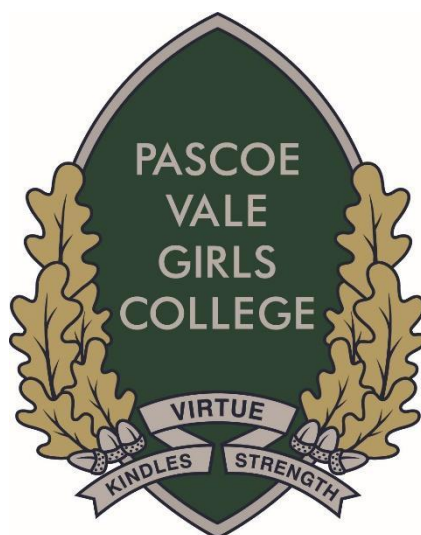




2018 VCE

Year 12

Subject Selection Handbook



'Empowering Young Women'

Pascoe Vale Girls College is committed to providing students with the opportunity to succeed as learners and as competent and confident citizens who can make a valuable contribution to a global society.

<http://www.pvgc.vic.edu.au>



Pascoe Vale Girls College is committed to providing students with the opportunity to succeed as learners and as competent and confident citizens who can make a valuable contribution to a global society.

Our Senior School offers students pathways to achieve success with comprehensive programs in VCE, VCAL and VET.

For students at Pascoe Vale Girls College the Senior School program will involve a two year course in the

- Victorian Certificate of Education (VCE) **or**
- The VCE Options Program. This program incorporates VCE subjects, Victorian Certificate of Applied Learning (VCAL) subjects and a VET (Vocational Education and Training) course.

The Year 11 Handbook provides you with a guide to select the most appropriate program for your Senior School program.

Please read the material carefully. A good starting point is to decide what career area you would like to pursue after finishing your VCE or VCAL. The course counselling process at the College will help you with your decisions. Ms Moloney our Vocational Education coordinator and our Senior School team are also available to support you when making decisions regarding your course selection.

We look forward to working with you in the Course Counselling program.

Ms Peddle
Principal

Introduction

This handbook is a resource for students and parents/guardians. It outlines the Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (Senior VCAL) at Pascoe Vale Girls College.

The Handbook is designed to:

- assist students and parents/guardians to understand the structure of VCE and Senior VCAL
- help with the selection of a course of subjects that support students' career aspirations and associated tertiary pathways

The Handbook has 7 sections:

1. Timeline and Steps for Subject Selection
2. The VCE Program
3. The ATAR
4. VCE Subjects offered at PVGC
5. VET Studies (Vocational Education and Training)
6. VCAL (Victorian Certificate of Applied Learning)
7. Mathematics pathways

Section 1. Timeline and Steps for Subject Selection

1.1 Course Counselling

1. To assist you in your course counselling, 2017 Year 12 Subject Descriptions are available on our Website at <http://www.pvgc.vic.edu.au> under Student Learning and on [Compass, Community, School Documentation, Course Counselling Folder](#).
2. Before your course counselling interview, read through the information in your handbook and the descriptions of VCE/VCAL subjects offered at PVGC.
3. Fill in the planning copy of the Subject Selection Form at the back of the handbook and bring this handbook to your interview.
4. **Course counselling interviews** will take place on **Thursday August 17, Friday August 18 and Monday August 21 periods 1-4:**
 - Students must take their course counselling documents so that they are ready when called to the library.
 - At your interview, your counsellor will give you a code to enable you to enter your subject selections online at the conclusion of your course counselling session. Staff will be available to assist you to use the online selection program.
 - Print a receipt of your subject selections and attach it to your signed Subject Selection Form.

All Subject Selection Forms must be completed and handed into the General Office by Monday August 28.

Section 2. The VCE Program (Victorian Certificate of Education)

- The VCE is a senior secondary certificate of education which is recognised throughout Australia.
- It is designed to be taken over a minimum of two years. Each subject is made up of four units.

2.1 The structure of the VCE

VCE subjects are divided into semester length units. Most studies offer four units. However, students don't necessarily have to take all four units.

The VCE is made up of two levels of units:

- **Units 1 & 2** – These are usually studied as a sequence in Year 11, the first year of VCE.
- **Units 3 & 4** – These are more advanced subjects which are usually undertaken in Year 12. Units 3 and 4 must be studied as a sequence which means that if you select a Unit 3 study, you must also select Unit 4.
- In Year 11, PVGC students are expected to study 12 Units: 6 in Semester 1 and 6 in Semester 2
- In Year 12, PVGC students are expected to study 10 Units: 5 in Semester 1 and 5 in Semester 2

2.2 Satisfactory completion of VCE

The minimum requirements for satisfactory completion are set by the Victorian Curriculum and Assessment Authority (VCAA). To satisfactorily complete the VCE, a student must have a satisfactory result (S) for a minimum of **16 units**. This must include:

- at least **three** units of English/EAL, two of which must be a **Unit 3-4 sequence**
- an additional **three Unit 3-4 sequences of studies**, other than English

2.3 Outcomes

- Every VCE Unit includes a number of Outcomes (assessment tasks).
- Outcomes define what students will know and be able to do as a result of undertaking a study.
- Outcomes are designed to cover all aspects of the Unit.
- For each Unit, students must demonstrate achievement of all outcomes in order to gain a satisfactory result.
- Demonstration of achievement of all Outcomes may be assessed by completion of learning activities. For example: keeping a work-book, making models, producing posters and flow charts, preparing time-lines, diagrams and pieces of art, performing practical laboratory work, writing essays and tests.
- It is imperative that work for assessment of Outcomes is completed on time. Students will be provided with a list of the Outcomes and associated work specific for each Unit and will be given dates for when they are due.

Students will receive:

- 'S' (satisfactorily completed) or 'N' (not satisfactorily completed) for each outcome and an overall 'S' or 'N' for each Unit.

Section 3. The ATAR

3.1 Australian Tertiary Admission Rank (ATAR)

- The ATAR places students on a percentile ranking with 99.95 being the highest rank. The ATAR is not a score out of 100. It shows a student's achievement in relation to other students.
- The ATAR is calculated by VTAC solely for the use of tertiary institutions to compare the overall achievement of students who have completed different combinations of VCE studies. VTAC forwards the ATAR along with application information to selection authorities at institutions.

3.2 How is the ATAR calculated?

- VTAC uses VCE results issued by the VCAA (Victorian Curriculum and Assessment Authority) to calculate the ATAR.
- The ATAR is developed from an aggregate produced by adding:
 - VTAC scaled study score in English or EAL,
 - The next best three VTAC scaled study scores permissible; and
 - 10% of the fifth and sixth permissible scores that are available.

Section 4. VCE Subjects offered at PVGC

Units 1 and 2 (Year 11 - 2017)	Units 3 and 4 (Year 12 - 2018)
Accounting	Accounting
Arabic	Arabic
Australian and Global Politics	Global Politics
Biology	Biology
Business Management	Business Management
Chemistry	Chemistry
Drama	Drama
English	English
Food Studies *	Food Studies *
Foundation English	
Foundation Mathematics	
French	French
General Mathematics	Further Mathematics
Geography	Geography
Health and Human Development	Health and Human Development
History	History
Italian	Italian
Japanese	Japanese
Legal Studies	Legal Studies
Literature	Literature
Mathematical Methods	Mathematical Methods
Media	Media
Music Performance	Music Performance
Outdoor and Environmental Studies	<i>Units 1/2 in Year 10, Units 3/4 in Year 11</i>
Physical Education	Physical Education
Physics	Physics
Product Design and Technology	Product Design and Technology
Psychology	Psychology
Specialist Mathematics	Specialist Mathematics
Studio Arts	Studio Arts
Visual Communication and Design	Visual Communication and Design

* Food Studies has a higher cost of approximately \$150.00

4.1 VET Studies offered at PVGC

Units 1 and 2	Units 3 and 4	Materials and Administration fee
Business (Year 11)	Business (Year 12)	\$150.00
Hospitality (Year 11)	Hospitality (Year 12)	\$200.00

Section 5. VET Studies (Vocational Education and Training)

VET programs are qualifications approved by the VCAA following consultation with schools, industry and training providers. VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain both the VCE and a VET qualification. VET subjects develop industry specific and workplace skills.

- Students who have commenced VET Hospitality and/or VET Business may continue these studies in Year 12.
- Successful completion of VET studies over two years provide students with a TAFE Certificate II qualification.
- VET studies can contribute to the ATAR

Section 6. VCAL (Victorian Certificate of Applied Learning)

6.1 Year 12 Senior VCAL – Introduction

The VCAL provides students with practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. Like the Victorian Certificate of Education (VCE), the VCAL is a recognised senior secondary qualification. Students who do VCAL are likely to be interested in going on to study at a Technical and Further Education (TAFE) institute, starting an apprenticeship or traineeship, or getting a job after completing Year 12. Students who do VCAL still have the option of university study through a TAFE pathway.

The principles of VCAL are demonstrated through:

- the development of knowledge and employability skills that help prepare students for work and for participation in a broader society – family, community and life-long learning
- the development of knowledge and skills that assist students to make informed vocational choices and facilitate pathways to further learning and employment.

VCAL can provide the following benefits:

- improved student motivation and commitment
- learning the generic skills that are valued in the workplace, e.g. problem solving, working effectively with others and in teams, leadership and personal responsibility
- learning that engages students
- improved self-esteem and confidence for those involved
- improved transition for students from school to work and/or further education
- a way of catering effectively for students with different preferred learning styles
- curriculum content to build on the student's interests, abilities and strengths
- curriculum and delivery strategies that enable students to learn at their own pace
- curriculum that values and engages the contribution of young people

6.2 Structure of VCAL

- Students study the compulsory VCAL units - Work Related Skills and Personal Development Skills, Literacy, Numeracy and VET Business. Students will attend Pascoe Vale Girls College for three days a week to complete these studies.
- Students will attend a Registered Training Organisation for one day a week to study a VET (Vocational Education and Training) course.
- Students complete one day a week at a workplace (structured workplace learning).
- There will also be a two week block of work placement in October.

6.3 Successful Completion of the VCAL Senior Certificate

To graduate, a student must satisfactorily complete a minimum of **10** units which must include:

- At least one unit of each of VCAL Literacy, Numeracy, Work Related Skills and Personal Development Skills.
- At least one unit of Vocational Education and Training (VET) for the Industry Skills strand.

6.4 VCAL Reports and Assessment

The College coordinates the assessment and collection of results for all curriculum components within the VCAL learning program. Students will receive:

UNIT RESULT: **'S'** - Satisfactorily completed the Unit **or** **'N'** - Not yet completed the Unit

6.5 Assessment Methods

Assessment methods used in each VCAL unit will vary according to the content of the course. These may include:

- teacher observation and/or checklists
- a portfolio of accumulated evidence
- evidence accumulated through project or program participation
- reflective work journals
- student logbooks
- evidence produced using information communications technology
- oral or written reports and presentations
- discussion, debates
- role plays
- performing practical tasks

6.6 Learning Outcomes

- Every VCAL unit includes a number of Outcomes and Assessment Tasks.
- Outcomes are designed to cover all aspects of the Unit.

For each Unit, students must demonstrate achievement of the required outcomes in order to gain a satisfactory result.

- It is imperative that work for assessment of Outcomes is completed on time. Students will be provided with a list of the Outcomes and specific work for each Unit and will be given due dates.

6.7 VET studies in VCAL

● **VET Business**

This is an office skills course. These skills are relevant to many industries. Students study units from the nationally accredited Certificate II in Business. To gain the full Certificate II in Business, students must have also satisfactorily completed VET-Business in Year 11. Those who start the subject in Year 12 will receive a

statement of the units they complete. Students undertake their VET Business studies entirely at the College. They are enrolled for the subject at a Registered Training Organisation. To cover the materials and administration costs, a fee of \$150.00 is payable via your College statement.

● **VET Course at a Registered Training Organisation**

Depending on the VET course chosen (see below), students will attend one of the following course providers one day a week:

- Northern College of the Arts and Technology (NCAT) - 62 Murray Rd, Preston
- Kangan Institute - Pearcedale Parade, Broadmeadows
- Kangan Institute - 85 Cremorne St, Richmond
- Peter Lalor Vocational College - 35 Duncan Rd, Lalor

To cover the materials and administration costs, a fee is payable via your College statement. Listed below are the 2017 student administration and materials charges to be used as a guide. Charges are subject to change for 2018.

Institution	Course	Course Duration	Campus	Approximate cost per year#
Kangan TAFE	Allied Health	2 years	Moonee Ponds	\$230
	Animal Studies	2 years	Broadmeadows	\$280
	Applied Fashion	2 years	Richmond	\$180
	Salon Assistant (Hair)	2 years	Richmond	To be advised*
	Kitchen Operations	2 years	Broadmeadows	\$280
	Tourism	1 year	Broadmeadows	\$330
	Make-up	2 years	Richmond	\$570 (plus the purchase of additional equipment)
Northern College Arts and Technology (NCAT)	Automotive	2 years	Preston	\$300
	Building Construction (Carpentry)	2 years	Preston	\$300
	Dance	2 years	Preston	\$350 (Competitions extra)
	Electro Technology (Electrician)	2 years	Preston	\$350
	Engineering	2 years	Preston	\$300
	Furniture Making	2 years	Preston	\$300
	Integrated Technologies	2 years	Preston	\$300 (Fiber Optic certification extra \$200)
	Music Industry	1 year	Preston	\$250
	Music Industry (Sound Production or Performance Stream)	2 years	Preston	\$250

	Musical Instrument Making and Maintenance	2 years	Preston	\$400
	Plumbing	2 years	Preston	\$300
	Retail Cosmetics	1 year	Preston	\$425
	Sport and Recreation	2 years	Preston	\$350 (AFL umpiring and pool lifeguard course extra)
	Visual Arts	2 years	Preston	\$250
Peter Lalor Vocational College	Community Services	2 years	Lalor	\$380
	Early Childhood Education	2 years	Lalor	\$400
	Events	2 years	Lalor	To be advised*
	Horticulture	2 years	Lalor	To be advised*
	Kitchen Operations	2 years	Lalor	\$580
	Retail Cosmetics	1 year	Lalor	\$450
	Salon Assistant (Hair)	1 year	Lalor	\$500

Based on 2017 costs. Confirmed costs for 2018 will be advised later in the year.

* New course for 2018. Cost will be advised later in the year.

Section 7. Mathematics Pathways Years 11 -12

Year 11	Year 12 (Units 3 & 4) possible options
1. Specialist Maths and Maths Methods	<ul style="list-style-type: none"> ● Specialist Maths + Maths Methods + Further Maths ● Specialist Maths + Maths Methods ● Maths Methods + Further Maths ● Maths Methods only ● Further Maths only
2. Maths Methods and General Maths	<ul style="list-style-type: none"> ● Maths Methods + Further Maths ● Maths Methods only ● Further Maths only
3. Maths Methods only	<ul style="list-style-type: none"> ● Maths Methods + Further Maths ● Maths Methods only ● Further Maths only
4. General Maths only	<ul style="list-style-type: none"> ● Further Maths only
5. Foundation Maths only	<ul style="list-style-type: none"> ● No Maths

Year 12 2018 – VCE Subject Selection Form

Last Name: _____ First Name: _____

Student Code: _____ Form (2017): _____

- Do you intend to study at PVGC in 2018? YES / NO (Please circle)

Complete this table with your Year 11 – Semester 1 results

Subject	Grade	Subject	Grade	Subject	Grade
English					

- Have you read the College Handbook? Yes / No (Please circle)
- What career options do you have in mind? _____

COURSE SELECTION: Complete this chart with your preferences before your course selection interview.

	VCE Year 11 (2017)	VCE Year 12 (2018)	<i>If you will be studying an additional subject towards your VCE outside PVGC, please indicate what it is below:</i> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>
ENGLISH	English	English	
Subject 2			
Subject 3			
Subject 4			
Subject 5			
Subject 6		Only 5 subjects studied in Yr. 12	
6 th Back-up preference Yr.12 2018			
7 th Back-up preference Yr.12 2018			

- This form **must be completed** and brought to your course-counselling interview.
- Subject selection must be finalised **by Monday August 28, 2017.**

Student signature: _____ Parent signature: _____ Date _____

Counselling notes:

Counsellor's name _____

Year 12 2018 – Subject Selection Form

Senior VCAL

Name: _____ Student Code: _____ Form (2017): _____

- **Do you intend to study at PVGC in 2018?** **YES / NO** (Please circle)
- Have you read the College Handbook? Yes / No (Please circle)
- What career options do you have in mind? _____
- Complete this table with your Year 11 Semester 1 results before your course selection interview. If you have changed subjects, please include your new Semester 2 subject.

	Year 11 (2017)	Semester 1 grade	Senior VCAL 2018
Subject 1	English		VCAL Literacy
Subject 2			VCAL Numeracy
Subject 3			VCAL Work Related Skills/Personal Development Skills
Subject 4			VET Business
Subject 5			VET course at TAFE - refer to p. 8 for details
Subject 6			Course selected: _____

- This form **must be completed** and brought to your course counselling interview.
- Subject selection must be finalised **by Monday August 28, 2017.**

Student signature: _____ Parent signature: _____ Date _____

Counselling notes:

Counsellor's Name: _____