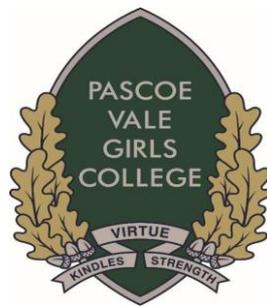


2021  
Year 12  
Course Handbook



*'Empowering Young Women'*

# 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. To assist you in your course counselling, 2021 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 completing the Subject Selection form, read through the information in your handbook and the descriptions of VCE/VCAL subjects offered at PVGC. *Please check your email and Compass regularly for details about how to submit your form during remote learning.*

## 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 or Literature, two of which must be a **Unit 3-4 sequence**
- an additional **three Unit 3-4 sequences of studies**, other than English, EAL or Literature

## 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 will 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 - 2020)	Units 3 and 4 (Year 12 - 2021)
Australian & Global Politics (didn't run in 2020)	Global Politics
Biology	Biology
Business Management	Business Management
Chemistry	Chemistry
English	English
English as an Additional Language (EAL)	English as an Additional Language (EAL)
Food Studies*	Food Studies *
Foundation Mathematics	
General Mathematics	Further Mathematics
Health and Human Development	Health and Human Development
History	History
Japanese	Japanese
Legal Studies	Legal Studies
Literature	Literature
Mathematical Methods	Mathematical Methods
Media (didn't run in 2020)	Media
Music Performance*	Music Performance*
Outdoor and Environmental Studies*	Outdoor and Environmental Studies*
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 & Design (didn't run in 2020)	Visual Communication & Design
<i>*Additional costs apply and must be paid on the course confirmation day in Term 4</i>	

## 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.

- 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, Personal Development Skills, Literacy and Numeracy. 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

### External VET Course at a Registered Training Organisation

Students will be charged an administration and materials charge for VET subjects. In 2020 these fees were between \$200 and \$600 depending on the chosen course. Course fees are subject to change and will be confirmed later in the year. This charge needs to be paid in Term 4 2020 to confirm enrolment in a VET subject in 2021. The College will pay for the tuition cost for the VET study at the Registered Training Organisation on Wednesdays. This covers the bulk of the VET course cost.

## Section 7. Mathematics Pathways Years 11 -12

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