



## AL-TAQWA COLLEGE VCAL ENROLLMENT POLICY 2018-19

### **RATIONALE**

- The purpose of this policy is to provide the students with guidelines to enroll in the appropriate pathway.
- For a student to enroll in one of the dedicated pathways, in this policy they must satisfactorily meet the guidelines outlined in this policy for each pathway.
- The guidelines are divided into external and internal enrollments.

### **AIMS**

- Al Taqwa aims to provide a safe and stable environment to enable students to learn and engage in their chosen pathway.
- Students will be eligible for pathways based on the criteria stated in this policy.

### **IMPLEMENTATION**

Eligibility into any pathway requires implementation of the following processes;

1. Counselling (Tertiary, Subject, Pathway) and follow ups
2. Academic appraisal of the student performance
3. Parent-meetings
4. Final decision by Sub-school Head and Principal

### **RESOURCES**

- MIPS (Managed Individual pathways)
- Student academic Reports
- VCE/VCAL Handbook
- VCE/VCAL Policy
- Enrollment policy

### **TARGET AUDIENCE**

- Students (Year 9 to 12)
- Parents
- Teachers
- Sub-school Head
- Principal

## **APPENDICES**

- MIPS (Managed Individual pathways) (K Drive)
  - Student academic Reports (K Drive)
  - VCE/VCAL Handbook (K Drive)
  - VCE/VCAL Policy (K Drive)
  - Enrollment policy(K Drive)
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## **VCAL Enrolments**

### **External Enrolment Policy VCAL**

The following criteria must be satisfied for a student to be eligible for enrolment in the VCAL program at Al-Taqwa College. The criteria is consistent with school policies and ensures that students who enrol in the VCAL have a dedicated pathway to a career at the completion of year 12 at the college.

Student wishing to enrol into VCAL at the year 10,11 & 12 level must:

- Complete a VCAL entrance exam and obtain a minimum 50% grade in the Literacy and Numeracy section.
- Must complete a personality test which is consistent with VCAL and its dedicated pathways.
- Behaviour of the student in his/her previous school will be taken into account before the student is enrolled into the program and school.
- Must have a chosen a pathway that VCAL will cater for. (This will be determined by the personality test and reason for Enrolling into VCAL)
- A student who is not deemed competent for VCE may enrol into VCAL if suggested to them, though must meet each of the above requirements.
- Enrolment of a year 12 student into the VCAL program, is only probable at the beginning of term 1 prior to VET places closing. If the student has a VET credit prior to the current year then they may be eligible to enrol into VCAL at a later date. This must be looked closely by the heads before the student is eligible to enrol into VCAL.
- Students are eligible to Enrol into year 10 or year 11 VCAL program, at the beginning of term 1 prior to VET places closing.
- A student may enrol into year 10 & 11 VCAL 11 in the middle of semester under extreme circumstances, which will be determined by the heads of year 10,11 and the VCAL head.

## Transitioning to VCAL-Internal Enrolment to VCAL

Students who are transitioning from a mainstream year level to VCAL will follow a similar process to the External Enrolment policy with the omission of an 'Entrance exam'. Students who have been deemed academically weak in accordance with the VCE policy may be eligible for VCAL. Other factors taken into account include:

- Students will be counselled and advised of suitable pathways by Careers/Head/VCAL Head which may include VCAL or an alternative pathway.
- A student who is not deemed competent for VCE may enrol into VCAL if suggested to them, though must meet each of the above requirements.
- Students may be placed on an academic contract if they have not satisfied the criteria for Entry to VCE. **Not performing or not meeting the criteria set in the contract may mean the student will only have VCAL or an 'alternative pathway' as an option.**
- Behaviour of the student in his/her previous school will be taken into account before the student is enrolled into the program and school.
- Must have chosen a pathway that VCAL will cater for. (This will be determined by the personality test and reason for Enrolling into VCAL)

For the policy on Internally enrolling into VCAL in the middle of a semester, please refer to '**Internal Enrolment Policy VCAL**' on the previous page.

## Eligibility into an 'Alternative Pathway'

Students will be monitored from Yr 7 to Yr 9, particularly in Yr 10, where students who are academically weak will have an early intervention plan applied (MIPs). An academic agreement will be handed, where the student must satisfy all criteria. Failure to do so will result the pathway being altered appropriately.

Enrolling into a VET in an external TAFE/RTO may be an option and the following may be options for students in this situation.

- Apprenticeship/traineeship or trade

- Do VCE as ungraded-score
- Do VCE over three years
- Students in Yr 10 and 11 can go into VCAL (alternative pathway)
- Students in Yr 12 can go into a College/TAFE and transfer into University, if ATAR is low.
- Do VCE in a different environment/location (school, college, TAFE)

### ***Information for the Pathway Counselling process***

An extensive Pathway Counselling process takes place during Term 3 each year for all current and prospective Years 9, 10 and 11, whereas an Individual future Pathway Counselling is for Year 12 students. As part of this process, each student is provided with Individual Course Counselling to support our young adults to transition into life beyond compulsory schooling with clarity, focus and purpose. Emphasis is on the need to keep a **range** of options open.

The process involves the following questions;

- Do you have a career goal?
- What will you need to do to reach this goal?
- Does your current progress at school indicate it is a realistic goal? (the student's last report will be in their MIP (Managed Individual Pathway folder) If not what can change to make it realistic?
- Are there alternative pathways to that goal?
- What other career options do you have?
- *What have you been thinking of?*
- *How are they going now?*
- *What subjects are grabbing their interest?*
- *Industries that appeal? E.g. Business? Arts? Sports? Environment?*
- *Do they prefer to work inside or outside?*

2. If student does not have any real idea of what they want to do encourage them to use one of the Careers programs available. They include:

- **My Future** – will suggest job areas based on the students interests and talents  
<http://www.myfuture.edu.au/>
- **Job Guide** – an on-line version of the book  
<http://www.jobguide.thegoodguides.com.au/>

- **VTAC CourseLink**- allows the student to enter their VCE course and get a list of tertiary courses they could access – also provides information like ATAR score required  
<http://euclid.vtac.edu.au/courselink/openpage.html>

**3.** All students **must** choose a VCE course even if they intend to apply to go in to VCAL. By checking that the student understands what is involved in each subject, especially the theory components in subjects such as PE and Art – if they are unsure encourage them to talk to the relevant subject teacher. If students are aiming for a high ATAR score make sure they understand the implications of scaling. If they have chosen a VET subject check they understand what it involves and are aware of the cost. If the student indicates they are intending to pursue Tertiary studies check prerequisites for their courses (use VICTER or VTAC CourseLink)

## **AND**

If the student has submitted an application for VCAL check they understand what it involves and where it leads. Check they have selected a VET subject and understand the cost involved. Check they have selected one VCE subject (or another VET subject).

**4.** Enter the student's subject selections on the supplied sheet – if everyone is happy with the selections get both the student and parent to sign the sheet – you also sign the sheet. If student is still unsure refer them to the Careers teacher for an appointment. Also collect their checklist and place it in their MIP's folder.

**5.** Make a note in the students MIP (Managed Individual Plan) file of what was discussed in the interview - include date and your initials.

**6.** Finally complete the record sheet including any issues that need to be followed up with the student or parent – include any subjects that the student is passionate about studying but is not currently offered.

