

VCAL Coordination for 'Newbies' – A to Z Guide

A

Familiarise yourself with the VCAA VCE and VCAL Admin Handbook

B

Familiarise yourself with your school's **Budget** and have some good chats with the Business Manager!

C

Understand the VCAL certificates – levels, requirements, etc

C2

Create and maintain strong relationships with VCAL parents/caregivers (eg BBQ Term 1)

D

Ensure VCAL staff meet **deadlines**, like having their VASS results in by due dates, having QA documents completed, etc

E

Market the program **effectively** to staff, Admin, parents, community

F

Familiarise yourself with the VCAA website

G

Have a **good** (great even!) working relationship with the VET Coordinator and also with Careers

H

Have a close-knit staff – make this as small as possible

I

Be clear re student expectations including uniform, attendance etc

J

Just consider setting 3 day (in school) program

K

Know the students

L

Look out for the 'New VCAL Coordinators' PD run by VCAA – usually early Term 4

M

Student **management** – who will deal with this?

N

NEGOTIATE the curriculum

O

Orientation programs – run these and try to encourage commitment and motivation

P

Utilise contacts via PVA and other sources

Q

QA – be aware and organise

R

Check out the resources your school already has that can be used for VCAL

S

Understand the subjects comprising a VCAL certificate

S2

Seek VCAA Publications eg Literacy and Numeracy outline booklets

T

Train in VASS Administration

U

Try to ask for 1 room to be timetabled – so you can store materials, students work, etc

V

Community VCAL – search out information & maintain a close working relationship with them throughout the year

W

Show an interest in the students, their **w**ork and their achievements

X

Don't set **ex**ams!

Y

Look for scope and opportunity **y** for your students (eg Care and Share program)

Z

Liaise closely with attendance officer and VASS Coordinator for student transfers (**z**) etc

Great resources:

www.vcaa.vic.edu.au/vcal

www.vass.vic.edu.au

www.cae.edu.au

www.fmpllen.com.au