



PENINSULA VCAL ASSOCIATION

PVA

Information/ Induction Booklet



Peninsula VCAL Association

The PVA is a sub-committee of the FMPLLEN Board of Management as an advisory group and reports to the Board. It provides direction and comment regarding the Victorian Certificate of Applied Learning and works on behalf of the Board of Management and within its governance framework:

- Provide professional and informed advice on the administration and implementation of VCAL and key policy issues for VCAL providers
- Provide opportunities for networking and for knowledge sharing and knowledge building between VCAL providers and key stakeholders
- Build stronger links between VCAL Coordinators and all FMPLLEN networks.
- Support both new and experienced VCAL Coordinators
- Develop and implement annual and longer term plans for the PVA network
- Explore opportunities for partnerships and joint projects with key stakeholders working within the FMPLLEN, including seeking additional funding opportunities and facilitating organisational applications for funding
- Support the development of integrated and holistic services to young people across the FMP region

Operational Standards

PVA as a Sub Committee of FMPLLEN and in its meetings as an association, will be governed by the policies and procedures of FMPLLEN including its Code of Conduct.

Full Membership of the PVA Group is open to all Frankston and Mornington Peninsula Secondary schools and other providers of the Victorian Certificate of Applied Learning.

Associate membership is open to organisations and individuals who have a key role in vocational education and training programs, including applied learning and structured workplace learning programs.

Applications for membership will be considered by a full meeting of the PVA Association.

PVA Membership

- The FMPLLEN membership application forms can be found at: <http://www.fmpllen.com.au/membership.html> Each application as a FMPLLEN member is given to the Board of Management for approval.

on request; For new VCAL Coordinators in the FMP region. If requested the FMPLLEN will add you to the PVA database to ensure that you receive all the relevant communications regarding VCAL programs across the region.

Terms of Reference

- A copy of the PVA Terms of Reference is available on request from the FMPLLEN.

PVA Association

Executives 2020:

President:	David L'Huillier McClelland College huillier.David.E@edumail.vic.gov.au
Vice President:	to be announced
Treasurer:	FMPLLEN frances@fmpllen.com.au
FMPLLEN Representative:	Jo Prosser jo@fmpllen.com.au

PVA Meetings:

- The PVA will meet four times per calendar year.
- The PVA will follow agreed procedures in relation to agendas, meeting times, conflict of interest, membership and decision making.
- The PVA meetings will be minuted and those minutes will be provided to its members and the Board.
- These meetings are scheduled at provider/school venues.

We hope to see you at PVA meetings and remind you that the PVA has an annual subscription of \$100 payable to the FMPLLEN (*which represents outstanding value*) Your subscription will contribute towards:

- Meeting schedule / minutes and updates
- Events
- Professional Development
- VCAL Awards Night – Annual Major VCAL Event.
- Catering
- VCAL Cook-Off
- VCAL Voice magazine publication, among other things

You will receive an invoice from (FMPLLEN, Business Manager) for this charge.

PVA Time-line

- The PVA Time-line is produced by the PVA members each year and will be distributed by the FMPLLEN to each member.

A PVA timeline is published by FMPLLEN at the start of each year and has all the Key dates for Meetings, VASS, QA, and PVA events. This will be emailed out to all our members, and can also be located on the FMPLLEN website.

PVA –Annual Projects / Events

VCAL Voice Magazine

The 'VCAL Voice' is a student magazine produced by students in the FMP region. The FMPLLEN and the lead partner produce this magazine. Staff work with students to encourage and facilitate contributions. We encourage all schools to contribute. Deadlines and timelines for the VCAL Voice will be emailed to you early in term 1 – please ensure all articles reflect a positive perspective on VCAL as the aim of this publication is to raise the profile of VCAL in the area. Please remember to start collecting photos and stories for the 2020 edition.

FMPLLEN 'Combined PD Day' – 2020 (Date to be confirmed)

FMPLLEN will this year again offer a 'Combined PD Day. A Professional Development day free of charge to all our Network members. This day show cases applied learning resources and best practice.

VCAL Cook Off – Thursday 30 April, 2020

For this event each member school nominates 2 VCAL Students to participate. This is an excellent opportunity to showcase your VCAL talents in the kitchen!

The day is a terrific chance for industry, local businesses, schools and students to come together and celebrate food. Join us for a fun filled day and great food.

The FMPLLEN will email a request to all PVA members (VCAL Coordinators) for students to complete their registrations for the event.

Featuring quality local produce and encouragement from prominent local chefs, up to 20 teams will compete for the coveted awards for Main Dish and Dessert.

VCAL Awards Night 2020

VCAL Awards Night – term 4 (Wednesday 14 October, 2020)

Each year FMPLLEN holds the VCAL Awards – **This is our major VCAL event for the year.**

For this event each school nominates 2 students to receive an award. These students and their families attend the dinner and ceremony along with the VCAL representative (probably yourself) and the school Principal. Schools are also invited to nominate themselves for a 'School Best Practice Award'.

This event is free of charge to all involved however, we do ask that schools assist in approaching some of their community partners for sponsorship. A timeline of these requirements of this event will be emailed out early in the year – we ask that you prioritise these dates in your calendar.

SWL (Structured Workplace Learning) Program (FMPLLEN)

SWL Program Manager: **Angela Byatt (FMPLLEN)** angela@fmpllen.com.au

- SWL - VET requirements form & guidelines
- Guidelines and Forms / SWL Portal access can be found via the FMPLLEN website.
www.fmpllen.com.au

SWL – Recognition

All schools can access SWLR

Available for all VCE VET Programs

Maximum Credit

3 Units per VCE VET Program

4 Units per SBAT

4 Units in Total

Details are available on the VCAA Website

<http://www.vcaa.vic.edu.au/Pages/vet/swl.aspx>

NEW VCAL staff and coordinators:

- The FMPLLEN and PVA endeavours to support new VCAL staff in their role. Please do not hesitate to contact us regarding any issues or questions.
- VALA offers great support and an 'Induction Day' each year for new VCAL Coordinators. Registrations can be located on the VALA website.
- Please see details on VALA website (please note the LLEN is not an affiliate of VALA – we are a member)
- Please ensure you have a copy or access to the VCAA Administrative Handbook
- All schools are required to demonstrate Quality Assurance (QA) – We have a great quality assurance team who are very approachable, so please email the LLEN if you need further assistance with QA or visit the VCAA website.

A few tips:

- Always read the PVA minutes.
- Please ensure you keep your details up to date with FMPLLEN
- Check out www.fmpllen.com.au for VCAL resources.
- Look at the option of VALA membership.
- Always read all correspondence carefully especially emails re our VCAL Awards Night

Useful Resources:

- www.vcaa.vic.edu.au
- www.fmpllen.com.au – PVA resources
- www.fmpyouthpathways.com.au

from the home screen go to tabs:

- Leaving school
- Career discovery
- Career advisors
- Tests & tools

www.fmpllen.com.au

- Calendar events
- SWL updates
- Careers resources

www.fmpjobs.com.au

- Local employment opportunities
- Accessing notice board regarding employment options

ACRONYMS *(commonly used in the VCAL sector)*

AASN	Australian Apprenticeship Support Network <i>(replacing Australian Apprenticeship Centre's in July 2015)</i>
ACER	Australian Council Education Research
ACFE	Adult Community Further Education
ACSF	Australian Core Skills Framework
AIS	Australian Industry Standards
ASO	Apprenticeship Support Officers
ASQA	Australian Skills Quality Authority
ATAR	Australian Tertiary Admissions Ranking
C	Competent (VET marking for students)
CALD	Culturally & Linguistically Diverse
CDAA	Career Development Association of Australia
CEAV	Careers Education Association Victoria
CICA	Careers Industry Council of Australia
DECV	Distance Education Centre Victoria
DET	Department of Education & Training
DSS	Department of Social Services
DHHS	Department of Health & Human Services
EAL	English as an Additional Language
ESL	English as Second Language
ESO	Education Support Officer
FMPLLEN	Frankston/Mornington Peninsula Local Learning & Employment Network
FTE	Fulltime Equivalent
FYA	Foundation for Youth Australia
GTO	Group Training Organisation
HESG	Higher Education & Skills Victoria
IB	International Baccalaureate
ILP	Individual Learning Plan
ISV	Independent Schools Victoria
KEC	Koorie Education Coordinator
KESO	Koorie Education Support Officer
KLA	Key Learning Area
KPI's	Key Performance Indicators
LLEN	Local Learning & Employment Network
LLN	Language, Literacy & Numeracy
MOU	Memorandum of Understanding
NCVER	National Centre for Vocational Education Research

NDCO	National Disability Coordination Officer
NDIS	National Disability Insurance Scheme
NYC	Not Yet Competent (VET marking for students)
OH&S	Occupational Health & Safety
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
SBAT	School Based Apprenticeship/Traineeship <i>(also known as ASBA, Australia School Based Apprenticeship)</i>
SES	Socio-Economic Status
SSLV	Skills Shortage List Victoria
SSSO	Student Support Services Officer
STAT	Special Tertiary Admissions Test
SWL	Structured Workplace Learning
SWLR	Structured Workplace Learning <i>Recognition</i>
TAFE	Training and Further Education
VALA	Victoria Applied Learning Association
VASS	Victorian Assessment Software System
VCAA	Victorian Curriculum & Assessment Authority
VCE	Victorian Certificate of Education
VCAL	Victorian Certificate of Applied Learning
VELS	Victorian Essential Learning Standards
VET	Vocational Education & Training
VETiS	Vocational Education & Training in Schools
VIT	Victorian Institute of Teaching
VRQA	Victorian Registrations & Qualifications Authority
VSG	Victorian Skills Gateway
VTAC	Victorian Tertiary Admissions Centre Education
WWCC	Working with Children Check
YSAS	Youth Support & Advocacy Service