



Monivae  
College Hamilton

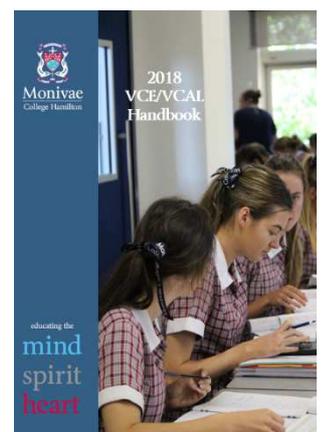
# 2018 Subject Selection Information Guide VCE/VCAL

VCE/VCAL Information Evening  
Wednesday 19<sup>th</sup> July  
7pm  
Monivae PAC

*for all current Year 10 students entering VCE/VCAL pathways  
in 2018  
and current Year 9 students considering an application for a  
VET study*

educating the  
mind  
spirit  
heart

This guide must be read in conjunction with  
the 2018 VCE/VCAL Handbook accessible  
from [www.monivae.com](http://www.monivae.com) or the Parent Access  
Module (PAM) on SIMON.



## 2016 Timeline for 2017 Subject Selections

<b>Term 2</b>		
Week 11	Wednesday 28th June	<p><b>VCE/VCAL Expo</b>                      Period 5 Monivae PAC                      (Year 10 students only)</p>
<b>Term 3</b>		
Week 1	Wednesday 19 <sup>th</sup> July	<p><b>VCE/VCAL Information Night</b>                      7pm Monivae PAC                      Primarily for current Year 10 students and their families AND any Year 9 students considering VET studies in Year 10 next year.</p>
	Thursday 20 <sup>th</sup> July	Subject Selections open
Week 2-4	Monday 24 <sup>th</sup> July –	<p><b>Year 10 Students</b>                      Subject selections interviews with Careers subject teachers (Year 10 students only) during careers classes.</p> <p><b>Year 11 students</b>                      Discuss their subject selections with their Homeroom teacher, Careers Coordinator and Year 12 Coordinator.</p> <p><b>All Year 10 Students</b>                      Fill out the <b>Subject Selection Planning Form 2018</b> prior to completing subject selections. Students are required to obtain recommendations (signatures) from subject teachers or Faculty Leaders for the subjects they wish to undertake.                      Students who do not receive a recommendation for a subject are required to submit an <b>Inappropriate Course Selection Form</b> to attach to their subject Selection Planning Form.</p>
Week 4	Friday 11 <sup>th</sup> August	<p>Subject Selection for current Year 10 &amp; 11 students closes at 9am.</p> <p>Students considering <b>VET and/or VCAL</b> options must also submit an additional application forms.</p> <p>Printed and signed <b>Subject Selections Planning Forms</b> with any additional forms required to the Year Level Coordinator.</p>

# 2018 Subject Selection Information Guide for VCE and VCAL

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*(Other forms are available in the Monivae College VCE/VCAL Policy and Procedures Handbook given to all Year 11 & 12 students at the start of each academic year)*

## Key Staff for Senior School Curriculum 2017

VCE Coordinator  
Director of Studies

Mr Darren Beks  
Mrs Yvette Colquhoun

Careers Coordinator  
VET/VCAL Coordinator  
Learning Support Coordinator

Mr Michael Harms  
Mr Phil Wheaton  
Ms Caroline Coggins

### **Faculty Leaders**

Arts  
English  
Health & Physical Education  
Humanities  
Mathematics  
Religious Education  
Science  
Technology

Mrs Alisa Houlihan  
Mr Leon Furze  
Mr Simon Hatherell  
Mrs Sofia Vearing  
Miss Jacinta Ryan  
Mr Danny Franc  
Mrs Nicola Crawford  
Mr Ian Marshall

### Enquiries:

In respect of general subject selection queries it is anticipated that the first point of call should be the student's current subject teacher.

Further detailed information regarding courses may be obtained from the specialist staff listed above.

The College telephone number is 5551 1200.

Email correspondence is also welcomed. The general style for email addresses at Monivae college is <firstinitialsurname>@monivae.vic.edu.au (e.g. [ycolquhoun@monivae.vic.edu.au](mailto:ycolquhoun@monivae.vic.edu.au))

# INTRODUCTION

Welcome to the subject selection process for 2018. This is an exciting time for students and their families as they plan for the future. This guide provides a brief explanation of the subject selection process for students entering Years 11 and 12 in 2018. **A complete and comprehensive VCE/VCAL handbook is available online via a link on the College website [www.monivae.com](http://www.monivae.com) or the Parent Access Module (PAM) on SIMON. Students and parents are strongly advised to access these documents and carefully consider the important task of choosing subjects for next year.**

Included in the detailed online information are contact details for key staff members including Year Level Coordinators, Faculty Leaders, Senior subject teachers and the Careers Coordinator, Mr Michael Harms. We encourage students to take advantage of these people, in addition to the wealth of resources available from the Careers Room, Careers classes and online.

Inside the front cover of this guide is a timeline of the subject selection process and all the required forms for submission of preferences.

All the best with your selections,



Yvette Colquhoun  
**Director of Studies**

## Teacher Support for Subject Selection Process

Contacts for further questions after reading through the VCE/VCAL Handbook and attending the VCE/VCAL Information Evening on Wednesday 19<sup>th</sup> July at 7pm

Questions	Answers
<b>How do I find out more about a particular subject?</b>	Faculty Leaders and current Year 11 & 12 subject teachers
<b>What specialised skills do I need for the subject?</b>	Faculty Leaders
	Arts Mrs Alisa Houlihan <a href="mailto:ahoulihan@monivae.vic.edu.au">ahoulihan@monivae.vic.edu.au</a>
	English Mr Leon Furze <a href="mailto:lfurze@monivae.vic.edu.au">lfurze@monivae.vic.edu.au</a>
	Health & Physical Education Mr Simon Hatherell <a href="mailto:shatherell@monivae.vic.edu.au">shatherell@monivae.vic.edu.au</a>
	Humanities Mrs Sofia Vearing <a href="mailto:svearing@monivae.vic.edu.au">svearing@monivae.vic.edu.au</a>
	Mathematics Miss Jacinta Ryan <a href="mailto:jryan@monivae.vic.edu.au">jryan@monivae.vic.edu.au</a>
	Religious Education Mr Danny Franc <a href="mailto:dfranc@monivae.vic.edu.au">dfranc@monivae.vic.edu.au</a>
	Science Mrs Nicola Crawford <a href="mailto:ncrawford@monivae.vic.edu.au">ncrawford@monivae.vic.edu.au</a>
	Technology Mr Ian Marshall <a href="mailto:imarshall@monivae.vic.edu.au">imarshall@monivae.vic.edu.au</a>
<b>Would I be suitable for a subject?</b>	Current subject teachers and Faculty Leaders

Questions	Answers	
<i>Where can I find out more about career options?</i>	Year 10 Careers teachers	Mr Michael Harms
<i>What TAFE and university options are available?</i>	Careers Coordinator	<a href="mailto:mharms@monivae.vic.edu.au">mharms@monivae.vic.edu.au</a>
<i>What VCE/VCAL subjects do I need for tertiary courses?</i>		
<i>How is the ATAR calculated?</i>		
<i>How do I apply for university?</i>		
<i>Can I undertake work experience in a career of interest?</i>		
<i>What scholarships are available?</i>		

Questions	Answers	
<i>What is</i>	VET/VCAL Coordinator	Mr Phil Wheaton
<i>VET (Vocational Education &amp; Training)</i>		<a href="mailto:pwheaton@monivae.vic.edu.au">pwheaton@monivae.vic.edu.au</a>
<i>VCAL (Victorian Certificate of Applied Learning)</i>		
<i>SBA (School Based Apprenticeship)</i>		
<i>and what do they involve?</i>		
<i>How do I apply for these courses?</i>		
<i>What are the expectations for applying and undertaking for these courses?</i>		
<i>Would I be suited to these courses?</i>		
<i>Can I undertake VET and VCE?</i>		
<i>Can VET contribute to my ATAR?</i>		
<i>Can I undertake VCAL and VCE units?</i>		
<i>How do I go about obtaining a Work Placement?</i>		

Questions	Answers	
<i>How do I complete subject selections?</i>	VCE Coordinator	Mr Darren Beks
<i>What is the timeline for processing subject selections?</i>		<a href="mailto:dbeks@monivae.vic.edu.au">dbeks@monivae.vic.edu.au</a>
<i>Can I undertake VET and VCE?</i>		
<i>Can I undertake VCAL and VCE units?</i>		
<i>Can I change my subject selections?</i>		
<i>Can I undertake Distance Education?</i>		
<i>What support structures are available for study?</i>		
<i>What happens if I am unwell during VCE/VCAL?</i>		
<i>What Assessment Policies and procedures exist for VCE and VCAL?</i>		

Questions	Answers	
<i>Will a subject run?</i>	Director of Studies	Mrs Yvette Colquhoun
<i>How will subjects be timetabled?</i>		<a href="mailto:ycolquhoun@monivae.vic.edu.au">ycolquhoun@monivae.vic.edu.au</a>
<i>(Other questions as referred from teachers above)</i>		

## YEAR 11 AT MONIVAE

Year 11 provides students with the foundation of both VCAL and VCE qualifications, and offers a wide range of courses for students continuing their education. Students are encouraged to consider their career paths and their lives beyond school, and are helped to fulfill personal and educational goals that will support them in the future.

Year 11 students build on skills learned in Year 10 and begin to apply their knowledge in their chosen subjects. A key element of Year 11 is focus: students are required to study and work hard, and are provided with the necessary tools to learn in a more challenging environment.

Students will aim to achieve goals leading to university, technical or further education, or employment. The VCE program at Monivae offers an opportunity to study in a variety of areas. As well as English and Religious Education, Year 11 VCE students will study five additional subjects, chosen for their interest or their suitability for a future career.

A student undertaking the VCAL course at Monivae can expect to work both externally, in a workplace that supports their chosen trade, and at school. VCAL students will study a range of specific work related subjects, and literacy and numeracy. Every student at Monivae is encouraged to grow into a confident, life-long learner who is prepared for life beyond school.

As well as the VCE and VCAL curricula, Year 11 at Monivae offers:

- *The Presentation Ball*  
An opportunity for all year 11 students to enjoy the results of their hard work and practice, and to take part in the formal dance at the end of Term One.
- *Leadership Opportunities*  
Students are encouraged to think about their leadership opportunities in Homerooms, and to take part in roles which may also lead to leadership opportunities in Year 12.
- *Study Skills and Wellbeing*  
All students at Monivae participate in a Positive Education program during Homeroom and Alternative Education time. In Year 11, students begin to develop further study skills, including examination techniques.
- *Athletic and Academic Events*  
Students are offered a wide range of extra-curricular activities.
- *Mission Experiences*  
Year 11 Students are eligible to take part in Monivae Mission Experiences, including the Kiribati and Papua New Guinea trips.

## YEAR 12 AT MONIVAE

Year 12 provides students with finalisation of both VCAL and VCE qualifications, and the program to guide students towards their paths beyond secondary school. In Year 12 this includes being made aware of tertiary study entry requirements and the range of employment possibilities for post-Year 12.

In approaching their studies, students need to be independent learners that continually analyse their own performances, particularly in relation to the highest standards or quality of work possible. Students need to adhere to all deadlines set, and ensure a close working relationship with teaching staff is formed.

Year 12 VCE students are expected to fulfil studies of English (Units 3 & 4) and Religious Education, plus four additional Unit 3-4 sequences, whilst VCAL pupils have the opportunity to complete either a VCE subject, VET study or School Based Apprenticeship to complement the compulsory VCAL strands.

As well as the VCE and VCAL curricula, Year 12 at Monivae offers:

- *Headstart Program*  
Two weeks of Unit 3 classes are conducted at the conclusion of Yr 11 studies, which lays a strong foundation for studies the following year.
- *Year 12 Retreat*  
All students participate in the Retreat program prior to the commencement of the official year, providing a unique, reflective and spiritual experience.
- *Leadership Opportunities*  
Whilst 14-15 Student Leaders are appointed each year, an emphasis on all Yr 12 students providing responsible, respectful and pro-active leadership throughout the school is clearly evident.
- *Well Being*  
Each student will have on-going reviews of academic progress conducted by respective Homeroom staff, which includes goal setting for each term and an analysis of term/semester reports
- *Co-Curricular Activities*  
Students are offered a wide range of extra-curricular activities including Cadets, sport etc.
- *Mission Experiences*  
Year 12 Students are eligible to take part in Monivae Mission Experiences.
- *Yr 12 Graduation Mass & Dinner*  
A wonderful culmination to each student's secondary education at Monivae College.



**Mr Darren Beks**  
**VCE Coordinator**  
[dbeks@monivae.vic.edu.au](mailto:dbeks@monivae.vic.edu.au)

### **Year 11 Students 2018**

#### **VCE Study Load for Year 11 Students**

All students in Year 11 must undertake a full study load at Monivae College of at least 7 VCE studies at Unit 1 & 2.

Year 11 students may with the approval of their Year Level coordinator, relevant Faculty Leader, Director of Studies and their parents, choose an approved VCE study at level 3 & 4 plus 6 studies at level 1 & 2 (see details below regarding acceleration).

When students in Year 10 select a course of study for the following year there are a number of important points to consider.

Students should:

- Select studies that they are interested in and have done well in. There is little point in attempting a subject they have done poorly in for the past few years
- Be aware that the VCE/VCAL sequence is a two-year course and to plan for Year 12 subjects by ensuring that the combination of subjects selected across the two years meets the prerequisites for a range of careers at the end of Year 12. This is important because a student's choice of career may change or entry to the preferred tertiary course may not be achieved
- Be aware of the requirements for the award of the VCE, VCAL and the ATAR
- Discuss subject selections and identify prerequisites for particular tertiary courses with their parents and the Careers Coordinator (Year 10 students will be interviewed by their Careers teacher)
- Be aware that the VCE timetable allows students to study a Unit 3 & 4 sequence at Year 11 in specific subjects and successful applicants to study a Unit 3/4 sequence will be pending timetable considerations and class sizes (ie. preference given to Year 12 students)

## **Year 12 Students 2018**

Most students moving from Year 11 to Year 12 will have made decisions about their Year 12 course in 2017. However, there will be some who are still unsure and others who will need to or wish to change courses. It is best that all students discuss their course selection with their Homeroom Teacher, Year Level Coordinator and the Careers Coordinator. All Year 12 students are expected to take 6 subjects (12 units) regardless of how many VCE or VCAL subjects have been completed in Year 11.

### **Study Load for Year 12 Students**

#### **Year 12**

All students in Year 12 must undertake a full study load of at least 6 studies at VCE level 3/4 or VCAL Senior Level (pending individual VCAL course plans).

If a Year 12 student has completed a Unit 3/4 study during Year 11, they must still undertake a full study load of at least 6 studies at Year 12.

Students in Year 12 who may elect to study a Unit 3/4 externally (Distance Education) must undertake a full study load of at least 6 studies at level 3/4. Approval for distance Education must be sought from the Year 12 Coordinator and Director of Studies.

Year 12 students who have completed a Unit 3/4 study during Year 11 may at the discretion of the Director of Studies, have their study load varied due to personal circumstances (eg. illness, family issues, etc.) Enquiries regarding this option must be directed firstly to the Year 12 Coordinator.

### **Subject Choices**

Whilst every effort is made to enable students their first choices, this may not be possible due to insufficient numbers to form a class or too many students elect to study for the resources available or the particular combination of subjects does not fit a students' timetable. In these instances, the Year Level Coordinator will contact the student to discuss their options.

## The Careers Coordinator and Resource Room

Monivae College provides a number of career services and resources to assist our students and their families make successful transitions from school to the workforce, apprenticeships, traineeships and for further study at University or TAFE.

Careers support is provided for students during the subject selection period for Year 11 and 12. For Year 10 into Year 11 this is undertaken during Careers classes and the Morrisby Report. For Year 11 into Year 12 this is undertaken by Homeroom teachers via the Pastoral Care Program.

All students are also welcome to seek support from the Careers Coordinator and visit the Careers Room for resources. The Careers Resource Room provides a library of current course and pathway information including careers programs, careers related websites, DVDs, Job Guides, VTAC guides and TAFE and university handbooks.

### How can the Careers Coordinator assist you?

The Careers Coordinator is available to assist students and their families with pathways matters including the following:

- Subject selection (including course prerequisites)
- VCE/VCAL and VET advice
- Advice on the effect of changing a subject or career choice
- Course selection at tertiary institutions
- Career and pathway planning
- Work experience and work place issues such as occupational health and safety
- Employment, traineeship and apprenticeship options and placements
- Job application letters, resumes, interview skills
- Where to access careers related information.

Students considering VET and/or VCAL should also speak with the VET/VCAL coordinator.

### Pathways and careers websites

Students and parents are encouraged to visit the following useful careers related websites:

<a href="http://www.myfuture.edu.au">www.myfuture.edu.au</a>	Very extensive site which explores courses and careers
<a href="http://www.jobguide.deewr.gov.au">www.jobguide.deewr.gov.au</a>	The Job guide online
<a href="http://www.vcaa.vic.edu.au">www.vcaa.vic.edu.au</a>	Victorian Curriculum and Assessment Authority website with information about VCE/VCAL and VET
<a href="http://www.vtac.edu.au">www.vtac.edu.au</a>	VTAC – Victorian Tertiary Admissions Centre website
<a href="http://www.australianapprenticeships.gov.au">www.australianapprenticeships.gov.au</a>	Federal Government’s website on Apprenticeships
<a href="http://www.sofweb.vic.edu.au/safe@work">www.sofweb.vic.edu.au/safe@work</a>	OH&S website. Includes modules that must be completed for Work Experience and Structured Workplace Learning
<a href="http://www.defencejobs.gov.au">www.defencejobs.gov.au</a>	Defence Forces website – includes Air force, Army and navy
<a href="http://www.year12whatnext.com.au">www.year12whatnext.com.au</a>	Website to help Year 12 students plan their post school options
<a href="http://www.tafe.vic.gov.au">www.tafe.vic.gov.au</a>	Victorian TAFE website
<a href="http://www.careersonline.com.au">www.careersonline.com.au</a>	Federal Government’s website on connecting Youth
<a href="http://www.goingtouni.gov.au">www.goingtouni.gov.au</a>	University information website
<a href="http://www.careernav.com.au">www.careernav.com.au</a>	Online career guidance tool

The Careers coordinator will also be able to direct students to other resources.

### ***What happens if I do not get recommendations from relevant subject teachers to undertake a subject but I still really want to do it?***

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Where a student is not recommended by teachers, Faculty Leader or Careers Coordinator and parents still wish for their child to undertake the course, an appeal process is available. **Students are required to fill out an Inappropriate Course Selection Form (available at the back of this guide)**. A subsequent interview/meeting with the Director of Studies or Year Level coordinator will be required at a later date. For Year 10 students, this process cannot be carried out during the initial subject selection interview in the Careers class as additional information and discussions will be required.

### ***Can I change my subjects once next year starts?***

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YES BUT....

#### **Year 11**

Subject changes in year 11 are disruptive to studies so all students are encouraged to ensure their selections are well considered and appropriate to their needs and abilities.

Where a student wishes to make changes to their original selection an appointment with the Careers Coordinator and relevant Year Level coordinator must be booked. Parents must endorse the change and, wherever possible, attend this interview. **Subject changes for Semester One must be made by Friday 16<sup>th</sup> February, 2018 and will be administrated by the VCE coordinator.**

#### **Year 12**

Whilst it is possible to make subject changes at the end of Year 11 studies many Year 12 subjects assume knowledge of Year 11 material and so it becomes disadvantageous not to have studied the subject in Year 11. These need to be assessed on an individual case basis in consultation with the Careers Coordinator, relevant Faculty Leader, Director of Studies and Year 12 Coordinator as they may be unable to satisfy the outcomes of the units they wish to exit and enter.

Any subject changes after Friday 16<sup>th</sup> February will be referred to the Director of Studies upon recommendation from the VCE Coordinator. Students must be aware that any changes to subjects after this date may incur a result of 'N' Not Satisfactory for the unit they wish to exit and possible the unit enrolled due to cut off dates with the VCAA.

### ***Can I change my subjects for second semester?***

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This option applies to Year 11 students only.

Students must fill out a **Change of Subject Form** available from the Year 11 Coordinator. **This must be submitted by Friday 25<sup>th</sup> May, 2018.**

Year 12 students must undertake the Unit 3 & 4 sequence together unless they withdraw pending Special Circumstances (refer to VCE/VCAL Policy and Procedures Handbook). Students in this situation must speak with the Year 12 Coordinator as soon as possible.

### ***How will I know if I've made a terrible mistake with my choice of subjects?***

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It is up to you to ensure you complete any prerequisite subjects for university and further studies. However, your Career teachers and Careers Coordinator are there to assist you selecting the right subjects for the courses and future pathways you are aiming for. So ensure you involve these staff during your subject selections.

### ***Should I avoid certain subjects?***

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Most people find studying certain subjects difficult because they often require a great deal of effort to master or use skills that are not naturally identified strengths of the student. Being aware of your talents, strengths and career requirements should assist you to make your subject selections.

Students should also consider the assessment involved (e.g. exams, performance task and folio work) to obtain a balance of studies which best demonstrates their knowledge and skills while being mindful of some scaling effects on some subjects if considering an ATAR score.

If possible, try to choose subjects that you will enjoy.

With English however, you do not get a choice, because Year 11 and 12 studies in English are mandatory.

### ***What does scaling mean?***

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Some Year 12 subjects are considered harder while others are considered easier. This is determined by the overall results of subjects each year. Subjects deemed to be harder (for example, Mathematical Methods is generally harder than Further Mathematics) are scaled up, which could result in you receiving extra marks toward your final ATAR score.

On the other hand, if you have taken a subject that is said to be easier, there is a chance that your final score might be rounded down, depending on the result you achieved. However, knowing how scaling will impact the subjects you select is very important. It would therefore be advisable to speak with your Careers Coordinator to ensure that there are no surprises encountered when final scores are distributed.

While the idea of taking a subject that can be rounded up might be appealing, remember that you will not receive any benefit if you perform poorly in the subject. Not all results are marked up, especially those results on the lower end of the scale. Remember that scaling is not a set calculation. It differs from one year to the next based on the cohort of students studying the subject in the year of delivery so it is difficult to predict how it will work in your Year 12. To learn more about scaling, go to 'ABC of Scaling' <http://www.vtac.edu.au/publications.html>

### ***Can I take more than one English subject?***

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Yes. Students can study English Unit 3/4 and Literature Unit 3/4. Both study scores can be included in the primary four for calculation of the student's ATAR.

### ***Are there mandatory subjects that I must successfully complete before going to University?***

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The only subject you must take for all courses in general, is English (either as English, ESL or Literature) Some university courses have specific requirements, which could include subjects like Mathematics and Science. However, you can check these using the VICTER Guide and speak to your Careers Coordinator.

The VICTER Guides are available from the following links:

**Current Year 10 students (July 2017)**

<https://www.vtac.edu.au/pdf/publications/victer2018.pdf>.

**Current Year 11 Students (July 2017)**

<https://www.vtac.edu.au/pdf/publications/victer2018.pdf>.

At times, teachers and Career Coordinators will suggest to students that they should study maths and science subjects. The reason for this is that these subjects could potentially increase the options that are available for students when applying to a University, or if students change their career aspirations. Students should consider including a range of subjects within their selections to keep their options open.

### ***What should I do if my school doesn't offer the subjects I like?***

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With so many subjects on offer, it is impossible for schools to offer the whole range. There are several options, including studying through Distance Education ([www.distance.vic.edu.au](http://www.distance.vic.edu.au)) or considering alternate subject combinations. Subjects which are not offered in the 2018 VCE/VCAL Handbook will incur additional costs if a student wishes to undertake them via Distance Education. Another consideration is to stagger Year 11 and 12 studies over three years instead of two. Your relevant Year Level Coordinator should be able to assist with a recommendation.

### ***While filling out the Subject Selection Planning Form, what things should I consider?***

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For each subject you intend to undertake answer the following questions. Answer these questions honestly – just because your friends are doing a subject is not a sound foundation on which to base your education and possibly your future career choices!

1. Why have I chosen to do this subject?
2. Will it provide me with course flexibility to allow for a change in career or course direction at a future date?
3. Do I have the prerequisite studies and results required to satisfactorily attempt this subject?
4. Will this subject prepare me for future subjects I intend to take?
5. Will this subject “broaden my horizons”?
6. Will this subject provide sufficient challenge for me?
7. Do my parents, Year Level Coordinator and Careers Coordinator agree that this is an appropriate choice for me?

### ***Where can I find more information on VCE?***

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Go to <http://www.vcaa.vic.edu.au/faqs/vce.html> and scroll down to the FAQs or speak with the VCE Coordinator Mr Darren Beks

### ***Where can I find more information on VET in the VCE?***

Go to <http://www.vcaa.vic.edu.au/vet/faqs.html> or speak with the VET/VCAL Coordinator Mr Phil Wheaton.

### ***Where can I find more information of VCAL?***

Go to <http://www.vic.edu.au/faqs/vcalfaq.html> or speak with the VET/VCAL Coordinator Mr Phil Wheaton.

## Subject Selection Forms

This section of the guide contains all supplementary forms required in addition to completing **Subject Selection Planning Form 2018**.

All relevant forms must be submitted to the VCE Coordinator by Monday 14<sup>th</sup> August, 2017.

Additional copies of these forms are available from the electronic copy of this guide and the 2017 VCE/VCAL Handbook on [www.monivae.com](http://www.monivae.com) or the Parent Access Module (PAM) on SIMON.

- Subject Selection Planning Form
- Inappropriate Course Selection Form
- VCAL Application Form (Intermediate OR Senior)
- VET Application Form
- Application for subject Change or VCE/VCAL Course change





# SUBJECT SELECTION PLANNING FORM 2018

## VCE and VCAL

(VCAL Students should also refer to the relevant VCAL Application Form)

All students must complete this Subject Selection Planning Form prior to entering their selectins online.  
Year 11 & 12 students submit to Mr Darren Beks, VCE Coordinator by - Monday 14<sup>th</sup> August, 2017.

**NAME:**

**2018**  Year 11

Year 12

<b>1</b>	To assist with subject selection, list the work related and /or career options you are interested in.	(a)					
		(b)					
		(c)					
<b>2</b>	To assist with subject selections, list the courses you are interested in at TAFE or University and all pre-requisites that apply.		University/TAFE Courses	Prerequisites <i>(if applicable)</i>			
		(a)					
		(b)					
		(c)					
<b>3</b>	After reading through the unit descriptors within the VCE/VCAL Handbook, list those subjects you are interested in.	Possible units of study					
		(a)		(e)			
		(b)		(f)			
		(c)		(g)			
		(d)		(h)			
<b>4</b>	<p style="text-align: center;"><b>VET Options</b></p> <p>Discuss your options with your teachers, parents/guardians and your careers teacher to find out which best suits your career intentions.</p> <p>NB Check that you have fulfilled all of the VCE requirements.</p>	<p><b>VET in the VCE</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Allied Health, Applied Language, Automotive, Building &amp; Construction, Community Services,</td> <td style="width: 50%; border: none;">Conservation &amp; Land Management, Engineering, Equine, Hospitality, Retail Cosmetics, Salon Assistant, Screen &amp; Media, Sport &amp; Recreation</td> </tr> </table> <p><b>VET Subject:</b></p> <p><b>School Based Apprenticeships</b></p> <p>State the area in which you wish to undertake a SBA <i>(NB only open to VCAL students who must have an employer)</i></p> <p><b>SBA in:</b></p> <p><b>Certificate II &amp; III in Agriculture (undertaken as a traineeship through RIST Rural Industry Skills Training)</b></p> <p>This is undertaken as an additional subject for students over the age of 15. Practical work is done out of school hours, over school holidays and weekends. Theory work is done one period a week at school with some occasional sessions done in school time at RIST. It is the students obligation to keep up with any missed school subjects. For VCAL students it does not have to be an additional subject.</p> <p>Indicate below if you wish to do this or are continuing this course, and the name of your employer.</p> <p><b>Certificate II</b>    <input type="checkbox"/>    <b>Employer:</b> <b>Certificate III</b>    <input type="checkbox"/></p>				Allied Health, Applied Language, Automotive, Building & Construction, Community Services,	Conservation & Land Management, Engineering, Equine, Hospitality, Retail Cosmetics, Salon Assistant, Screen & Media, Sport & Recreation
Allied Health, Applied Language, Automotive, Building & Construction, Community Services,	Conservation & Land Management, Engineering, Equine, Hospitality, Retail Cosmetics, Salon Assistant, Screen & Media, Sport & Recreation						

**Optional Section**

**5** Prepare a possible program to meet your interests and career intentions.

Students must seek a teacher recommendation from each Key Learning Area (ie. if you wish to study Unit 1-4 Biology you need to have your current Science or Science Faculty Leader sign at the bottom of that selection).

Please note recommendation decisions should be based on past performance (attendance, behaviour, and work ethic) as well as current achievement. An assessment also needs to be made against the course selected and the student's ability to cope with the workload of the subject.

Students who wish to appeal a declined recommendation must complete an 'Inappropriate Course Selection Form' and attach it to their Web Preferences Receipt. A subsequent appointment with the Year Level Coordinator, Careers Coordinator or Director of Studies will be required at a later date.

**YEAR 11 STUDENTS (Year 11 students should plan for a 2 year program)**

	Sem	English Studies	Religious Education	Other Units including VET options and VCAL (students considering VCAL should also refer to the relevant VCAL Application Form)				
<b>Year 11</b>	1		<b>Religious Education</b>					
	2							
<b>Year 12</b>	3		<b>Religious Education</b>					<b>STUDY</b>
	4							<b>STUDY</b>
Teacher Recommendations		Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Teacher Signature and Initials (please print initials clearly)								

Careers Coordinator

**YEAR 12 STUDENTS**

	Sem	English Studies	Religious Education	Other Units including VET options and VCAL (students considering VCAL should also refer to the relevant VCAL Application Form)				
<b>Year 12</b>	3		<b>Religious Education</b>					<b>STUDY</b>
	4							<b>STUDY</b>
Teacher Recommendations		Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Teacher Signature and Initials (please print initials clearly)								

Careers Coordinator

**To avoid confusion, include the exact name of the subject (eg Specialist Mathematics or General Mathematics. Biology 1 or Legal Studies 3/4)**

Although the College makes every effort to accommodate each student's subject selections, insufficient students choosing a course and/or timetabling constraints may result in a student having to re-select a course. Students will be informed by the Year Level coordinator if this occurs. It is the student's responsibility to ensure that their subject selections qualify them for any future course or desired career and that the subject selected are realistic for the student's ability.

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# Inappropriate Course Selection Form

If a student does not receive a recommendation for a chosen subject that they still wish to undertake they must complete the section below. Please attach this form to the **Subject Selection Planning Form** and submit to the VCE coordinator by Monday 14<sup>th</sup> August.

**NAME:** \_\_\_\_\_ **2018**     **Year 11**     **Year 12**

**To be completed by parent/guardian:**

I acknowledge that I have been informed that my child has been recommended to not attempt the following subject in 2017 for the following reason (s):

Subject:

- Lack of recommended prior learning
- Performance in this subject area to date
- Other:

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However, I wish him/her to attempt the course and units named above because:

- It is necessary for future career options
- It is necessary for tertiary entrance
- Other:

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Given the above, I understand that my child will need to work diligently throughout the course. I am also aware that if my child wishes to change from this course, this must be done by **Friday 16<sup>th</sup> February 2018**. Withdrawal after this date may result in an 'N' (Not Satisfactory) being recorded for the unit. Students changing subjects in 2018 may have to change a number of classes to accommodate timetabling constraints once the academic year has commenced.

Parent signature: \_\_\_\_\_ Date:    /    /

**To be completed by student:**

I understand that:

- My present background knowledge for this course is limited
- I will need to put in extra time in this course to meet the requirements
- My grades in other courses may be adversely affected
- If I decide to withdraw from the subject I will contact my Year Level Coordinator as soon as possible (preferably before the Friday 16th February, 2018)
- I understand changing my subjects at the start of the year may require further subject changes to accommodate the request
- I will undertake the following preparation **before** the commencement of Year 11:

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Student signature: \_\_\_\_\_ Date:    /    /

Year Level Coordinator signature: \_\_\_\_\_ Date:    /    /

Approval Granted by the Director of Studies                       Yes     No

Director of Studies \_\_\_\_\_ Date:    /    /

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**VCAL APPLICATION FORM**  
**INTERMEDIATE (Year 11)**

**NAME:**

<b>VCAL Intermediate - (Year 11)</b>	<b>Indicate Selection or Name of Course</b>
VCAL Literacy <b>or</b> VCE Units 1 & 2 English	
VCAL Numeracy <b>or</b> VCE 1 & 2 General Maths	
VETis Course  <b>OR</b>  SBA	
<b>VCAL Work Related Skills (compulsory)</b>	
<b>VCAL Personal Development Skills (compulsory)</b>	
<b>Religion (compulsory)</b>	
VCE subject <b>or</b> Second VETiS	

**VCAL Expectations**

I understand in undertaking the VCAL course that I will need to meet the following expectations

1. Attend school as my first priority. Undertaking training and associated employment activities requires authorisation from the VET/VCAL Coordinator
2. Attend all Alternative Education afternoons and be involved in the Alternative Education Program if not part of the Monivae Cadet Unit
3. Participate willingly in all VCAL associated activities (some may involve out of school hours)
4. Keep up-to-date with work in both VCE and VCAL classes (documentation is vital in VCAL)
5. Be cooperative and respectful to students and teachers at all times
6. Willingly work on projects that will be run in PDS and WRS but also may occur in other areas of the VCAL Program
7. Attend work placement each Thursday and undertake appropriate VET training associated with this as it is part of the VCAL course. Hence does not allow for any reduction in school fees.
8. Act maturely and responsibly in working with the community and other outside school organisations
9. Understand the VCAL classroom as a work preparation area and hence behaviour must meet standards that would be expected in any workplace
10. Be responsible in returning all forms on time and submitting work on time as directed by subject teachers and VET/VCAL Coordinator
11. Failure to meet any of these expectations will result in a meeting to review options relating to the continuation of this course (eg behaviour monitoring cards, regular meetings with VCAL & VCE Coordinators)

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Parent Signature*

**Return this form to the VCE Coordinator by Monday 14<sup>th</sup> August, 2017.**

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## VET Application for Year 11 and 12 course selection 2018

Please read the Arrangements for VET students over the page

Name

Year level in 2018

Year 11

Year 12

VETiS Course you want to do

Is this VETiS course a continuation from 2017?

Yes

No

Reason why you are interested in studying this course:

I have read and understood all the requirements and arrangements stated in the 2018 VCE/VCAL Handbook involved in doing a VETiS course (eg costs, times and place of study, work placement, etc.). I am aware there may be a fee involved should my child withdraw from their VETiS course after 2nd March, 2018. The courses listed in the handbook are 2017 prices and will be subject to change for 2018. 2018 costs will be communicated to families during Term 4, 2017. Families will then confirm their enrolment with the VET/VCAL Coordinator.

Student Signature

Parent Signature

### School-based Apprenticeship

I wish to do an **Australian School-based Apprenticeship (ASBA)** in

My employer is:

Their contact details are:

Return this form to the VCE Coordinator by

Monday 14<sup>th</sup> August 2017.

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### TAFE and HDSC

#### Classes

- Classes begin for VET students (VETiS) studying at TAFE on the second Tuesday of Term 1 and for Hospitality students studying at HDSC in the first week Tuesday for 2nd year students and Thursday for 1st year students.
- Students are bussed to TAFE and HDSC and are responsible for making their own way home at the conclusion of classes at 5.30pm.
- Students MUST sign out at the front office before going to the bus exchange.
- Students who have to leave a VET class early due to a special need eg medical appointment need to bring a note to school and have it signed by either the level coordinator or the VET Coordinator, and then present it at the front desk when signing out to have it stamped by the school. This can then be taken to TAFE and given to the teacher as it has the school's approval.
- Students going to TAFE and HDSC are expected to gather their bags, lunches and materials needed for the course and leave class at 12.20pm to be at the Monivae bus exchange on time for a 12.30pm departure.
- It is the students' responsibility to catch up on the work of any classes missed while off campus doing these VET studies. Thus students need to develop a good working relationship with the teacher of classes missed in order to complete all the missed subjects required work.

#### Payments

TAFE payments for materials need to be taken to TAFE on this first day so that students can be issued with their books and other such materials. To get the VET invoice you need to go into the website indicated below and click on the VET course icon and go into course requirements [www.swtafe.vic.edu.au/VETiS](http://www.swtafe.vic.edu.au/VETiS)

#### RIST

This program is undertaken by means of a training contract with an employer, a Training Plan is signed by the school and formally registered with the Victorian Registration and qualifications Authority (VRQA) and leads to a nationally recognised qualification. A period one-day a week at school enables students to complete theory work. On occasions there will be sessions at RIST, for which the students find their own transport.

#### Other Providers

Students are generally responsible for arranging their transport to the facility. Arrangements regarding times, etc. are completed in consultation with the school.



## Application for Subject Change VCE or VCAL Course Change

In the event that students wish to change subjects at any stage, they must have:

- sound reasons for doing so, in discussions with the relevant Year Level Coordinator and Careers Coordinator
- obtained teacher recommendation of class leaving and teacher recommendation of class entering

Changes can only take place if there is:

- sufficient room within the class they wish to enter
- it does not involve major adverse shuffling around of the student's other subjects
- it is a realistic option in terms of that student's capabilities and career aspirations
- consultation with respective Year Level Coordinator, Faculty Leaders, Director of Studies and parent/guardian

**NAME:** \_\_\_\_\_ **2018**     **Year 11**     **Year 12**

Current Subjects	Proposed Change(s)

Please indicate your actions on the checklist below:

I have:

Discussed with the relevant Year Level Coordinator that a change is being considered and the associated reasons for doing so    Application Supported     Yes     No

Signature Year Level Coordinator    Date

Met with the Careers Coordinator regarding implications for higher studies/occupations    Application Supported     Yes     No

Signature Careers Coordinator    Date

**EXIT**  
Consulted with the teacher of the current subject to seek further advice and asked to exit the class    Application Supported     Yes     No

Signature Teacher of current subject    Date

**ENTRY**  
Consulted with the teacher of the proposed new subject to seek further advice asking their recommendation to enter the class.    Application Supported     Yes     No

Signature Teacher of new subject    Date

### Parental / Guardian Permission

I give permission for my son/daughter to change subjects as listed above.

**Parent Name** (Please print) \_\_\_\_\_

Parent/Guardian Signature    Date

**Applications for a change of subjects in Semester 1 must be submitted by Friday 16<sup>th</sup> February, 2018.**  
**Applications for a change of subjects for Semester 2 must be submitted by Friday 25<sup>th</sup> May, 2018 (Year 11 ONLY)**

**Return this completed form to the VCE coordinator.**

**Office Use ONLY**

**Date Received**

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