

## VCAL Student Selection and Enrolment Policy

Djerriwarrh Community & Education Services (Djerriwarrh) is committed to selecting participants for Victorian Certificate of Applied Learning (VCAL) in an ethical and responsible manner and in accordance with the Access and Equity Policy and the relevant curriculum.

Djerriwarrh undertakes to recruit students whose educational background and skills reflect a suitability to undertake VCAL and who demonstrate a commitment to work to satisfactorily achieve the stated competency standards.

Prospective students for VCAL are required to attend an information session. The information session outlines course outcomes, pathways, fees, training and assessment arrangements, selection and enrolment processes, student support services, legislative and occupational requirements, complaints and appeals procedures and any other relevant policies and procedures. Students not attending an information session must submit an Expression of Interest Form. Generally, information sessions will be conducted in October and November for VCAL commencement the following year.

All students must attend a VCAL enrolment interview. Students under 18 require their parent or guardian to be in attendance. This interview will determine the student's suitability to undertake VCAL. The interview will require a language, literacy and numeracy assessment and identify medical conditions and wellbeing requirements. The student and parent or guardian will be notified in writing of the student's acceptance into the program.

Students with a disability will be placed into VCAL in accordance with the Access and Equity Policy. Where students needs cannot be met every endeavour will be made to refer and/or place the student in another suitable program either internally at Djerriwarrh or another organisation.

<b>Associated Policies</b>	PO 001 Access and Equity
<b>Associated Procedures</b>	PR 067a VCAL Student Selection and Enrolment Procedure
<b>Other associated documents Internal</b>	FO 272 Statement of Fees FO 274 Application Enrolment Privacy Notice FO 298 VCAL Pre Training Review Form FO 299 VCAL Enrolment Form FO 300 Pre Training Review Interview Question Form FO 302 VCAL Language, Literacy and Numeracy Assessment DO 158 VCAL Student Handbook DO 159 PTR Process Flowchart

<b>Relevant Legislation</b>	Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 Working with Children Act 2005 Privacy Act 1988 Privacy Data and Protection Act 2014 (Vic) Competition and Consumer Act 2010
<b>Other associated documents</b> <b>External</b>	AQTF 2013 Condition 3 AQTF Standards 2.1, 2.3, 2.5 VRQA 2016 Guidelines 2.5 and 2.6 Guidelines for Non-school Senior Secondary Providers Skills First Quality Charter Skills First Program Guidelines about Determining Student Eligibility and Supporting Evidence Skills First Program Guidelines about Fees Skills First Program Evidence of Student Eligibility and Student Declaration