

VCAL Enrolment Policy

Our vision is to continue as a welcoming, purposeful and dynamic centre, which plays a pivotal role of providing education, support and recreational opportunities to its diverse community.

Prahran Community Learning Centre Inc. is a centre actively driven by the needs and wants of its community. It is a centre that provides a multicultural social environment that educates and provides practical experience in social, financial, cultural and personal development.

Prahran Community Learning Centre Inc. provides people with opportunities to engage in quality, affordable community education and learning.

We provide people from the City of Stonnington and surrounding municipalities with quality education options that allow them to learn in a centre which is flexible, understanding and nurturing.

Unlike larger registered training organisations, we know our community and our students and we can cater an educational plan targeted to their needs.

Students enrolling in VCAL studies must meet the requirements of PCLC and the Victorian Registration & Qualifications Authority. A student must have passed the appropriate subjects to provide them with a suitable course of study at the nominated VCAL level. These levels are Foundation, Intermediate and Senior. Some students may need to select studies at more than one year level to provide the base for a course. It may be appropriate or necessary for a student to complete their VCAL over a 3 year period.

For any enrolment in a VCAL / YELLA course of study, PCLC will give a clear preference to the following:

- students between the ages of 13 and 19 years.
- students residing within the City of Stonnington
- students who have had 6 months or more of disengagement from any form of education or training. Referrals made from Caulfield Park Community School, the Department of Education and Early Childhood Development, the Department of Justice, Single and teenage parents & young people transitioning from care.
- students who are without a fixed home address.

No preference will be given to students of:

- A particular religious belief
- Gender
- Race
- Age

This PCLC policy will be given to all students at enrolment and the preferences explained to the student and their parent / caregiver at the enrolment interview. This policy will be given to all staff at induction. This enrolment policy is available on PCLC's website, and forms part of PCLCs Code of Practice. The Code of Practice is provided to all Committee members upon induction to the PCLC Committee of Management. PCLC Committee of Management members are made up of members of the community. The Code of Practice folder is located in the office of the Principal Executives Officer. The Code of Practice is available for public viewing via an appointment with the PCLCs Principal Executive Officer.

GUIDELINES:

Students applying to undertake VCAL studies at PCLC must satisfy the selection criteria and sign a contract of understanding that details the expectations of VCAL students and the consequences of breaching that contract. The selection criteria are as follows:

VCAL students:

- Must show a clear awareness of the differences between VCAL and VCE
- Have demonstrated their capacity for high level attendance at scheduled classes
- Have demonstrated a willingness to comply with teacher instructions and all centre policies and processes
- Be deemed reliable and responsible ambassadors for the centre in a community or work placement
- Commit to the whole VCAL program designed for them
- Abide by all PCLC Codes of Conduct

Prerequisites need to be met by specific subject areas. (see student handbook).

Students should make their subject choices and Certificate level based on advice and information provided through the course enrolment process conducted by the PCLC Education Manager & the PCLC Client & Community Services Manager.

PCLC students are expected to study a full VCAL program at the nominated level. Variations to this program are only permitted after application to and consultation with the Education Manager and approval from the Principal Executive Officer. Students who do not follow this process will be considered in breach of PCLC rules and the matter will be dealt with as a discipline issue.

Full-time enrolment in VCAL must be maintained at a minimum of 4 units per semester to meet Youth Allowance requirements.

Enrolment in VCAL at PCLC requires a commitment to study, and community and workplace expectations. A student who is not taking advantage of the educational opportunities offered will be provided with counselling and support. However if they do not respond their enrolment will be reviewed as a disciplinary issue. Students who are not meeting the expectations of VCAL and are in breach of their agreement will be dealt with under disciplinary procedures.

Individual Pathways Monitoring and Counselling.

Students are individually monitored and counseled through the Pathways structure adopted by PCLC. Pathways are intended to be flexible to allow for changes of direction yet structured to encourage students to focus on their post PCLC options. As the Pathways structure develops, adjustment may be made to the above conditions of particular VCAL enrolments.