VCAL Policy

1.0   Purpose

This Policy ensures that Bendigo Kangan Institute (BKI) meets the requirements for Victorian Registration and Qualifications Authority (VRQA) registration in order to offer and deliver accredited senior secondary courses in a non-school environment.

2.0   Scope

This policy applies to all BKI students undertaking an accredited senior secondary course that is registered with the VRQA as well as staff who are involved in the delivery of these courses.

3.0   References

Children, Youth and Families Act 2005

Child Wellbeing and Safety Act 2005

Disability Discrimination Act 1992

Disability Standards for Education 2005

Education and Training Reform Act 2006

Education and Training Reform Regulations 2017

National VET Regulator Act 2011

VET Quality Framework (VQF)

Education for Overseas Students Act 2000 (ESOS Act)

Victorian Equal Opportunity Act 2010

Guidelines for Non-school Senior Secondary Education Providers 2017

Privacy Act

Victorian Curriculum and Assessment Authority website (VCAA)

Standards for RTOs 2015

BKI VCAL Student Handbook

4.0   Policy Statement

BKI will meet the requirements of the Education and Training Reform Act 2006 and the VRQA Guidelines. These documents contain the minimum standards that BKI must adhere to so it can maintain its registration as a Non-School Senior Secondary Education provider.

BKI will also ensure that it meets the requirements of the Victorian Curriculum and Assessment Authority (VCAA) as the awarding body for VCAL qualifications.

In order to continue delivering VCAL programs, BKI will seek re-registration from the VRQA and VCAA every five years.

BKI will ensure that its programs and teaching are delivered in a way which supports and promotes the principles and practice of Australian democracy.

VCAL Policy

This includes a commitment to:

- elected government,
- the rule of law,
- equal rights for all before the law,
- freedom of religion,
- freedom of speech and association
- values of openness and tolerance.

4.1   Student Learning and Conduct

BKI will deliver education and training to the level required by VCAA so that students can be awarded with the VCAL qualification upon completion of course requirements.

BKI has procedures in place that allow for official VCAA correspondence to be available to staff and students. When enrolling in VCAL studies, students are given information regarding VCAA course standards, timelines and qualification requirements.

VCAL students can apply online for a place in VCAL programs. Prior to student enrolment, BKI conducts assessments of students' learning, literacy and numeracy levels. A Pre- Training Review (PTR) conducted by an Authorised Enrolment Delegate (AED) is completed by students during an information session. During the session, students are given information about their course of study as well as their rights, responsibilities and obligations as members of the BKI community.

Students undertaking VCAL are expected to follow BKI's policies and procedures.

The Code of Student Conduct Policy outlines the behaviour expected of all BKI students. It is expected that students will take responsibility for their own learning and submit assessments on time.

Students are expected to treat all staff and other students in a respectful and courteous manner. The use of effective communication and problem solving techniques is encouraged.

BKI is committed to having a safe, equitable and inclusive learning environment for all staff and students.

If parents/guardians behave in a manner which is not safe or equitable towards staff, they may be asked to leave the premises. All communication with support staff or teachers should be collaborative and respectful.

The process outlined in the Code of Student Conduct Procedure explains how breaches of the BKI Code of Student Conduct Policy will be responded to. The Code of Student Conduct Policy and the VCAL Student Handbook provide further instructions and definitions of what is constitutes unacceptable behaviour which is published as the Code of Student Conduct on websites.

BKI has strict guidelines in relation to internet, social media and email use and students are expected to abide by these.

4.2   Student Welfare

BKI has in place policies and procedures that ensure the care, safety and welfare of students. Students with special needs are provided with learning opportunities and "reasonable adjustments" made if required to facilitate learning needs.

VCAL Policy

As a Child Safe Organisation BKI has a strong commitment to child safety. BKI has policies and procedures that allow us to demonstrate this commitment. A Child Safe Tool Kit is accessible by staff and contains links to incident reports, the child safe standards and a variety of documents that provide staff support in order to maintain the wellbeing and protection of younger students.

BKI has a designated Child Safety Officer who is able to assist support staff and teachers with concerns relating to younger students. The Child Safety Officer is also able to provide guidance to staff in the completion of incident reports relating to Child Safety Offences. If there is a concern or suspicion of abuse in relation to a child, staff are expected to follow the Four Critical Actions plan for responding to Incidents, Disclosures and Suspicions of Child Abuse. If there is a concern of immediate risk of abuse/harm 000 must be called for urgent medical or police assistance.

Teachers and Support staff comply with mandatory reporting obligations under the Children, Youth and Families Act 2005. Teaching staff in the Youth Department have online Mandatory Training annually which allows them to maintain their knowledge and ensure compliance with Child Safety procedures and policies.

BKI provides a variety of services in order to support students. These include, but are not limited to:

- Student Counselling,
- Study Support
- Learning Support
- Course Counselling,
- Welfare and Financial Support Services
- Disability Support.
- Career Counsellors

BKI has Transitions Facilitators to help younger students transition to further education or employment. BKI also has an Employment Centre which is accessible to students upon enrolment. A variety of resources are available to assist students in helping them find employment. The Centre has a weekly job vacancy list which is able to be accessed by students as well as "how to guides" and resources for job searches.

4.2.2 Management of Student Medical Needs

BKI maintains a register of qualified First Aid staff at all campuses. BKI follows its First Aid policies and procedures if a student requires First Aid. In a critical incident an ambulance will be called as per the Critical Incident Management Procedure.

Students are asked to complete a Medical Details form and a list of emergency contacts when enrolling. Students under 18 must have this form signed by their parent/guardian. Records of student medical details are maintained securely as per the requirements of the Privacy Act.

If a student or their parent has provided a Medical Action Plan, a copy of this is kept confidentially in the teacher's class folder and a copy kept in Student Records.

Medication is not administered to under age students without written consent from a parent or guardian. Medication can only be given to a student if they cannot self-administer and there is written consent. Teachers have access to a duress alarm if a medical emergency occurs. Security staff are notified and will call for ambulance assistance if needed.

VCAL Policy

Where a student requires medical items such as an EPI Pen this must be accompanied by a Medical Action Plan and BKI is able to retain an EPI Pen for a student within its First Aid area. BKI does not have EPI pens on site unless they belong to a specific student and they are to be used only for that student. It is the responsibility of the student to ensure that their EPI pen is within use-by date. Students will be expected to administer the EPI Pen themselves. BKI staff will only administer EPI Pen or other medication under instruction of Emergency Services.

The Student Welfare and Accessibility Policy is available on BKI's external websites and is able to be accessed by staff, students and their guardians as required.

4.2.3 Student Supervision

VCAL students are provided with supervision by teachers during class time, break times- including lunch breaks and while on excursions.

In addition to this there are security cameras and security guards on site who also monitor behaviour.

Students are permitted to leave campus in order to purchase lunch, however there must be a signed notice from parents/guardians provided to teachers prior to them leaving campus during lunch breaks if a student is under 18.

4.3   Student Attendance Requirements

BKI expects that VCAL students will attend all classes, tests, activities (including incursions, excursions and structured work placements), examinations, assemblies, school activities and community projects provided for their learning. Student attendance is recorded at the beginning of each day by teachers and non-attendance noted. Students or their parent/guardian are expected to notify teaching staff of any absences as set out in the BKI VCAL Student Handbook.

Attendance is monitored closely so students are able to successfully complete their course of study. Parents are informed of any absences of students under 18. BKI has a duty of care regarding students under the age of 18 and as a Child Safe Organisation will ensure that the safety of children is maintained.

If students do not attend VCAL classes for four weeks due to unexplained absence they will be withdrawn from the course. The Department of Education will be notified of the student withdrawal if the student is less than 17 years old.

4.3.1 Student Excursions

Student excursions are a learning activity which allows for the achievement of learning outcomes.

All students are expected to attend scheduled excursions as they are linked to an activity in a specific unit of study. Students must provide a signed excursion form to the teacher/lead educator before they attend an excursion. Where a student is under the age of 18 the form must be signed by a parent or guardian.

VCAL Policy

Teachers are responsible for ensuring the safety of students whilst on excursions and anticipating the possibility of "foreseeable risks". It is the responsibility of the teacher/s to ensure that all medical alerts/action plans, parent/guardian contact details and a mobile first aid kit is taken to an excursion.

4.3.2 Student Work Placements

Work placements undertaken as part of VCAL studies are organised by BKI teachers and Transition Officers. Work placement agreements are completed by the student (or a parent/guardian for students under 18) and also signed by the employer and BKI staff member overseeing the placement. The obligations of the student and employer are detailed in the agreement. Prior to a placement commencing staff assess the suitability of the placement for meeting the requirements of the assessable activities as well as any potential risk. BKI ensures that all placements are with a suitable organisation or business.

Students are listed on a central register so that their work placement hours are able to be recorded. Students are also expected to keep a log book of the tasks performed as well as questions they have whilst on placements and also complete any associated assessments.

If a student does not obtain a work placement and it is part of their course of study they will be expected to complete simulated activities in class.

4.4   Student Records and Results

BKI accurately maintains student records as required by the Data Provision Requirements of the VET Quality framework (VQF). Data is provided to VCAA so that qualifications are correctly awarded to students, and to the AVETMISS standards for vocational units of competency. BKI keeps records of student's assessments and ensures the quality of assessments by validation processes. BKI teachers also participate in annual VCAA quality assurance processes. Student records are stored in compliance with the requirements of the Privacy Act. Student records are only disclosed with student, or parental or guardian consent (if the student is under 18.) and in keeping with BKI's Privacy Policy and Procedures.

BKI publishes on its websites an annual basis analysis of student participation data as well as completion rates and outcomes.

BKI procedures allow for the provision of results in a timely manner and in keeping with VCAA administrative dates. BKI has record keeping procedures that allow for the re-issuance of a statement or certificate of results if required. Records of student assessments are maintained allowing for records to be given to the student or a person authorised by the student.

Students are correctly enrolled in order for them to achieve the requirements for their accredited qualification. BKI has a policy in relation to Academic Records Management and Retention. BKI also has a procedure for the destruction of assessments and or coursework after the student has received their final grade.

BKI has hardware which supports the use of the Victorian Assessment Software System (VASS) as per the VCAA requirements. Students are provided with VASS administration dates in the VCAL Student Handbook so that they aware of term dates and withdrawal without penalty or recording of fail dates.

BKI maintains the integrity of student results and the privacy of student records by ensuring that system is only accessible by staff who are authorised to use the system.

VCAL Policy

4.5   Teaching and Learning

To ensure the integrity of its teaching BKI has competent and qualified staff who deliver and assess its VCAL units.

VCAL teachers are provided with a staff handbook containing information about the resources teachers need to comply with VCAA requirements. Teachers are expected to be familiar with current years VCAL Administrative Handbook produced by the VCAA. Other important documents for VCAL teachers include study design and assessment handbooks as well as curriculum guidelines.

BKI trainers and assessors who teach VCAL vocational units of competency have current skills and knowledge to deliver training to the standard expected by the Standards for RTO's 2015 and VCAA. Quality assurance processes as part of BKI's recruitment procedure ensure that only skilled and qualified trainers are employed.

BKI employs trainers and assessors who have vocational competencies at least to the skill being delivered and assessed, current industry skills directly relevant to the training and assessment being provided; and current knowledge and skills in vocational training and learning. BKI's Trainer and Assessor Qualifications and Competency Management Policy and Procedure sets out how BKI teachers maintain their currency and competency.

4.5.1   Student Assessment

The Principles of Assessment are adhered to by BKI teachers in the assessment of student work. Assessments are conducted in a manner that is reliable, fair and valid. Where a student requires 'reasonable adjustment" in order to complete an assessment this is provided.

Assessments allow students to demonstrate their competence and are sufficient and authentic. Validation is conducted to ensure that there is consistency in the application of assessment criteria and practices.

Students are provided with an Individual Training Plan which shows them which units they are enrolled in, assessment requirements and the end date of the units. The parents/guardians of students in VCAL have the right to be informed of the educational progress of a student if the student is under the age of 18.

4.5.2   Student Support and Resources

BKI has suitable resources and facilities to provide accredited courses in the VCAL. BKI has libraries available for students to access resources such as computers and printers. The library can also be accessed electronically. BKI provides support for students learning needs in terms of providing Wi-Fi on campus, student learning officers who can assist with learning strategies or Literacy or Numeracy needs. Learning support can also be addressed via student welfare services where qualified counsellors are able to assist students with issues that are impacting on their learning.

Students' Literacy and Numeracy needs are determined via an assessment during the enrolment process. Each student is provided with an Individual Training Plan which sets out any additional learning needs they may have. BKI students are expected to ensure that any work they submit is their own work. Any work submitted for assessment must include a statement confirming this.

VCAL Policy

4.6   Complaints

BKI's Student Complaints and Grievance Policy and Procedure explain the mechanisms for students to raise a complaint or grievance. Complaints specifically in relation to a breach of the minimum standards for VCAL by BKI may differ from other processes. The VRQA is able to investigate whether the processes used by BKI to determine a complaint were fair and consistent with its stated policies.

Certain types of complaints by VCAL students are able to be brought to the VRQA. They include complaints about an alleged breach of democratic principles, a lack of information about a provider's performance, the right of a student to access information about their academic achievement and not meeting minimum Child Safe Standards. All students undertaking VCAL courses provided by BKI have the right to make a complaint or seek an appeal in relation to BKI decisions that impact on their course of studies or their learner experience.

BKI has procedures in relation to how assessments are overseen and conducted. Assessment Appeals policies and procedures allow students to appeal an assessment outcome. Investigations or hearings can also form part of the process used to amend or cancel assessment results.

4.7   Governance and Probity

BKI has governance and management structures in place allowing it to effectively manage its finances, the physical environment of where its courses are offered, its staff and its students. BKI's governing body's structure and its charter are available on its external websites. BKI commits to notifying the VRQA of changes to the name or contract details of any of the members of its governing body within 10 working days of a change being made. BKI also commits to notifying the VRQA well in advance of any proposed relocation to a new delivery site.

The Chief Executive Officer of BKI signs a declaration that BKI will operate in accordance with the Education and Training Reform Act 2006 and the Education and Training Reform Regulations 2017 upon applying for registration to provide VCAL programs. All members of BKI's governing body are fit and proper persons and have signed declarations to this effect.

5.0   Roles and Responsibilities

Role	Responsibilities
Manager Academic Governance and Quality	To oversee the AG&Q team who ensure that BKI meets it compliance obligations in relation to VRQA registration requirements for VCAL students. Overseeing the development of policies and procedures in relation to VCAL students.
Education Manager Youth and Education	Ensuring that all VCAL staff meet their obligations in relation to the provision of students and comply with VCAA requirements for the teaching and assessment of these courses.
Executive Director of Studies	To ensure the quality of the qualifications in the teaching portfolio in relation to youth education which includes VCAL.

VCAL Policy

Role	Responsibilities
VCAL Teachers	To ensure that students are provided with opportunities to learn and provided with the necessary resources to allow them to obtain the accreditation or qualification they are working towards. To teach and assess students in the manner and in keeping with the standards expected by the VCAA, VRQA as well as meeting other legal responsibilities in relation to discrimination, mandatory reporting, occupational health and safety and privacy.

6.0   Definitions

Word/Term	Definition
ACSF	Australian Core Skills Framework
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard – data standard for the National VET Provider Collection.
BKSB	Online program used to determine students literacy and numeracy levels against the Australian Core Skills Framework (ACSF).
Child Safe Organisation	A Child Safe Organisation is one which provides services or facilities for children and is required to implement the Child Safe Standards to protect Children from Harm.
Child Safe Standards	There are seven Child Safe Standards- they aim to promote the safety of children, prevent child abuse and ensure that organisations and businesses have effective processes in place to respond to and report all allegations of abuse.
Child	A person who is under the age of 18.
Disability Discrimination Act 1992	Disability discrimination is when a person with a disability is treated less favourably than a person without the disability in the same or similar circumstances. The Commonwealth Disability Discrimination Act 1992 (DDA) makes it against the law to treat a person unfairly because of a disability.
Equal Opportunity Act 2010	It is against the law under the act to discriminate against a person on the basis of their personal characteristics, these personal characteristics include things such as age, carer or parental status, disability, marital status, race. The objectives of the Act are to encourage the identification and elimination of discrimination, sexual harassment and victimisation and their causes.
VQF	VET Quality Framework
VTAC	Victorian Tertiary Admissions Centre
VCAL	Victorian Certificate of Applied Learning
Victorian Registration and Qualifications Authority	Registering body with whom all providers in Victoria need to be registered in order to provide an accredited senior secondary course.
Victorian Curriculum and Assessment Authority	Victorian Curriculum and Assessment Authority- Awarding body for VCAL qualifications

VCAL Policy

VASS	Victorian Assessment Software System

7.0 Supporting Procedures

Doc ID	Procedure name
	VCAL Procedure
	Student Welfare and Accessibility Procedure
	Student Complaints and Grievance Procedure
	Code of Student Conduct Procedure
	Assessment Appeals Procedure
	First Aid Procedure

8.0 Version Control and Change History

Ver.	Approved By	Approval Date	Issue Date	Description of Change	Next Scheduled Review Date	Document Owner
1.0	CEO	28/08/2019	28/08/2019	Initial policy	01/12/2023	Chief Academic Officer

9.0 KI Policy and Procedure Portal

Category	Key Words
Academic	VCAL, VET in Schools