

**School to Work Training Program  
Foundation VCAL**



2012

**Information Booklet**

# ***School to Work Training Program (SWTP)***

## ***Foundation VCAL***

The SWTP aims to provide the skills, knowledge and attitudes to enable students to make informed choices regarding pathways to work and further education. Personal development and utilisation of a student's particular interests, in the context of applied learning, are the underpinning principles of this program. The program consists of students attending school for three days, participating in Vocational Training one day and undertaking a work placement one day per week. The work placement must be related to the Vocational Training they undertake. In Term 1 2012, it is envisaged that students will not commence their work placement immediately – rather they will attend school and undertake a Certificate I in Vocational Preparation which will prepare them for work.

### **SWTP – Foundation VCAL Course Outline**

- 5 periods of VCAL Foundation Numeracy
- 5 periods of VCAL Foundation –Literacy
- 4 periods of Work Education / Careers
- 4 periods of Personal Development
- One day a week of Work Placement
- One day a week studying a certificate II in Hospitality or Tourism or Horticulture or Conservation and Land Management
- One week of Try a Trade

### **The VCAL units that would be credited on successful completion are:**

- Literacy Skills Foundation Reading & Writing
- Literacy Skill Foundation Oral Communications
- Numeracy Skills Foundation
- Industry Specific Skills - Certificate II in Hospitality or Certificate II in Conservation and Land Management
- Work Related Skill Foundation Unit 1
- Work Related Skill Foundation Unit 2
- Personal Development Skills Foundation Unit 1
- Personal Development Skills Foundation Unit 2

## **Subject Outline:**

### **Literacy**

The purpose of the VCAL Literacy subject is to develop literacy skills (reading, writing, speaking and listening) and knowledge that allows effective participation in the four main social contexts in which we function in Australian Society:

- Family and social life
- Workplace and institutional settings
- Education and training contexts
- Community and civic life

### **Numeracy**

The numeracy skills unit aims to develop student's confidence and skills to perform simple and familiar numeracy tasks so that they can make sense of mathematics in their daily personal lives. The Numeracy subject covers outcomes relevant to the following areas:

- Numeracy for personal organisation (Money, Time and Location)
- Numeracy for interpreting society (Data and Numerical Information)
- Numeracy for practical purposes (Design and Measuring)

### **Certificate II Hospitality or Conservation and Land Management**

The course will be provided by FS Learning and delivered mostly at Coal Creek. The Certificates aim to prepare students for full-time or part-time work in the Hospitality or Land Management industries as well as developing valuable life skills. In 2011 the Foundation students participated in these courses as school based trainees.

### **Work Related Skills**

Work related skills, involves a combination of work education lessons at school and work placement. Work related skills, has been developed to recognise learning which is valued within community and work environments as preparation for employment. It allows students to investigate career, education and training information using a variety of career resources, including computer applications and internet sites. During the unit students will develop a resume and pathways plan as part of a personal portfolio.

**The learning focus includes:**

- Learning about a selected workplace or industry setting
- Learning OH&S in a workplace context
- Using information and communications technology in relation to simple work related activities
- Integrating new learning about work skills with prior knowledge and experiences
- Enhancing employability skills through work related contexts
- Developing basic critical thinking skills that apply to problem solving in work situations
- Developing basic planning and work related organisational skills

Students are required to organise work placement at a registered business to participate in the SWTP

### **Personal Development**

Personal development focuses on the development of student's organisation and planning skills, knowledge, critical intelligence, practical skills, problem solving and interpersonal skills through participation in experiences of a practical nature. In order to meet the requirements of the Personal Development subject, students must complete a Community Service placement for one week mid way through the year.

#### **The learning focus includes:**

- Knowledge and skills applicable to relevant personal, social, educational and/or community goals
- Development of an understanding of social issues and civic responsibility
- Introduction to problem-solving skills
- Introduction to skills for planning, organising and working in teams
- Knowledge and skills applicable to relevant health and physical wellbeing of community service goal
- Awareness of personal rights and responsibilities
- Improved communication skills for group and/or team activities