# Victorian Certificate of Education - Vocational Major Year 12

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| COURSE CODE | VCE0000001YR12VCE |
| LOCATIONS | Warrnambool, Portland, Hamilton |
| STUDY MODE | Full-time, On Campus |
| Length | 12 months |
| Commencement | February |
| Timetable | Four days a week. Monday to Thursday, including VET DSS. You may participate in voluntary work placement on Fridays. Training is delivered over 34 weeks per year, during school terms. |

# Course Overview

*This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.*

## Introduction

The Victorian Certificate of Education (VCE) is Victoria's senior secondary qualification. It opens pathways to university, higher-level TAFE, or VET certificate courses, apprenticeships, traineeships, and the workforce.

The Victorian Certificate of Education – Vocational Major Year 12 (units 3 and 4) will develop your personal and practical life skills. It will help to prepare you for the next important stage of your life. You will apply knowledge and skills in practical settings such as workplaces.

## Course Outcomes and Career Opportunities

Upon completion, you will be equipped to enter the workforce or continue study at TAFE or university.

## Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

**Find the next info session near you**

# Course Requirements

*This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.*

## Course requirements

To be eligible to obtain your Victorian Certificate of Education Vocational Major, they must successfully finish at least 16 units over the 2 years (including Victorian Certificate of Education – Vocational Major Year 11). These include:

- 3 VCE VM Literacy or VCE English units (including a unit 3–4 sequence)
- 2 VCE VM Numeracy or VCE Mathematics units
- 2 VCE VM Work Related Skills units

- 2 VCE VM Personal Development Skills units
- 2 VET credits at Certificate II level or above (180 nominal hours)

You must also complete at least 3 other units 3-4 contributing to the 16 units in total. This means 3 other full-year studies at a year 12 level. Students should complete VET studies.

## Units offered

**Core Units**

| Unit Code | Unit Name | Unit Hours | Unit Consumables |
|---|---|---|---|
| LT033 | Literacy (VCE VM) | 100 | $0.00 |
| LT034 | Literacy (VCE VM) | 100 | $0.00 |
| NM033 | Numeracy (VCE VM) | 100 | $0.00 |
| NM034 | Numeracy (VCE VM) | 100 | $0.00 |
| PD033 | Personal Development Skills (VCE VM) | 100 | $0.00 |
| PD034 | Personal Development Skills (VCE VM) | 100 | $0.00 |
| WR033 | Work Related Skills (VCE VM) | 100 | $0.00 |
| WR034 | Work Related Skills (VCE VM) | 100 | $0.00 |

## Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

## Attendance

Class attendance and participation is a critical element of learning and gaining the knowledge and skills required to be assessed as competent.

Attendance of scheduled classes is expected to be 100%. If you do not attend at least 80% of the scheduled classes for a unit of competency, you may be ineligible for completion of the unit and your enrolment in the course may be reviewed.

In the event that classes are missed due to illness or other personal reasons, you are expected to inform the teacher of your absence prior to the commencement of the scheduled class. For extended or frequent non-attendance, you may be requested to provide a medical certificate or other supporting evidence.

# Fees

*This section gives you an overview of course fees, subsidies, and how they can be paid.*

## Course Fees

**Here's an outline of fees and costs associated with your course.**

**Your fees each year can be made up of 3 different elements.** Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

# Tuition fees

**There are 4 different rates of tuition fees.** Only one will apply to you (depending on your eligibility and circumstances).

1. **Government Subsidised Fee** - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.
   Find out more about subsidised training

2. **Government Subsidised Concession Fee** - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.
   Find out more about concession rates

3. **If the course is a Free TAFE course or part of the Free TAFE Pathways Program** - Eligible students will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.
   Find out more about Free TAFE
   Find out more about Free TAFE Pathways Programs

4. **Full fee** - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

**FIND OUT MORE ABOUT FEES AND ELIGIBILITY**

**Fees listed below are for the entire two-year Victorian Certificate of Education - Vocational Major program. Please contact us for a quote of fees for the duration of your enrolment.**

The fees listed below are indicative only. The course fees published are subject to change given individual circumstances at enrolment. Course fee funding is made available to eligible individuals by the Victorian and Commonwealth Governments. If funding is utilised, this may affect opportunities to access additional funding in the future. An accurate quote for this course will be provided during the enrolment process.

| Course fees by student type | Indicative Course Fee |
|---|---|
| Government subsidised rate (if eligible) | $1,120.00 |
| Concession rate | $225.00 |
| Full fee rate (if not eligible for govt subsidy) | $24,240.00 |

| Additional course fees | Indicative Course Fee |
|---|---|
| Course consumable/materials (approximate) | $0.00 |

# Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

## Student services fee

An annual student services fee contributes to the provision of student engagement, learning and support services.

|*SERVICES_FEE_TABLE*|

*This fee is non-refundable upon commencement of your course. Some students may be exempt from the student service fee. Your fee will be confirmed based on your circumstances when you enrol.*

## How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have three options when organising your payment:

1. Upfront payment - can be made over the phone with EFTPOS
2. Payment plan - can be directly debited from your bank account or via a VET Student Loan (for diploma or advanced diploma courses only)
3. Paid by employer, school or job network agency - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of scholarships each year which you may be eligible to apply for to assist with course fees.

# Next Steps

*Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.*

## How to apply

There are five simple steps to apply for a course with us.

1. **Apply** – Submit your online application form.
2. **LLN Assessment** – Complete an LLN assessment if required.
3. **Chat to our team** – Discuss your course and study plan with a teacher or specialist.
4. **Enrol** – Accept your offer and confirm your details.
5. **Pay** – Receive your invoice and arrange payment.

Need help? Contact us or visit your nearest campus.

## Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the Skills and Jobs Centre is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

## Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, visit our student page.