

Services Guide

Skills for Schools is a Victoria-based education consultancy working exclusively in VCE Vocational Major (VM) and Vocational Pathways Certificate (VPC). Every service is built around your school's specific context. When Carla walks into your school, she already understands the pressures your team is under, the documentation requirements, and what high-quality Applied Learning actually looks like in the classroom.

Below is the full range of support available. Most schools start with a conversation — contact Carla to discuss which option fits where you are right now.

Why this is different

- ✓ All content is developed specifically for your school
- ✓ Presentations and student booklets are built fresh for each engagement.
- ✓ Sessions address what is actually happening in your classrooms, not what “should” be.
- ✓ 10+ years of hands-on experience in Applied Learning — VM and VPC is the specialist area, not a side offering.
- ✓ Significant experience in implantation of curriculum design, student management, policy, and structure development
- ✓ Aligned with VCAA expectations. Worked with many schools across Victoria.

Skills for Schools

Applied Learning. Done well.

Practical PD, curriculum support, and mentoring for VCE VM & VPC teachers.

 Tailored Professional Development

 Teacher and Leadership Mentoring

 Applied Learning Masterclasses

 Program Audits and Action Planning

 Behaviour and Engagement Strategies



Unsure where to start?
Get in touch or explore free resources.

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Visit our website for more information, free resources and to join our mailing list

✓ 10+ years Applied Learning ✓ Aligned with VCAA Expectations ✓ Worked with many schools across Victoria

MASTERCLASS Applied Learning Masterclass

A practical starting point — best for small teams, new teachers, or a single focus area.

What's included

- ✓ 1 or 2 hour in-person or online masterclass
- ✓ Choose 1 Area of Support per hour from the PD Menu
- ✓ Practical classroom strategies teachers can use straight away
- ✓ Follow-up Q&A via email for 2 weeks after the session
- ✓ Up to 8 staff.

Best for schools that...

- ✓ Want a focused, low-commitment starting point
- ✓ Have a new teacher who needs grounding in VM or VPC fundamentals
- ✓ Want to see how Carla works before committing to a full day

A great first step. Choose one area, get practical tools, and build from there.

FULL DAY PD Tailored Professional Development

★ POPULAR

Build confidence and consistency across the team. Best for whole VM or VPC teams who want clearer direction and stronger practice.

Also available: Half Day PD (3 hours)

Choose 2–3 areas of focus. Same bespoke approach, shorter format. Ideal for planning days with limited time. Recommended as follow-up from a full day

What's included — Full Day PD

- ✓ Schools choose up to 5 areas of support from the Skills for Schools PD Menu
- ✓ Carla develops the day entirely around your school's context and needs
- ✓ Full-day onsite professional learning: 9:00am – 3:00pm
- ✓ Bespoke presentation developed specifically for your school
- ✓ Custom student or teacher booklets included
- ✓ Time for team planning and collaboration built into the day
- ✓ Email support during the term
- ✓ Up to 8 staff. Additional participants: \$200 per person. Travel within 30 min of Melbourne included.

Service	Duration	Notes
Masterclass	1–2 hours	1 area per hour
Full Day PD	9:00am – 3:00pm	Up to 8 staff
Full Day + Follow-Up*	Full day + 2 x Zoom	30-min check-ins

*The most popular starting point. Schools leave with practical tools and a team that understands why VM looks the way it does.

PD Menu — 23 Areas of Support

Schools choose their areas of focus from the 23 areas on the PD Menu below. For a Full Day PD, choose up to 5 areas. For a Masterclass, choose 1 area per hour. All content is developed specifically around your school's context.



Practical PD, curriculum support and mentoring for VCE VM & VPC teachers.

Choose your areas of support to design your PD. Alternatively you can book a free consultation with us to discuss the needs of your team/school.

PD TYPE: FULL DAY PD 1hr MASTERCLASS 2hr MASTERCLASS

FOUNDATIONAL KNOWLEDGE

- 1. PD for new VM & VPC Teachers*
- 2. Embedding the Pillars of Applied Learning*
- 3. Using AITSL standards in Applied Learning
- 4. HITS for Applied Learning
- 5. Managing Behaviour in Applied Learning Contexts*
- 6. Team Building in the Vocational Space
- 7. Brain Breaks & Positive Primers*
- 8. Student management in the Applied Learning Space - Developing protocols & procedures*
- 9. Student Engagement

SETTING UP & PLANNING PROGRAMS

- 10. Setting UP VPC from Scratch*
- 11. Setting up or overhauling VM/VPC Programs*
- 12. Curriculum Planning for Literacy, Numeracy, WRS & PDS*
- 13. VET & Short Course Guides (inc. Glossary of Terms)
- 14. Designing Realistic Pathways (VET< SWL, SBAT, WE)
- 15. Interpreting VASS to Maximise Student Units

DOCUMENTATION, SYSTEMS & DELIVERY

- 16. Curriculum Documentation & Delivery*
- 17. Using OneNote & Teams Effectively*
- 18. Using Ai to plan, create and document curriculum*
- 19. Audit Preparation

PROGRAM DEVELOPMENT & COMMUNITY INVOLVEMENT

- 20. Unit 4 Community Project Ideas + Partner Involvement
- 21. The 'Partner Bank' - Knowing What to Ask & When
- 22. Advertising, Community & Parent Buy-In
- 23. Building Staff Capacity & Professional Growth

* Most Popular

Keep this checklist with you while designing your Professional Development sessions.

For a Masterclass - choose one per hour.

Full Day PD: Choose up to 5 areas of support to design your day.

Alternatively, you can book a free no-strings-attached consultation with us to discuss the needs of your team/school.

PROGRAM BUILDER Program Review + PD

Move from ideas to a strong program structure. Best for schools developing or refining their VM or VPC program.

What's included

- ✓ Full day onsite professional learning built directly from the review findings
- ✓ Half day follow-up session, online or onsite
- ✓ Review of key documents including planners, curriculum plans, and assessment tasks
- ✓ Written feedback and practical recommendations specific to your school
- ✓ Leadership check-in session to align priorities and agree on next steps
- ✓ Ongoing email support for one term
- ✓ Scope confirmed before the engagement begins. Price may vary slightly after initial consultation.

Best for schools that...

- ✓ Want to understand exactly where they stand before investing in PD
- ✓ Are working hard but not seeing the outcomes they expected
- ✓ Want PD built around their real situation, not a generic brief
- ✓ Are in their first 1–2 years of VM or VPC and need a clear picture of what's working

One day of PD can only go so far. This option grounds the day in what's actually happening at your school.

TERM PARTNERSHIP Ongoing Term Support ★ POPULAR

For schools serious about transforming their VM or VPC program — not just improving it. Consistent, embedded support throughout the term, not a one-off visit and a folder left behind.

What's included

- ✓ 2–4 onsite support days per term — structured curriculum coaching and in-classroom support
- ✓ Full preparation, tailored resources and planning time for every visit
- ✓ 1:1 teacher coaching and in-classroom observation each visit
- ✓ Structured coaching conversation with each teacher following every observation
- ✓ Coordinator check-in each visit to keep priorities aligned
- ✓ Curriculum writing support — building viable and consistent units with teachers directly
- ✓ Fortnightly Zoom or phone check-ins with leadership
- ✓ Follow-up written notes and resources after each session
- ✓ End-of-term written summary report for the Principal
- ✓ Unlimited email support between visits

Tier	What's included
Foundation	2 x onsite days, coordinator check-ins, follow-up notes
VM Accelerator ★	3 x onsite days, coaching, curriculum writing, behaviour strategies, end-of-term report
Full Program Support	6 x onsite days, full PD, curriculum writing, instructional model, Principal briefing, program review

Schools that commit to regular, embedded support make the most progress. This is the model built for lasting change.

FULL PROGRAM IMPLEMENTATION VM/VPC Program Rescue or Full Setup

Comprehensive ongoing support for schools needing major change. Best for schools launching a program, rebuilding structure, or needing intensive support across curriculum, policy, teaching practice, and leadership.

What's included

- ✓ Multiple onsite support days across the term
- ✓ Curriculum review — assessment tasks, unit plans, subject guides and program documentation reviewed against VCAA requirements
- ✓ Policy review — school-wide policies as they relate to VM and VPC
- ✓ 1:1 teacher coaching — individual sessions building confidence and classroom practice
- ✓ VM Coordinator coaching — building capacity, reviewing and developing policy
- ✓ Meetings with leadership — structured conversations to align priorities and keep the program moving
- ✓ Behaviour and engagement strategies woven through every session
- ✓ Direct curriculum writing support with teachers across all VM and VPC strands
- ✓ Instructional model development — a shared structure built with the whole team
- ✓ Action on recommendations — implementation, not just reporting
- ✓ Full bespoke PD day built from everything uncovered across the engagement
- ✓ SWL support — policy writing, community buy-in, community database assistance
- ✓ End-of-term written summary report with clear priorities for the term ahead
- ✓ Unlimited email support between visits

Best for schools that...

- ✓ Are in their first year of VM or VPC and want to get the foundations right
- ✓ Are rebuilding an existing program that has grown without clear structure
- ✓ Need support across curriculum, policy, teaching practice and leadership all at once
- ✓ Want an expert working alongside them throughout the process, not just a one-day visitor
- ✓ Understand that building a sustainable VM program requires more than one conversation

This is the most comprehensive level of support available. Contact Carla to discuss your school's context and build a tailored proposal.

PROGRAM AUDIT Program Audit and Action Planning

Get a clear, independent picture of where your VM or VPC program actually is — and a practical roadmap for what to do about it.

What's included

- ✓ On-site classroom observations across VM and/or VPC classes
- ✓ Curriculum audit — unit plans, assessment tasks, curriculum maps reviewed against the study design
- ✓ Leadership and teacher conversations to understand priorities, blockers and team culture
- ✓ Comprehensive written report with findings and a prioritised set of recommendations
- ✓ Prioritised action plan — the 3–5 things that will make the biggest difference right now
- ✓ Debrief call to walk through the findings and agree on next steps
- ✓ Option to add a Full Day PD built directly from the audit findings

Schools often come thinking they need a PD day. After an audit, they finally understand why the program is where it is — and exactly what it will take to change it.

BEHAVIOUR & ENGAGEMENT Behaviour and Engagement Strategies

A dedicated session for schools where behaviour and student engagement are the biggest challenge right now.

What's included

- ✓ Understanding the difference between behaviour and readiness — and why it matters in VM and VPC
- ✓ Practical strategies specific to Applied Learning classrooms, not generic behaviour management theory
- ✓ Building a school-specific response to the patterns you are seeing in your cohort
- ✓ Protocols and procedures your team can implement immediately
- ✓ Available as a standalone session or embedded within a Full Day PD or Term Partnership

Behaviour challenges in VM and VPC are often about student readiness, not just conduct. This session addresses both.

Optional Add-ons

- ✓ Additional Zoom coaching call (30 min)
- ✓ Document audit with written feedback — curriculum plans, assessment tasks, planners
- ✓ Custom school-specific resource pack — tailored templates, unit frameworks or planning tools
- ✓ Extra half day onsite session
- ✓ VM Coordinator coaching — 1:1 support on program leadership, VCAA compliance, data and planning
- ✓ Leadership coaching — structured sessions for principals and leadership teams building their applied learning program
- ✓ Teacher coaching (individual) — targeted 1:1 coaching sessions separate to a broader engagement

- ✓ Parent and community engagement framework — culturally considered approach to bringing parents into the applied learning journey
- ✓ SWL support — policy writing, community database, partner outreach
- ✓ Teaching resources — ready-to-use classroom resources for VM and VPC core subjects, available on consultation

All sessions are tailored to your needs. Pricing is subject to change based on scope. Contact Carla to discuss.

One-off services – Priced on Application

Service	Service Cont'd
Senior Handbook Creation	Curriculum Development
VM and VPC Policy Documentation	Curriculum Documentation
Audit Preparation	Curriculum Formatting
Behaviour management coaching	VM & VPC Coordinator/ Leader Job Description support

Services At a Glance

Service	Notes
Masterclass (1hr)	Online or onsite
Masterclass (2hr)	Online or onsite
Half Day PD	Up to 8 staff
Full Day PD	Up to 8 staff
Full Day PD + 2 Follow-up Zoom	Up to 8 staff
Program Builder (Review + PD)	Scope confirmed first
Term Partnership — Foundation	2 x onsite days
Term Partnership — VM Accelerator ★	3 x onsite days
Term Partnership — Full Program Support	6 x onsite days
Program Audit	With action plan
Full Program Implementation	Contact for scope
Behaviour & Engagement Session	Standalone or add-on

Additional participants: \$200 per person. Free travel within 30 minutes of Melbourne. All prices are subject to change based on scope. GST may apply — confirmed at time of engagement.

Ready to discuss?

Most schools start with a conversation. There's no obligation.

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Real learning. Real outcomes. Real impact.