



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

Skills for Schools

Practical support for schools building strong VM and VPC programs.

Carla

0432 073 550

carla@skillsforschools.au

www.skillsforschools.au

Services Guide

Skills for Schools is a Victorian education consultancy working exclusively in the VCE Vocational Major (VM) and the Victorian 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.

Most schools running VM or VPC are working hard without a clear model of what it should look like. That is rarely a knowledge problem. It is a structural one: the pillars of applied learning not embedded properly, behaviour strategies built for a different kind of classroom, and a curriculum written for a textbook subject rather than a program. VM is not a subject. It is a program. Treated as a program, with real structure, a clear entry process, and genuine pathways, it becomes a genuine selling point for families when first enrolling.

Every engagement below works to the same rhythm:

Strengthen what is already working. Embed what is missing. Hand it back to your team.

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 implementation of curriculum design, student management, policy, and structure development
✓	Aligned with VCAA expectations, with work across many schools in Victoria

Where to start

Three different people usually pick up this guide, and each one is carrying a different question. Start with the row that sounds like yours.

Your role	The questions you are probably holding	Where to start
Principal	Is our VM program genuinely delivering what the redesign promised, or is it still running on old VCAL habits underneath a new name? Are we losing too many students at the top end?	Program Audit, or Full Program Implementation for major change
Assistant Principal	Our coordinator is doing their best with no real model to work from. How do we build capability, so the same problems stop repeating every year?	Term Partnership, or Program Builder
VM / VPC Coordinator	The program/s lack structure and it is hard to say why the students are not engaged, or what is missing.	Masterclass, Full Day PD, or a Focus Guide



1. FOCUS GUIDE One Problem, Solved Properly

The lowest commitment way to work with Skills for Schools. A recorded guide plus a short video walking your team through one specific, well-defined problem.

What's included	
✓	A written guide your team keeps, built around one clearly defined problem
✓	A short video (around 10 minutes) walking through the guide step by step
✓	Practical strategies your team can put in place straight away
✓	Choose one focus: behaviour and dysregulation strategies for an applied learning context; getting your VM curriculum documentation right (mapping, evidence, structure); or student entry and pathway conversations

Best for schools that...	
✓	Know exactly which problem is hurting most right now
✓	Want a practical, low commitment first step
✓	Do not have budget for a full day this term but want to keep moving

Small, specific, and ready to use tomorrow. Many schools start here and build up from there.

2. 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 (page 4), get practical tools, and build from there.

3. FULL DAY PD Tailored Professional Development ★ POPULAR

"I don't even know what I'm supposed to be doing." That is the most common thing new VM coordinators say, and it is not a knowledge problem. No one ever showed them what it's supposed to look like. This day builds confidence and consistency across the whole team, so your coordinators and teachers leave with a clear roadmap: things to try tomorrow, and things to have in place by next week.

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 to 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

Also available: Half Day PD (3 hours)

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

Service	Duration	Notes
Masterclass	1 to 2 hours	1 area per hour
Full Day PD	9:00am to 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 (see next page)

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.

Skills for Schools Full PD Menu

Choose 1 area for a Masterclass, and up to 5 for a Full Day PD.

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

4. PROGRAM BUILDER Program Review + PD

Move from ideas to a strong program structure. Best for schools developing or refining their VM or VPC program. One day of PD can only go so far on its own. This option grounds the day in what is actually happening at your school first.

Stage	What happens
1. Documentation review	Curriculum plans, assessment tasks, and program documentation reviewed against VCAA requirements before the day begins, so the PD is built on what's actually happening, not guesswork.
2. Observation Half Day	We spend half a day in your classrooms, seeing the program in action and speaking directly with teachers and the coordinator.
3. Full Day PD	A full day of PD built entirely from the documentation review and classroom observations, giving your team practical tools and a clear direction forward.

- OR -

Stage	What happens
1. Documentation review	Curriculum plans, assessment tasks, and program documentation reviewed against VCAA requirements before the day begins, so the PD is built on what's actually happening, not guesswork.
2. Full Day PD	A full day of PD built directly from the documentation review, giving your team practical tools and a clear direction forward.
3. Half Day Follow-up/Leadership Meeting	A half day session with leadership to review progress, align priorities, and agree on the plan for the term ahead.

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...	
✓	Are working hard but not seeing the outcomes they expected
✓	Want PD built around their real situation, not a generic brief
✓	Who have either recently started VM or VPC and need a clear picture of what's working, or can see that the current program is not working
✓	Want meaningful progress now, with the option to step up to a Term Partnership later



5. TERM PARTNERSHIP Ongoing Term Support ★ POPULAR (Ongoing)

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. The partnership follows a four stage journey: it starts with where your program really is, and it ends with your team running it confidently without depending on Carla returning every year.

Stage	What happens
1. Diagnose and Observe	Understand the real starting point: program structure, staff capability, and student engagement, seen in your classrooms rather than assumed
2. Shared Structure and Curriculum	Build the policies, pathways process, and curriculum foundation with your team, not for them
3. Coach and Embed	Work directly with teachers in the room, not just in a meeting: coaching, observation, and structured conversations after every visit
4. Review and Hand Over	A program your school can run with confidence, handed back to your team with a clear plan for the term ahead

What's included	
✓	2 to 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.

Best for schools that...

✓	Want embedded coaching that continues across terms, not a single project with an end date
✓	Are building capability gradually, tier by tier, rather than overhauling everything at once
✓	Have a coordinator who is doing their best without a clear model to work from, and need the whole team building capability together
✓	Want their VM team upskilled and confident enough to build a program that's genuinely meaningful and viable, not just compliant

What's the difference between Term Partnership & Full Program Implantation?

Term Partnership is an ongoing, recurring coaching relationship. It runs in tiers (2, 3, or 6 onsite days per term), continues term to term, and builds the team's capability gradually through coaching, observation, and check-ins.

Full Program Implementation is a one-off, comprehensive project. It covers curriculum, policy, teaching practice, and leadership all at once, aimed at building or rebuilding the whole program in one defined engagement, typically for a school in year one of VM/VPC or rebuilding a program that's grown without structure.

In short:

Term Partnership is ongoing capability building over time. Full Program Implementation is a single, all-in push to get the whole program built or fixed now.

6. FULL PROGRAM IMPLEMENTATION Full Program Setup or Rebuild (One-Off)

Comprehensive ongoing support for schools making major change. Best for schools launching a program, rebuilding structure, or strengthening curriculum, policy, teaching practice, and leadership all at once.

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 a program the school can run on its own takes 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.

7. PROGRAM AUDIT Program Audit and Action Planning

Plenty of schools are proud of their VM program. The real question is whether it is delivering what the redesign promised, or still quietly running on old VCAL habits underneath a new name. This audit gives you a clear, independent picture of where your 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 to 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.

8. 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.

Best for schools that...	
✓	Need behaviour and engagement support now
✓	Know their students have potential but are worried about constant behaviour issues
✓	Need support in upskilling their teachers

Optional Add-Ons

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

✓	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	
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
Focus Guide	Guide + 10 min video
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.

Carla@SkillsForSchools.au | 0432 073 550 | www.skillsforschools.au

Real learning. Real outcomes. Real impact.