

# Higher School Certificate Course Assessment Policy 2022

## Includes:

- Faculty Assessment Schedules
- Assessment Calendar
- Glossary of key words for assessment and examination questions
- Disability Provisions
- Illness and Misadventure appeal form



# HSC COURSE ASSESSMENT POLICY

This booklet contains the following information and should be read in conjunction with the HSC Documents available from the NESA (<http://educationalstandards.nsw.edu.au>)

- General principles, purposes and rules of the GHS Higher School Certificate Assessment Policy
- GHS Faculty Assessment Schedules for each HSC Course
- GHS Assessment Calendar,
- Glossary of Key Words
- Illness/Misadventure Appeal Form

To be awarded the NSW Higher School Certificate students must satisfactorily complete the HSC Course in their chosen courses in Year 12. To satisfactorily complete the HSC in a course, students must complete the internal school-based assessment and the external examination in that course. Both parts of the assessment contribute equally to the Australian Tertiary Admission Rank (ATAR) and as such are a very important assessment for many students. Employers invariably look to the school's judgement of a prospective employee's worth through the assessment mark.

At the presentation of the Higher School Certificate, all students who have attempted Board Developed Courses will be given three separate marks:

1. An external examination mark
2. A school based assessment mark
3. A HSC mark which is a combination of the external exam mark and school-based assessment.

VET Curriculum Framework courses are assessed in terms of the competencies achieved by the students. Students can also elect to sit for a HSC examination in one of these courses which can contribute to their Australian Tertiary Admission Rank (ATAR). There is no school-based assessment schedule for these courses as competencies are accredited when completed through the course.

The specific course assessment policies indicate the various mandatory components as well as providing an indication of assessable tasks and, where applicable, the due date for such tasks. An assessment calendar is also provided.

**Note: Any change to this calendar must go through the executive team. Two weeks notice of any change to be provided to the students in writing if a change has been approved by the executive team.**

Assessment will be based on the following:

- Each student's demonstrated achievement of the stated outcomes for each assessment task.
- There will be no limit on the number of students who can reach top marks.

Student ranks in assessment tasks and cumulative ranks will be made available after each task is returned.

Formal reporting will occur during semester 1 and after the Trial HSC examination. These reports will show the examination mark and rank, plus the cumulative assessment rank.

**Marks given will be out of 100 and will often differ significantly from final HSC marks which are in the range 50-100.**

Teachers will use different types of assessment tasks, allowing them to assess the variety of assessment components in a course. A combination of some or all of the following will be used.

- Those assessment tasks completed *in class*
- Those assessment tasks *submitted* by a due date
- *Formal examinations* (Trial HSC)
- Tasks completed or researched outside class time but *presented in class*
- Workplacements and workplace journals

The attached Schedule of Assessment Tasks has been designed to meet the requirements specific to each course as set out by the NSW Board of Studies in their course syllabus documents. A summary of Gloucester High School's Higher School Certificate Assessment Policy implementation guidelines follows. This statement should be carefully read by students and parents to ensure thorough understanding of the procedures and responsibilities. This policy is to be applied in conjunction with the [Assessment Certification and Examination \(ACE\) Manual](http://www.ace.nesa.nsw.edu.au) available at <http://www.ace.nesa.nsw.edu.au>

## **GLOUCESTER HIGH SCHOOL PRELIMINARY & HIGHER SCHOOL CERTIFICATE COURSE ASSESSMENT POLICY**

- 1. Assessment Periods:** The Preliminary Assessment period will commence after Week 5 of Term 1 and finish at the end of Term 3 in Year 11. The HSC Assessment period will commence in Term 4 of Year 11 and finish mid-Term 3 of Year 12.
- 2. Assessment Information:** This Assessment Schedule Booklet has been produced and distributed to inform students and parents of the GHS Assessment Policy and Schedule of Tasks. A calendar indicating when the tasks occur is attached to this booklet.
- 3. Task Notification:** Students will be informed in writing of the specific requirements, outcomes and marking guidelines for each assessment task. This will be made available to students at **least two weeks** in advance of the proposed due date except for examination assessment tasks in the nominated examination period. Teachers will require students to sign a register to indicate receipt of task notification. It is the responsibility of an absent student to check with the teacher about missed task information upon their return to school. Being absent when task notification is issued is not grounds for an extension of time for the task.
- 4. Reporting of Task Results:** Results of individual tasks will be reported to students in the form of a mark and a rank, accompanied by a marking guideline and teacher comments. The mark awarded for an assessment task may only be questioned at the time of return of the task. From this point, the mark for the assessment task will stand.
- 5. Student Responsibilities:** To satisfy the requirements for a Higher School Certificate and Preliminary Course Record of Achievement a student must:
  - make genuine efforts to master course work
  - make themselves aware of all rules concerning the completion of their courses and assessment procedures (i.e. this policy booklet in conjunction with the Board of Studies documentation).
  - give priority to assessment tasks over all other controllable activities e.g. sporting and social functions.
  - In addition the award of a Higher School Certificate and Preliminary Course Record of Achievement requires satisfactory attendance, satisfactory conduct and a satisfactory level of application and effort over the period of enrolment in the courses studied.
- 6. Submitting Tasks:** Assessments **must** be completed and submitted to the teacher as directed in the Assessment Task Notification. **Unless otherwise stated in the Assessment Task Notification All Tasks are to be submitted before 9.00am on the Due Date for the task.** Teachers may require students to sign a register to indicate submission of the task (including time and date).

If, for a legitimate reason, it is impossible for a student to complete an assessment task, the school should be notified immediately before or on the day the assessment task is due **before 9:00 am**. Extensions of time will only be given in very exceptional circumstances and usually only with prior negotiation. Any alternative arrangements must be approved by the Faculty Head Teacher, who must record the alternative arrangements on a signed note, which must be submitted with the task by the student.

**Where a student is unable to submit a task personally they must make alternative arrangements to have the task submitted by the due date.**

**Note 1. Students absent on the day a task is due and/or on the school day before a task is due without prior notification to the class teacher must provide a Medical Certificate for their absence. (See also 11.**

*Illness/Misadventure Appeals below)*

**Note 2. Students absent from a task due to mandatory Work Placement requirements MUST negotiate alternative arrangements with the teacher of the task they will miss, at the time the Task Notification is issued. Alternative arrangements may include an extension of time.**

**Note 3. Computer storage devices and emails without a printed copy of the student's work for the assessment task will not be accepted unless required by the task instructions. (See also 11. below).**

7. **Failure to Complete a Task:** If a student's work is late or the student fails to complete an assessment task the following rules, from the NESAC Accreditation, Certification and Examination (ACE) Manual apply:
- If a student fails to complete an assessment task specified in the assessment program and the teacher considers the student has a valid reason, e.g. illness or endorsed leave, in accordance with the school's assessment policy, an extension of time may be granted or a mark may be awarded based on a substitute task.
  - In exceptional circumstances, e.g. where undertaking a substitute task is not feasible or reasonable, or where the missed task is difficult to duplicate, the class teacher in conjunction with the head teacher may use an estimate based on other appropriate evidence. This action should be communicated to the principal.
  - **Where there is no valid reason for not completing an assessment task on time, a ZERO (0) mark MUST be recorded for that task.** A Non-completion of Task Warning Letter ("N" Determination) will be issued for this task.
  - If a student's attempt at a particular task scores zero, it is a matter for the teacher's professional judgement whether the attempt is a genuine one.

In each case above the student and parents will be informed.

Where a student is in danger of being awarded an "N" Determination in a course through failure to complete tasks in excess of 50% or more of the total assessment mark, or failure to apply themselves with diligence and sustained effort to the set tasks and experiences, parents will be informed. An "N" Determination in a course could place the student's Higher School Certificate award in danger.

8. **Malpractice:** "Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others."

Malpractice includes but is not limited to:

- Copying someone else's work in part or in whole, and presenting it as their own
- Using material directly from books, journals, CDs or the internet without reference to the source
- Building on the ideas of another person without reference to the source
- Buying, stealing or borrowing another person's work and presenting it as their own
- Submitting work to which another person such as a parent, coach or subject expert has contributed substantially
- Using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- Paying someone to write or prepare material
- Breaching school examination rules
- Using non-approved aids during an assessment task
- Contriving false explanations to explain work not handed in by the due date
- Assisting another student to engage in malpractice
- Informing other students as to the content of an assessment task

All HSC students are required to complete the "All My Own Work" course and must understand that student work, submitted for assessment must be the sole effort of the student. **Where a student's submitted work is wholly or significantly not their own, or in other cases of malpractice, it will be treated as a Non-completion of the task, given a zero (0) mark and an "N" Determination warning letter will be issued.** All cases of proven malpractice will be forwarded to BOSTES. Students must resubmit the task to satisfy

requirements.

9. **Drafts:** In all subjects where a draft task can be handed to a teacher for feedback, before the task is due, one draft for any task or section will be allowed, unless otherwise stated by the teacher in the task notification. This can only be given to the class teacher and must be done at least 5 schooldays before the due time for the task. No other teacher is to be approached for such feedback unless the class teacher gives written approval in the notification. Students are encouraged to present drafts to assist with their learning.
10. **Late tasks:** If an assessment task is handed in late (or completed late in the case of class work such as tests) but within 24 hours of the due time then the marks will be converted to out of 50% (ie halved). This provision does not, however apply to Trials as NESA requires them to mirror the HSC. This applies to all tasks from 28 February 2022.

Note: This does not affect Illness and Misadventure applications

11. **Illness and Misadventure:** There will be **no compensation for extended illness**, misadventure or domestic problems which affect a student's performance in the HSC year. Students who are unable to sit an examination, practical task or submit an assessment task due to illness or misadventure must notify the school **by 9:00 am on the due date**.

A copy of the **GHS Illness/Misadventure Appeal form** is included in this booklet, this must be filled out and submitted within **three (3)** school days of the task due date or **immediately upon** the student's return to school. The appeal will be reviewed by the Head Teacher after consultation with the Classroom Teacher. The Appeals Committee will adjudicate the appeal based on the evidence presented. Late appeals may be considered but only in the event of exceptional circumstances. Students cannot submit an appeal on the basis of:

- difficulties in preparation or loss of preparation time/technology fault;
- alleged deficiencies in teaching;
- long-term illness such as glandular fever unless they are suffering a flare-up of the condition during the examination or assessment period;
- misreading the examination timetable;
- misreading assessment task or examination instructions;
- other commitments such as holidays, participation in entertainment, work or sporting events, or attendance at examinations conducted by other institutions or organisations. (please note: Special consideration for changes to the scheduled date must be made in writing, addressed to the Principal and well in advance of the event.

In cases of minor illness (colds etc.) students should still attempt the task and may request special consideration for their condition before the task is commenced. For more serious illness, preventing a student from attending on the due date, a Medical Certificate will be required to validate the student's condition which clearly states how the illness would affect the student's performance in the relevant exam or task. **A MEDICAL CERTIFICATE THAT MERELY STATES THAT YOU WERE UNFIT FOR WORK/STUDY IS UNACCEPTABLE.** In cases that are not related to illness, independent evidence of misadventure will be required which could include a Statutory Declaration.

Upon returning to school (before 9am) i.e. the first day back, students must submit the task or negotiate with the Class Teacher and Head Teacher when the examination or practical task will be undertaken. It is the student's responsibility to complete each misadventure form for tasks missed, attach the Medical Certificate to each form and hand to the Classroom Teacher or Head Teacher of each course.

Where an assessment task was affected by a valid reason for absence or misadventure, a mark based on a substitute task may be awarded or, in exceptional circumstances, an estimate based on other evidence may be awarded. **An invalid reason for not completing an assessment task will result in a zero (0) mark being awarded.**

12. **Lateness due to computer/printer malfunction: This is not a valid reason for failure to submit a task on time.** Students must take adequate steps to avoid this affecting the submission of the task. The following steps will ensure students are able to satisfactorily fulfil their responsibilities for assessment tasks:
- Make at least one back-up copy of ALL work as the work is being done.
  - Save all work on a portable storage device as well as the local hard drive.
  - You should also make use of your Department of Education Portal e-mail address as a storage place that can be accessed at home and school.
  - Print immediately, any work done and keep all rough working done on paper.
  - If a problem occurs present all copies of work to the teacher by the due date. This can be marked if a final draft cannot be retrieved.
  - Present a copy of the final draft when it becomes available. It should be clear that no further work was done on the task after the due date.
  - **Failure to follow these steps may result in a zero (0) mark being recorded for the task.**
13. **Invalid Tasks / parts of tasks or non-discriminating tasks:** When tasks or parts thereof, are found to be invalid or fail to discriminate, the school will determine the most appropriate course of action from the following:
- Use a comparable task (noting outcome and nature of task) for moderation purposes.
  - Add an additional task (with sufficient notice) and adjust weightings accordingly
  - Use a replacement task
  - Reduce the weighting assigned to the task
  - Discarding the task altogether. Note this would only occur in extreme circumstances.
  - Adjustments to tasks will be made for students with additional learning needs as per the Disability Standards for Education Act (2005).
14. **“N” Determination Warning Letters (NESA):** An “N” Determination in a course means that the course will not be listed on the student’s HSC Record of Achievement and may mean that a student is no longer eligible for the award of the HSC. “N” Determination Warning letters are sent to provide students with the opportunity to redress this situation by making a satisfactory attempt at the task.
15. **Appeals:** may be made against a zero score OR against the order-of-merit (final course ranking) awarded but only on the basis of the procedures employed - not the actual mark awarded. An appeal shall be in writing stating reasons and/or explanations, signed by a parent and the student and submitted to the Principal.

An appeal should be lodged within five school days of the announced result of an assessment task or the awarded order-of-merit. A **Review Panel** shall consist of the Principal, the Faculty Head Teacher, the teacher/s involved in the award of the rank order, the Year Adviser or independent representative for the student.

16. **Accessing Special Provisions:** Students with special needs or students who have been injured have the right to apply for special provisions in assessment tasks conducted at school. This may include a writer, additional time, separate supervision or, in some cases, an alternative task.

Students with **special needs** who are seeking special provisions for the duration of their HSC course are required to notify the Learning and Support Teacher who will assist with an application to NESA. This should be done at the commencement of the Preliminary or HSC course.

Students requiring special provisions for all other assessment tasks conducted in school (e.g. injury) must apply to the class teacher or head teacher at least TWO school days before the task due date. Application should be made on the Illness/Misadventure Appeal Form as written evidence of the request and granting of special provisions.

17. **Adjustments to Schedules:** Faculties reserve the right to make adjustments to the details of assessment tasks with prior written notification to the students. Students will be asked to sign a roll indicating they have been made aware of the adjustments. Students are to be given two weeks notice. Any changes to be

approved by the executive.

**18. Students who change courses/schools or repeat Year 12:** For students who transfer before the assessment commences, no action is necessary.

For students who transfer after the assessment commences and before the closing date for HSC entry in Year 12, the receiving school must prepare an assessment based on assessment tasks completed at the receiving school. The Principal may take into consideration information from the sending school.

For students who transfer between the final date for HSC entry and the time for the submission of school assessments, the sending school will provide the assessment. In these cases the student's moderated assessment will be determined using the scaled examination of the sending school.

For repeat students in Year 12, assessment will be based on Year 12 of the repeat year only.

**19. Report of the final assessment:** Assessments submitted by the school will be moderated against the external examination. The moderated assessment will be reported independently of the candidate's examination mark in the Higher School Certificate.

## **20. What should students and parents know?**

For each assessment task the following should be included:

- What is to be assessed (including outcomes)
- How it will be assessed (marking guidelines)
- When it will be assessed (date due)
- The relative value of each task

General information contained in this booklet:

- When the order-of-merit will be advised
- Details concerning: illness and misadventure, zero scores, cheating, appeals, review panel, order-of-merit, reports, change of school/course/repeats
- A zero mark shall be awarded for:
  - non-submission of an assessment task
  - non-attendance at an assessment task
  - non-serious attempt at an assessment task
  - cheating during the performance of an assessment task

**Please note:** Where a candidate has been given zero marks because of the failure to complete assessment tasks totalling 50% or more of the final course assessment mark, the principal must certify that the course has not been studied satisfactorily.

Please complete the separate sheet, indicating that you have received this information about the Higher School Certificate and Preliminary Course Assessment Program and list the names of your courses. Please contact me at school if you wish to discuss any matters related to assessment.

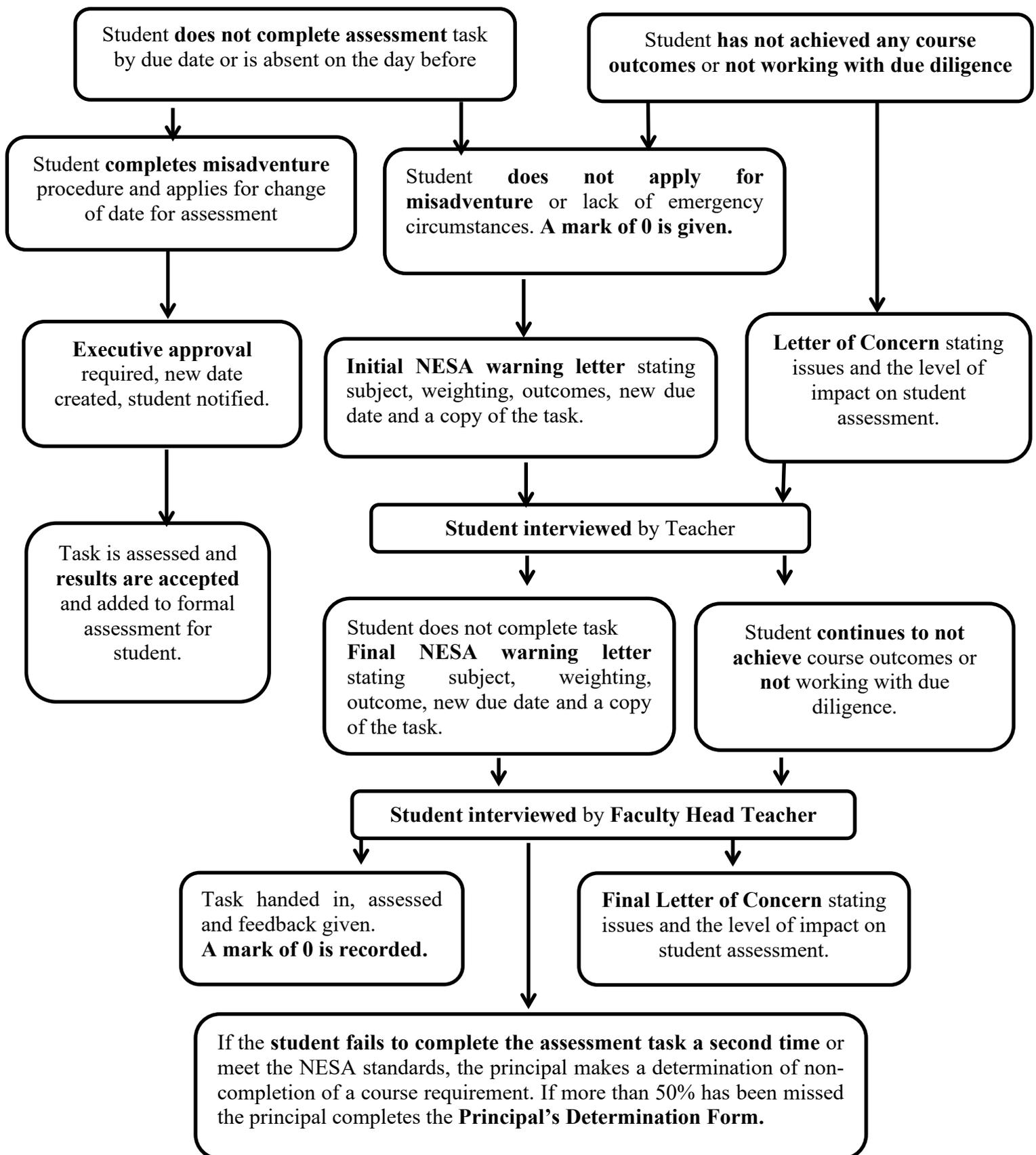
I wish you well in your future endeavours.

T Edman

**Principal**

28 October 2021

# Gloucester High School N – Notification Procedures



## Short Guide to GHS Assessment Policy

SITUATION	RESPONSE
Student is not applying himself/herself with <b>diligence and sustained effort</b> to the set tasks and experiences provided in the course by the school.	An <b>N determination warning letter</b> will be issued, indicating work required to rectify the situation.
Student misses class because of <b>school commitments</b> .	It is the <b>responsibility of the student</b> to inform the teacher in advance, to collect any material issued and to complete set work. Failure to do so may result in an N determination warning letter detailing work required.
Student's <b>attendance</b> is of concern, e.g. below 85%.	An <b>N determination warning letter</b> will be issued, indicating work required to rectify the situation.
Repeated failure to complete <b>homework</b> .	An <b>N determination warning letter</b> will be issued, indicating work required to rectify the situation.
<b>Non serious</b> attempt at task.	<b>Zero marks</b> awarded. N determination warning letter sent home. A genuine attempt at the task must be made.
Student knows in <b>advance</b> that he/she is unable to sit for a task on the designated day because of a school endorsed activity or leave.	A student must notify their class teacher and submit an Illness/Misadventure Appeal Form <b>on or before</b> the designated date for the assessment.
Student knows <b>in advance</b> that he/she is unable to <b>submit</b> a task on the designated day because of a school endorsed activity or leave.	Students must notify their class teacher and submit the task <b>before</b> the due date or arrange for the task to be submitted <b>on</b> the due date.
Student <b>fails to sit for</b> a task, or is absent on the designated date, or absent the day before the task is due.	<b>Illness/Misadventure Appeal Form</b> must be submitted on the due date or within twenty four hours of student's return to school. The student should expect to complete the task <b>on the first day</b> of return to school.
Task is <b>submitted after</b> the due date.	<b>Zero marks</b> will apply unless there are grounds for Illness/Misadventure. If absent, the student should expect to submit the task on the first day of return to school. An Ill/Misadventure Appeal Form must be provided within twenty four hours of the student's return to school. If not possible within 3 days, contact the school. If present, the student should submit an Illness/Misadventure Appeal Form on the day the task is due.
Student is <b>unable</b> submit an Illness/Misadventure Appeal Form within three days of the task.	Contact must be made with the school, preferably on the day but within three days and arrangements must be made for submission of the Illness/Misadventure Appeal Form. An <b>N determination warning letter</b> will be issued, indicating negotiated task completion details.
Student <b>submits</b> an Illness/Misadventure Appeal Form within the required time.	Deputy Principal or Principal and Head Teacher consider the appeal in consultation with class teacher and notifies student of the outcome.
Illness/Misadventure Appeal is <b>upheld</b> .	Marks awarded for completed task.
Illness/Misadventure appeal is <b>dismissed</b> .	Zero marks awarded and letter sent notifying of this. Student may appeal the decision. <b>N determination warning letter</b> sent home if the task has not been submitted. Student is still required to complete the task.
Student <b>fails to submit</b> an Illness/Misadventure Appeal Form as required above.	<b>Zero marks</b> awarded and letter sent notifying of this. <b>N determination warning letter</b> sent home if the task has not been submitted. Student is still required to complete the task.
Task is <b>not completed or submitted</b> on the due date and student has <b>no grounds</b> for Illness/Misadventure appeal.	<b>Zero marks</b> awarded and letter sent notifying of this. <b>N determination warning letter</b> sent home. Student is still required to complete the task.

## A Glossary of Key Words

This glossary contains key words that appear frequently in NESA syllabuses, performance descriptions and examinations. The purpose behind the glossary is to help students prepare better for the HSC by showing them that certain key words are used similarly in examination questions across the different subjects they are studying.

It is important to note that examination questions for the HSC will continue to use self-explanatory terms such as 'how', or 'why' or 'to what extent'. While key words have a purpose, they will not set limits on legitimate subject-based questions in examination papers.

### **Account**

Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions

### **Analyse**

Identify components and the relationship between them; draw out and relate implications

### **Apply**

Use, utilise, employ in a particular situation

### **Appreciate**

Make a judgement about the value of

### **Assess**

Make a judgement of value, quality, outcomes, results or size

### **Calculate**

Ascertain/determine from given facts, figures or information

### **Clarify**

Make clear or plain

### **Classify**

Arrange or include in classes/categories

### **Compare**

Show how things are similar or different

### **Construct**

Make; build; put together items or arguments

### **Contrast**

Show how things are different or opposite

### **Critically (analyse/evaluate)**

Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to (analyse/evaluate)

### **Deduce**

Draw conclusions

### **Define**

State meaning and identify essential qualities

### **Demonstrate**

Show by example

### **Describe**

Provide characteristics and features

### **Discuss**

Identify issues and provide points for and/or against

### **Distinguish**

Recognise or note/indicate as being distinct or different from; to note differences between

### **Evaluate**

Make a judgement based on criteria; determine the value of

### **Examine**

Inquire into

### **Explain**

Relate cause and effect; make the relationships between things evident; provide why and/or how

### **Extract**

Choose relevant and/or appropriate details

### **Extrapolate**

Infer from what is known

### **Identify**

Recognise and name

### **Interpret**

Draw meaning from

### **Investigate**

Plan, inquire into and draw conclusions about

### **Justify**

Support an argument or conclusion

### **Outline**

Sketch in general terms; indicate the main features of

### **Predict**

Suggest what may happen based on available information

### **Propose**

Put forward (for example a point of view, idea, argument, suggestion) for consideration or action

### **Recall**

Present remembered ideas, facts or experiences

### **Recommend**

Provide reasons in favour

### **Recount**

Retell a series of events

### **Summarise**

Express, concisely, the relevant details

### **Synthesise**

Putting together various elements to make a whole

## ASSESSMENT - DISABILITY PROVISIONS

Disability provisions in the HSC are practical arrangements designed to help students who couldn't otherwise make a fair attempt to show what they know in an exam room. The provisions granted are solely determined by how the student's exam performance is affected. It is not embarrassing to apply for provisions, and more than 7000 HSC students apply for provisions each year. Provisions help students to show the markers what they know and can do. Schools are responsible for determining and approving adjustments for all school-based assessment tasks. NESA determines disability provisions for the Higher School Certificate examinations. To apply for provisions, schools must submit an online application to NESA. This application tells us which provision/s a student is requesting and includes recent evidence. Evidence may include medical reports, reading results, spelling results, writing samples and teacher comments.

Class teachers can ensure that assessment activities are accessible to students with disability. This is a requirement under the *Disability Standards for Education 2005*. Some students with disability need adjustments to assessment activities to enable access to the task. They also need an equitable opportunity to demonstrate what they know and can do. In some cases alternative assessment strategies may be needed.

**Evidence** (documentation can be provided by, but is not limited to, a Doctor, a Psychologist, an Occupational Therapist or a Speech Pathologist) of the individual student need **MUST** be provided to the Learning and Support Coordinator to support all HSC Disability Provisions applications.

Teachers/Learning Support Coordinator may talk with you to identify possible adjustments for your child and decide on and **approve any adjustments** for school-based assessment tasks that will allow your child to demonstrate what they know.

Some students may require:

- adjustments to the assessment process
- adjustments to the assessment activities
- alternative formats for responses

Please refer to the following website for further information.

<https://www.educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/disability-provisions>

Please contact the school if you feel your child is eligible for Disability Provisions and you would like to discuss your child's individual needs.

Mrs Margo Cameron  
**Learning and Support Coordinator**

# HIGHER SCHOOL CERTIFICATE COURSE - SCHEDULE OF ASSESSMENT TASKS 2021/2022

Note: VET Courses are at the end of this section

## BIOLOGY

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Heredity	Research and Report	BIO12-3, BIO12-5, BIO12-6, BIO12-7, BIO12-12	T4 W8	20%
2	Genetic Change	Oral Report	BIO12-1, BIO12-2, BIO12-3, BIO12-14	T1 W8	25%
3	Infectious Disease	Depth Study	BIO12-1, BIO12-4, BIO12-6, BIO11/12-7, BIO12-14	T2 W9	25%
4	All Topics	HSC Trial Examination	All	T3 W5/6	30%
TOTAL					100%

## BUSINESS STUDIES

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Operations	Stimulus and Response	H1, H2, H3, H4, H5, H6, H8, H9	T4 W9	25%
2	Marketing	Marketing Plan Analysis	H2, H3, H4, H5, H6, H7, H8, H9, H10	T1 W6	25%
3	Finance	Research and Report	H2, H4, H9, H10	T2 W6	25%
4	All Topics	HSC Trial Examination	All	T3 W5/6	25%
TOTAL					100%

## CHEMISTRY

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Properties and Structure of Matter - Introduction to Qualitative Chemistry	Practical Task	CH11-2,3,4,5,6,7,8,9	T1 W7	30%
2	Reactive Chemistry	Depth Study	CH11-1,2,3,4,5,6,7,8,9,10	T2 W8	40%
3	All Topics	Examination	CH11-1,2,3,4,5,6,7,8,9,10,11	T3 W9/10	30%
<b>Total</b>					<b>100%</b>

## DRAMA

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Contemporary Australian Theatre	CATP Performance & essay	H1.1, H1.2, H2.1, H2.2, H3.1, H3.2	T4 W8/9	20%
2	Individual Project	Presentation of work in progress, Logbook- including preliminary drafts and research & TVOWT essay	H1.3, H1.5, H1.7, H2.3, H3.1	T1 W9/10	20%
3	Group Performance Process Mark	Practical and Logbook	H1.1, H1.3, H1.4, H1.5, H1.6, H2.2	T2 W6/7	20%
4	IP, GP & written exam	HSC Trial Exam	H1.4, H1.6, H2.3, H3.1, H3.2, H3.3	T3 W5/6	40%
TOTAL					100%

## ENGLISH STUDIES

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Module 1	Opinion piece	ES12-1, ES12-4, ES12-5 ES12-6, ES12-8	T4 W9	25%
2	Module 2	Multimodal presentation	ES12-1, ES12-3, ES12-5, ES12-7, ES12-9	T1 W10	25%
3	Module 3	Portfolio	ES12-1, ES12-4, ES12-5, ES12-7, ES12-10	T2 W10	30%
4	Module 1, 2 & 3	Non-atar: collection of work Atar: Trial HSC examination	ES12-2, ES12-3, ES12-4, ES12-5, ES12-9	T3 W2 T3 Wk5	20%
TOTAL					100%

## ENGLISH STANDARD

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Common Module: Texts and Human Experiences	Multimodal- writing and speaking	EN12-1, EN12-2, EN12-3, EN12-4, EN12-6, EN12-9	T4 W9	25%
2	Module B: A Close Study of Literature	Analytical response - essay	EN12-1, EN12-3, EN12-5, EN12-7, EN12-8	T1 W8	20%
3	Module C: Craft of Writing	Portfolio/Reflection	EN12-1, EN12-3, EN12-3, EN12-4, EN12-5 EN12-9	T2 W10	25%
4	Common Module, Module A and B	HSC Trial Examination	EN12-1, EN12-3, EN12-4, EN12-5, EN12-6, EN12-7	T3 W5	30%
TOTAL					100%

## ENGLISH ADVANCED

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Common Module: Texts and Human Experiences	Multimodal- Writing and speaking	EA12-1, EA12-2, EA12-3, EA12-5, EA12-6, EA12-9	T4 W9	25%
2	Module A: Textual Conversations	Comparative Essay	EA12-1, EEA12-3, EA12-5, EA12-6, EA12-8	T1 W8	20%
3	Module C: Craft of Writing	Imaginative Task	EA12-2, EA12-3, EA12-4, EA12-5, EA12-7, EA12-9	T2 W10	25%
4	Common Module, Module A and B	HSC Trial Examination	EEA12-3, EA12-4, EA12-5, EA12-6, EA12-8	T3 W5	30%
TOTAL					100%

## ENGLISH EXTENSION 1 Unit

TASK	TOPIC	FORMAT	OUTCOMES	DUE	MARKS
1	Common Module: Literary Worlds	Imaginative Response (15%) and Reflection (15%)	EE12-2, EE12-4, EE12-5	T1 W6	30%
2	Elective: Reimagined Worlds	Critical Response with related text (40%)	WW12-1, EE12-2, EE12-3, EE12-4	T2 W9	40%
3	All Texts	HSC Trial Examination – Reading (10%) & Writing (20%)	EE12-2, EE12-2, EE12-3, EE12-4, EE12-5	T3 W5/6	30%
TOTAL					100%

## INDUSTRIAL TECHNOLOGY

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Design & Management	Major Project Development, presentation Statement of Intent	3.1 ,3.2, 3.3, 4.1, 4.2, 4.3, 6.1, 6.2	T4 W10	20%
2	Design & Management, Industry Specific Content, Production	Production - Practical Skills Assessment	1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 6.1, 6.2, 7.1	T1 W10	30%
3	Industry Related Manufacturing Technology, Industry Study	Research Task on Emerging Technologies	3.1, 3.2, 3.3 ,4.1, 4.4, 4.3, 5.1, 5.2, 6.1, 6.2	T3 W2	30%
4	All Topics	HSC Trial Examination	1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 6.1, 6.2, 7.1	T3 W5/6	20%
TOTAL					100%

## INVESTIGATING SCIENCE

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Scientific Investigations: A Study in Observation	Practical Investigation	1,2,3,4, 5, 7, 12	T4 W7	20%
2	Scientific Investigations: A Study in Observation Technologies: A Study in Cause and Effect	Research Task	1,2,3,4,7,13	T1 W8	20%
3	Fact or Fallacy: A Study in Prediction Science and Society: A Study in Discovery	Depth Study	1,4,5,6,7,14	T2 W8	30%
4	All Topics	HSC Trial Examination	1-7, 12-15	T3 W5/6	30%
TOTAL					100%

## LEGAL STUDIES

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Crime- Core	Critical Essay	1, 4, 6, 7, 8, 9	T4 W7	25%
2	Human Rights -Core	Report	1, 2, 3, 6, 8, 9, 10	T1 W7	25%
3	Family	casestudy	1, 2, 6, 8, 9, 10	T2 W8	30%
4	All Topics	HSC Trial Examination	1, 2, 3, 4, 8, 9, 10	T3 W5/6	20%
TOTAL					100%

## MATHEMATICS STANDARD 1 (Starts Term 2 Year 12)

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Topics covered	Written Assessment 'Formula Sheet'	MS1-12-3; MS1-12-9; MS11-2; MS11-6; MS11-9; MS11-10	T4 W10	15%
2	All topics covered to this point	Written Assessment, Open Book	MS1-12-3; MS1-12-4; MS1-12-9; MS1-12-10; MS1-12-7; MS1-12-1; MS1-12-6	T1 W10	25%
3	Networking	Assignment	MS1-12-8; MS1-12-9; MS1-12-110	T2 W9	30%
4	The Complete Course	Course Assessment	MS1-12-1 TO MS1-12-10	T3 W5/6	30%
TOTAL					100%

## MATHEMATICS STANDARD 2 (Can contribute to ATAR, HSC exam)

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	All topics covered to this point	Written Assessment 'Formula Sheet'	MS2-12-3; MS2-12-4; MS2-12-9; MS2-12-10; MS11-2; MS11-5; MS11-6; MS11-9; MS11-10	T4 W10	15%
2	Assignment	Written Assessment, Open Book	MS2-12-3; MS2-12-4; MS2-12-9; MS2-12-10; MS2-12-2; MS2-12-7; MS2-12-1; MS2-12-6	T1 W10	25%
3	Networking	Assignment	MS2-12-8; MS2-12-9; MS2-12-10	T2 W9	30%
4	The Complete Course	HSC Trial Examination	MS2-12-1 to MS2-12-10	T3 W5/6	30%
TOTAL					100%

## MATHEMATICS ADVANCED

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Topics covered	Written Assessment 'Formula Sheet'	MA12-1, 12-5, 12-9, 12-10	T4 W9	15%
2	All Topics covered in HSC Course to this stage	Written Assessment in Class 'Open Book'	MA 12-1,12-3, 12-5, 12-6, 12-7, 12-9, 12-10	T1 W9	25%
3	TBA	Assignment	MA 12-1 to 12-10	T2 W7	30%
4	The Complete Course	HSC Trial Examination	MA 12-1 to 12-10	T3 W5/6	30%
TOTAL					100%

## MATHEMATICS EXTENSION 1 - 1 Unit

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Topics covered	Written Assessment 'Formula Sheet'	ME 12-1, 12-2, 12-5, 12-6, 12-7	T4 W10	15%
2	Topics covered	Written Assessment 'Open Book'	ME 12-1 to ME 12-7	T1 W10	25%
3	TBA	Assignment	ME 12-1 to ME 12-7	T2 W9	30%
4	The Complete Course	HSC Trial Examination	ME 12-1 to 12-7	T3 W5/6	30%
TOTAL					100%

## PDHPE

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Core 1 – Health priorities in Australia	Case study	H2-5, H14-16	T4 W9	25%
2	Option 3 – Sports Medicine	Analysis	H8, 13,16-17	T1 W10	20%
3	Core 1 – Factors affecting performance	Research assignment	H7-11, H16-17	T2 W9	25%
4	All Topics	HSC Trial Examination	H1-16	T3 W5/6	30%
TOTAL					100%

**VISUAL ARTS**

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Art making – BOW Planning & Development	Body of Work (BOW) in progress and Visual Arts Process Diary (VAPD)	H1- H6	T2 W5	10%
2	Critical & Historical Studies	Research & in-class essay	H7-H10	T2 W6	20%
3	Art making – BOW Submission	Body of Work (BOW)	H1- H6	T3 W7	40%
4	Critical & Historical Studies	HSC Trial Examination	H7- H10	T3 W5/6	30%
TOTAL					100%

## Vocational Education Training (VET) Courses 2022

Tamworth RTO 90162

Vocational Education Training Courses are described on the following pages.

*By enrolling in a VET qualification in NSW Public Schools Tamworth RTO 90162, you are choosing to participate in a program of study that will give you the best possible direction towards a nationally recognised qualification. You will be expected to complete assessments relevant to the qualification and adhere to the requirements of the NSW Education Standards Authority (NESA).*

**MEM10115 Certificate I in Engineering and Statement of Attainment towards MEM20413  
Certificate II in Engineering Pathways**

Public Schools NSW, Tamworth Registered Training Organisation 90162

This may change due to Training Package and NSW Education Standards Authority (NESA) updates.  
Notification of variations will be made in due time.Course: **Metals and Engineering**  
Board Endorsed Course

4 Preliminary and/or HSC units in total

Does not contribute towards Australian Tertiary Admission Rank

This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.

**Manufacturing and Engineering Training Package (MEM 2)****Units of Competency****Core**

MEM13015	Work safely and effectively in manufacturing and engineering
MEMPE006A	Undertake a basic engineering project
MEMPE005A	Develop a career plan for the engineering and manufacturing industry

**Electives**

MEM16006	Organise and communicate information
MEM11011	Undertake manual handling
MEM12024	Perform computations
MEM18001	Use hand tools
MEM18002	Use power tools/hand held operations
MEM16008	Interact with computer technology
MEM07032	Use machines for basic operations
MEMPE001A	Use engineering workshop machines
MEMPE002A	Use electric welding machines
MEMPE004A	Use fabrication equipment

**Students may apply for Recognition of Prior Learning and /or Credit Transfer provided suitable evidence is submitted.**

Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.

**Recommended Entry Requirements**

Students selecting this course should be interested in working in a manufacturing environment. They should be able to use hand and power tools, lift and carry small and large objects. There will be out of class homework, research activities and assignments.

**Examples of occupations in the Manufacturing and Engineering industry**

- fitter
- refrigeration and air conditioning mechanic
- toolmaker
- maintenance fitter
- locksmith

**Mandatory HSC Course Requirements**

Students must complete 240 indicative hours of course work and a minimum of 35 hours of work placement over two years. Students who do not meet these requirements will be 'N' determined as required by NESA.

There is **no** external examination in the HSC year for students.

**Competency-Based Assessment**

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency.

**Appeals and Complaints**

Students may lodge a complaint or an appeal about a decision (including assessment decisions) through the VET teacher.

**Course Cost: Preliminary - \$60 HSC - \$60**

- **No specific requirements. All safety equipment, tools and apron are supplied.**
- **Students must present with leather upper shoes to all lessons, preferably work boots.**

**Refunds**

Refund Arrangements on a pro-rata basis.  
Please refer to your school refund policy

A school-based traineeship and apprenticeship are available in this industry area, for more information: <http://www.sbatinnsw.info/>

Exclusions - VET course exclusions can be checked on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>



## SIT20316 Certificate II in Hospitality

Public Schools NSW, Tamworth Registered Training Organisation 90162

This may change due to Training Package and NSW Education Standards Authority (NESA) updates. Notification of variations will be made in due time.

Course: **Hospitality - Food and Beverage**  
Board Developed Course

4 Preliminary and/or HSC units in total  
Category B for Australian Tertiary Admission Rank (ATAR)

This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.

### Tourism, Travel and Hospitality training package (SIT 1.2) Units of Competency

#### Core

BSBWOR203	Work effectively with others
SITHIND002	Source and use information on the hospitality industry
SITHIND003	Use hospitality skills effectively
SITXCCS003	Interact with customers
SITXCOM002	Show Social and Cultural sensitivity
SITXWHS001	Participate in safe work practices

#### Electives

SITHFAB004	Prepare and serve non-alcoholic beverages
SITHFAB005	Prepare and serve espresso coffee
SITHFAB007	Serve food and beverage

### Plus, additional competencies

#### Category A

SITXFSA001	Use hygienic practices for food safety
SITHCCC001	Use food preparation equipment
SITHCCC002	Prepare and present simple dishes
SITHCCC006	Prepare appetisers and salads

OR

#### Category B

SITXCOM001	Source and present information
BSBCMM201	Communicate in the workplace
BSBSUS201	Participate in environmentally sustainable work practices
HLTAID003	Provide First Aid

**Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.**

Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.

### Recommended Entry Requirements

Students selecting this course should be interested in working in a hospitality environment preparing and serving food and beverages to customers. They should be able to lift and carry equipment, use handheld and larger commercial kitchen equipment. Students may be required to participate in after-hours school events and functions. There will be out of class homework, research activities and assignments.

### Examples of occupations in the hospitality industry:

- Café attendant
- Barista
- Kitchen hand
- Food and beverage attendant

**Mandatory HSC Course Requirements** Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by NESA.

### External Assessment (optional HSC examination for ATAR purposes)

The Higher School Certificate examination for Hospitality Food and Beverage is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice items, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.

### Competency-Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency.

### Appeals and Complaints

Students may lodge a complaint or an appeal about a decision (including assessment decisions) through the VET teacher.

### Course Cost: Preliminary - \$120 HSC - \$120

- All Hospitality students are also required to purchase a Food and Beverage Uniform for \$45. Ordering is arranged through the Hospitality Faculty.
- Students are also required to complete a Barista Competency course instructed by North Coast TAFE for \$125
- Students must complete a registered 1st Aid course as a requirement of the Certificate II SIS20513, instructed by an external provider for approximately \$65
- \*All students, regardless of whether or not they plan to sit the HSC Exam in Year 12, must make a serious attempt on the Preliminary Yearly Exam and the HSC Trial Exam.

### Refunds

Refund arrangements on a pro-rata basis. Please refer to your school refund policy

A school-based traineeship and apprenticeship are available in this course, for more information: <http://www.sbatinnsw.info/>

Exclusions - VET course exclusions can be checked on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>

## CPC2022 Certificate II in Construction Pathways

**Public Schools NSW, Tamworth Registered Training Organisation 90162**

This may change due to Training Package and NSW Education Standards Authority (NESA) updates.  
Notification of variations will be made in due time.

Course: <b>Construction</b> Board Developed Course	4 Preliminary and/or HSC units in total Category B for Australian Tertiary Admission Rank(ATAR)
This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.	
<b>Construction, Plumbing and Services Training Package (CPC08 v9.5)</b> <b>Units of Competency</b> <u>Core</u> CPCCCM1012 Work effectively & sustainably in the Construction Industry CPCCOHS2001A Apply OHS requirements, policies & procedures in the construction industry CPCCCM1013 Plan and organise work CPCCCM1014 Conduct workplace communication CPCCCM1015 Carry out measurements and calculations CPCCCM2001 Read and interpret plans and specifications	<u>Electives</u> CPCCCA2011A Handle carpentry materials CPCCCA2002B Use carpentry tools and equipment CPCCCM2005B Use construction tools and equipment CPCCJN2001A Assemble components CPCCJN2002B Prepare for off-site manufacturing process CPCCCM2006 Apply basic levelling procedures CPCCWF2001A Handle wall and floor tiling materials CPCCWF2002A Use wall and floor tiling tools & equipment CPCCCO2013A Carry out concreting to simple form
<u>Course Prerequisite</u> CPCCWHS1001 - Prepare to work safely in the construction industry. <b>The Construction General Induction Training (Whitecard) will be delivered as part of this course:</b> <ul style="list-style-type: none"> <li>• <b>Approximately \$100 per student</b></li> </ul>	Successful completion of this unit will lead to a General Construction Induction Card (White Card) from SafeWork NSW. This will allow student access to construction sites across Australia for work purposes. A recognised SafeworkNSW GIT card is mandatory before undertaking any work placement
<b>Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.</b>	
Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.	
<b>Recommended Entry Requirements</b> Students selecting this course should be interested in working in a construction environment. They should be able to carry out manual activities e.g. lifting, carrying and shifting loads of materials, climbing ladders and have the ability to use hand and power tools. There will be out of class homework, research activities and assignments.	
Examples of occupations in the construction industry: <ul style="list-style-type: none"> <li style="margin-right: 20px;">• building</li> <li style="margin-right: 20px;">• concreting</li> <li style="margin-right: 20px;">• shop fitting</li> <li style="margin-right: 20px;">• bricklaying</li> <li style="margin-right: 20px;">• carpentry</li> </ul>	
<b>Mandatory HSC Course Requirements</b> Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by the NESA. <b>External Assessment (optional HSC examination for ATAR purposes)</b> The Higher School Certificate examination for Construction is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.	
<b>Competency-Based Assessment</b> Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency they can effectively carry out competency. When a student achieves a unit of competency it is signed off by the assessor.	
<b>Appeals and Complaints</b> Students may lodge a complaint or an appeal about a decision (including assessment decisions) appeal or other decisions through the VET teacher.	
<b>Course Cost: Preliminary - \$60 HSC - \$60</b> <ul style="list-style-type: none"> <li>• Students are required to have steel-capped (steel-toe) boots for their mandatory 70 hour work placement. This is a legal requirement for building sites</li> <li>• *All students, regardless of whether or not they plan to sit the HSC Exam in Year 12, must make a serious attempt on the Preliminary Yearly Exam and the HSC Trial Exam.</li> </ul>	<b>Refunds</b> Refund Arrangements on a pro-rata basis. Please refer to your school refund policy
A school-based traineeship and apprenticeship are available in this course, for more information: <a href="http://www.sbatinnsw.info/">http://www.sbatinnsw.info/</a>	
<b>Exclusions</b> - VET course exclusions can be checked on the NESA website at <a href="http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions">http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions</a>	

**AHC20116 Certificate II Agriculture**

Public Schools NSW, Tamworth Registered Training Organisation 90162

This may change due to Training Package and NSW Education Standards Authority (NESA) updates.  
Notification of variations will be made in due time.Course: **Primary Industries**  
Board Developed Course4 Preliminary and/or HSC units in total  
Category B for Australian Tertiary Admission Rank (ATAR)

This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.

**Agriculture, Horticulture and Conservation & Land Management Training Package (AHC 4.0)****Units of Competency****Core**

AHCWHS201	Participate in work, health and safety processes
AHCWRK209	Participate in environmentally sustainable work practices
AHCWRK204	Work Effectively in the industry

**Electives**

AHCINF202	Install, maintain and repair farmfencing
AHCINF201	Carry out basic electric fencing
AHCMOM202	Operate tractors
AHCWRK201	Observe and report on the weather
AHCWRK205	Participate in workplace communication

**Pest Management**

AHCPMG201	Treat weeds
AHCCHM201	Apply chemical under supervision

**Livestock**

AHCLSK202	Care for health and welfare of livestock
AHCLSK205	Handle livestock using basic techniques
AHCLSK211	Provide feed for livestock
AHCLSK204	Carry out regular livestock observation
AHCLSK206	Identify and mark livestock
AHCLSK209	Monitor water supplies

**Biosecurity**

AHCBIO201	Inspect & clean machinery for plant, animal & soil material
AHCMOM304	Operate machinery and equipment

**Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.**

Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.

**Recommended Entry Requirements**

Students selecting this course should be interested in working in the school farm and with livestock. They should be able to use small and large pieces of farm equipment and machinery, lift and carry, and work with and around animals. They may be required to attend out of school hours activities e.g. showing livestock at local agricultural show. There may be out of class homework, research activities and assignments.

**Examples of occupations in Primary Industries:**

- animal attending
- dairy farming
- livestock rearing and breeding
- beef production
- nursery worker
- horticulture
- crop production
- horse care
- pest and disease control

**Mandatory HSC Course Requirements.**

Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by the NESA.

**External Assessment (optional HSC examination for ATAR purposes)**

The Higher School Certificate examination for Primary Industries is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice items, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.

**Competency-Based Assessment**

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency.

**Appeals and Complaints**

Students may lodge a complaint or an appeal about a decision (including assessment decisions) through the VET teacher.

**Course Cost: Preliminary - \$60 HSC - \$60****\*\* All students, regardless of whether or not they choose to sit for the HSC Exam in Year 12, must make a serious attempt at the Preliminary Yearly Exam and the HSC Trial Exam.****Refunds**Refund Arrangements on a pro-rata basis.  
Please refer to your school refund policyA school-based traineeship is available in this course, for more information: <http://www.sbatinnsw.info/>**Exclusions - VET course exclusions can be checked on the NESA website at <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>**

**SIS30519 Certificate III in Sport Coaching**

Public Schools NSW, Tamworth Registered Training Organisation 90162

This may change due to Training Package and NSW Education Standards Authority (NESA) updates.  
Notification of variations will be made in due time.Course: **Sport Coaching**  
Board Endorsed Course4 Preliminary and/or HSC units in total  
Does not contribute towards Australian Tertiary Admission Rank

This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.

**Sport, Fitness and Recreation Training Package (SFR2.0)****Units of Competency****Core units**

HLTWHS001	Participate in workplace health and safety
SISSCO002	Work in community coaching role
SISSCO005	Continuously improve coaching skills and knowledge
SISSCO003	Meet participant coaching needs
BSBRK401	Identify risk and apply risk management procedures
HLTAID003	Provide first aid (delivered by an external RTO)

**Elective units****Complete the follow competency:**

SISXIND006	Conduct sport, fitness and recreation events
SISSCO012	Coach sports participants up to an intermediate level

**And complete TWO of the following THREE elective competencies:**

SISXCAI009	Instruct strength and conditioning techniques
SISSOF002	Continuously improve officiating skills and knowledge
SISXDIS001	Facilitate inclusion for people with a disability

**Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.**

Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.

**Recommended Entry Requirements**

Students selecting this course should be interested in sport and working in the sport, fitness and recreation industry. They should have a reasonable level of fitness, be able to play and have knowledge of a variety of sports and be able to demonstrate sports skills to junior players. Being an effective communicator, possessing motivation and having effective planning and time management skills are beneficial. There will be out of class homework, research activities and cluster based assessments for students to complete.

**Examples of occupations in sport, fitness and recreation industries**

- |                  |                                 |                        |
|------------------|---------------------------------|------------------------|
| ▪ Sports coach   | ▪ Assistant Coach               | ▪ Sports event manager |
| ▪ Sports trainer | ▪ Sports administration officer | ▪ Team manager         |
|                  | ▪ Sports official               |                        |

**Mandatory HSC Course Requirements.**

Students must complete 240 indicative hours of course work and a minimum of 35 hours work placement. Students who do not meet these requirements will be

'N' determined as required by the NESA.

**External Assessment**

There is no Higher School Certificate (HSC) examination for the Sport Coaching course.

**Competency-Based Assessment**

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency.

**Appeals and Complaints**

Students may lodge a complaint or an appeal about a decision (including assessment decisions) through the VET teacher.

**Course Cost: Preliminary - \$0 HSC - \$0**  
**School Specific equipment and associate requirements for students**

**Students must complete a registered 1<sup>st</sup> Aid course as a requirement of the Certificate III SIS30519 instructed by an external provider for approximately \$65**

**Refunds**

Refund Arrangements on a pro-rata basis.  
Please refer to your school refund policy

A school-based traineeship is available in this course, for more information: <http://www.sbatinns.w.edu.au>

**Exclusions** - VET course exclusions can be checked on the NESA website at <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>



## 2022 FEES

<b>ELECTIVE SUBJECTS - Years 11 &amp; 12</b>		Payment Reference		
Agriculture	11/12	043 011	\$50.00	
Construction VET	11/12	043 026	\$80.00	
Drama	11/12	043 002	\$20.00	
Hospitality Food	11/12	043 033	\$120.00	
Industrial Technology - Timber	11/12	043 020	\$60.00	
Info Processing & Technology	11/12	043 007	\$40.00	
Metals & Engineering VET	11/12	043 027	\$80.00	
Primary Industries	11/12	043 013	\$80.00	
Visual Arts	11	043 041	\$50.00	
Visual Arts	12	043 041	\$30.00	

## HSC ASSESSMENT SUMMARY NOTE

Students should note that every endeavour has been made to limit the number of tasks in any one week. Sometimes ongoing tasks will be due in a week when other tasks are also due.

**STUDENTS MUST PLAN TO ENSURE THAT TASKS ARE COMPLETED AHEAD OF DUE DATES RATHER THAN LEAVING UNTIL A WEEK WHEN OTHER TASKS ARE DUE.**



## SUMMARY of HSC ASSESSMENT SCHEDULE for 2021/2022

### **Term Four 2021 10 weeks**

Week 1/2

Week 3 VET Work Placement

Week 4 VET Work Placement

Week 5

Week 6

Week 7 Legal Studies; Investigating Science

Week 8 Drama; Biology

Week 9 Business Studies; Drama; English Advanced English Studies; English Standard; Mathematics Advanced; PDHPE

Week 10 Industrial Technology; Mathematics Standard 1 & 2; Mathematics Extension 1;

### **Term One 2022 11 weeks**

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6 ~~Visual Arts~~

Week 7 Business Studies;

Week 8 Legal Studies;

Week 9 Biology; English Standard; English Advanced; Investigating Science

Week 10 Drama; Mathematics Advanced

Week 11 Drama; English Studies; Industrial Technology; Mathematics Standard 1 & 2; Mathematics Ext 1; PDHPE

### **Term Two 2022 10 weeks**

Week 1

Week 2

Week 3

Week 4

Week 5 ~~Visual Arts~~

Week 6 Business Studies; Drama; Visual Arts

Week 7 Drama; Mathematics Advanced

Week 8 Investigating Science; Legal Studies

Week 9 Biology; Mathematics Standard 1 & 2; Mathematics Extension 1; PDHPE

Week 10 English Advanced; English Standard; English Studies

### **Term Three 2022 10 weeks**

Week 1

Week 2 English Studies; Industrial Technology;

Week 3 **ASSESSMENT FREE**

Week 4 **ASSESSMENT FREE**

Week 5 **HSC TRIAL EXAMINATIONS** – Biology; Business Studies; Drama; English Advanced; English Standard; English Studies; English Extension 1; Industrial Technology; Investigating Science; Legal Studies; Mathematics Standard 1 & 2; Mathematics Advanced; Mathematics Extension 1; PDHPE; Visual Arts

Week 6 **HSC TRIAL EXAMINATIONS**

Week 7 NO ASSESSMENT TASKS AFTER TRIAL HSC EXAMINATIONS **Note Visual Arts Body of Work due this week**

Week 8 HSC SCHOOL ASSESSMENTS DUE TO NESA

Week 9/10

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End of Booklet

## **ILLNESS-MISADVENTURE APPEAL FORM**

### **PROCEDURES FOR ILLNESS-MISADVENTURE**

An illness-misadventure form is used when an assessment task is:

- not submitted on time
- submitted incomplete
- due and student is absent the day prior
- during extra-ordinary circumstances

Where a student experiences a misadventure, she/he should obtain an Illness-Misadventure Appeal form from within the Assessment Schedule Booklet, school office or from [Gloucester High School website](#). This must be done on the same day where possible or the next day of attendance including the submission of the task and/or negotiation with Class Teacher and Head Teacher when the examination or practical task will be undertaken after the misadventure.

### **Completing the Illness/Misadventure Appeal**

**PART A:** This section is to be completed by the student. Reasons for the Illness-Misadventure appeal must be documented in this section.

**PART B:** Relevant documentation (e.g. doctor's certificate, statutory declaration, other) must be attached. This section is signed by the student and parent/carer. Please note that the doctor's certificate must state the condition that will affect their performance in completing the task.

It is the student's responsibility to complete the Illness-Misadventure Appeal and return it to the Head Teacher within **three school days** of the due date of the task. Late appeals may be considered but only in the event of exceptional circumstances. Students cannot submit an appeal on the basis of:

- difficulties in preparation or loss of preparation time / technology fault
- alleged deficiencies in teaching
- long-term illness such as glandular fever unless they are suffering a flare-up of the condition during the examination or assessment period
- misreading the examination timetable
- misreading assessment task or examination instructions
- other commitments such as holidays, participation in entertainment, work or sporting events, or attendance at examinations conducted by other institutions or organisations. Special consideration for changes to the scheduled date must be made in writing, addressed to the Principal and well in advance of the event.
- illness once the assessment paper is opened during the reading time, or after the examination commences.

**PART C:** Recommendations for the appeal are then completed by the Head Teacher (within policy guidelines). The Head Teacher may:

- i) recommend to uphold the appeal
- ii) recommend to dismiss the appeal
- iii) recommend to impose a penalty.

The appeal is then presented at the Appeals committee for final approval.

**PART D:** The Appeals Committee shall be convened by the Deputy Principal.

The committee will:

- i) uphold the appeal
  - ii) dismiss the appeal
  - iii) impose a penalty.
- The committee should communicate the outcome of the appeal to the student. This could include an extension of time, a substitute task or an estimated mark.
  - All documents related to the appeal should be placed in the student's file.



# ILLNESS-MISADVENTURE APPEAL

ROSA / Preliminary HSC/ HSC Assessment (Circle one)

**PART A – TO BE COMPLETED BY THE STUDENT** (Please return to the appropriate Head Teacher)

Name of Candidate: ..... Teacher: .....

Subject: ..... Course: .....

Assessment Task: ..... Due Date: .....

Reasons for failure to meet requirements: (Please outline your reasons)  
.....  
.....  
.....  
.....

**PART B – DOCUMENTATION** (Please attach evidence)

- |  |     |    |
|--|-----|----|
| 1. Medical Certificate (Clearly stating how the illness would affect the student's performance in the relevant exam or task) | YES | NO |
| 2. Other Documentation (Independent Evidence of Misadventure and/or Statutory Declaration)                                   | YES | NO |

Student Signature: ..... Parent/Carer Signature: ..... Date: .....

**SUBMIT THIS FORM TO THE HEAD TEACHER WITHIN 3 DAYS OF THE ILLNESS-MISADVENTURE**

**PART C – TO BE COMPLETED BY THE HEAD TEACHER** after consultation with Classroom Teacher

- Recommend to uphold the appeal
- Recommend to dismiss the appeal
- Other (explain)

.....  
.....  
.....

Head Teacher : ..... Date: .....

**PART D – TO BE COMPLETED BY THE APPEAL COMMITTEE**

Scheduled Meeting Date: ...../...../..... Venue: .....

- Uphold the appeal
- Dismiss the appeal

.....  
.....  
.....

Deputy Principal: ..... Date: .....

Principal: ..... Date: .....

Year Adviser: ..... Date: .....

