

# **Preliminary Course** **(Higher School Certificate)**

## **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**



# PRELIMINARY 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 first satisfactorily complete the Preliminary Course in their chosen Subjects. 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 be negotiated with the class teacher and a written record kept of the negotiated change.

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 after the HSC Half Yearly and the Trial HSC examination. These reports will show the examination mark and rank, plus the cumulative assessment rank.

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*
- Tasks completed or researched outside class time but *presented in class*
- Work placements 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 Point 9 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 Point 9 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 NESA 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."

It (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.

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

**21.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.

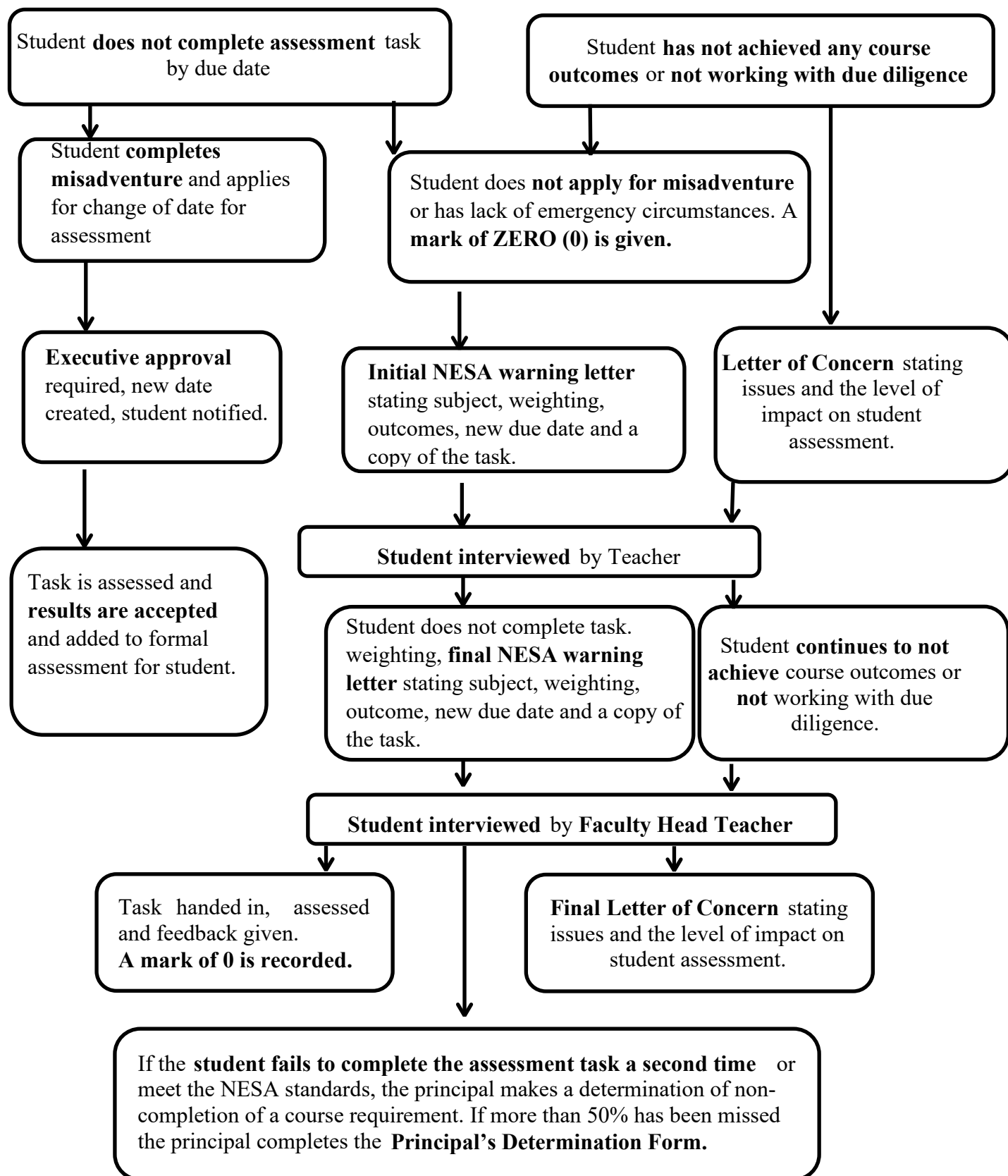
Please complete the separate sheet, indicating that you have received this information about the Higher School Certificate and Preliminary Course Assessment Program and mark any adjustments to the list of your courses. Please contact me at school if you wish to discuss any matters related to assessment.

I wish you well in your future endeavours.

T Edman  
Principal

February 2022

# Gloucester High School N – Notification Procedures





## A Short Guide to Gloucester High School's 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</b> for a task on the designated date.	<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 Illness/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 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**

# PRELIMINARY COURSE SCHEDULE OF ASSESSMENT TASKS 2022

**Note: VET Courses are at the end of this section**

## AGRICULTURE

Task	Topic	Format	Outcomes	Due	Weight
1	Farm Case Study	Report	P1.1,P1.2,P2.3,P3.1, P5.1	T2 W2	30%
2	Practical Report Experimental Design	Report	P1.2,P2.1,P2.2,P4.1.	T2 W10	30%
3	All Topics	Examination	P1.1,P1.2,P2.2,P2.3,P3.1,P4.1 P5.1	T3 W9-10	40%
<b>Total</b>					<b>100%</b>

## BIOLOGY

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Cells as the basis of life	Practical Investigation	Bio11- 1, 2, 3, 7, 9	T1 W9	30%
2	Biological Diversity	Depth Study	Bio11-1, 4, 5, 6, 7, 10	T2 W9	40%
3	All Topics	Examination	All	T3 9/10	30%
<b>Total</b>					<b>100%</b>

## 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 W8	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 9/10	30%
<b>Total</b>					<b>100%</b>

## DRAMA

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Theme-based Playbuilding	Practical/Log Book	1.2, 1.3, 1.4, 1.5, 3.4	T1 W10	40%
2	Elements of Production	Practical/Log Book	1.1, 1.5, 1.8, 2.1, 2.3	T2 W7	40%
3	Theatrical Traditions	Preliminary Examination	2.6, 3.1, 3.2, 3.3	T3 W9/10	20%
<b>Total</b>					<b>100%</b>

## ENGLISH STUDIES

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Mandatory Module- Achieving through English	Resume, Cover letter and Interview	ES11-1, ES11-4, ES11-5 ES11-6	T1 W10	30%
2	Module 2	Multimodal presentation	ES11-2, ES11-6, ES11-7, ES11-8	T2 W6	30%
3	Module 1,2 & 3	Portfolio- Collection of classwork all modules ATAR students – preliminary examination	ES11-1, ES11-3, ES11-4, ES11-5, ES11-7, ES11-9, ES11-10	T3 W5 T3 W9/10	40%
Total					100%

## ENGLISH STANDARD

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Reading to Write-transition to senior English	Imaginative text with reflection	EN 11-3, EN 11-5, EN 11-9	T1 W10	30%
2	Contemporary Possibilities	Interactive ICT presentation	EN 11-1, EN 11-2, EN 11-3, EN 11-5, EN 11-7	T2 W10	40%
3	Close study of Text/ Reading to Write/ Contemporary Possibilities	Preliminary examination- Short answer responses, creative writing and critical response to text.	EN 11-1, EN 11-3, EN 11-5, EN 11-6, EN 11- 8	T3 W9/10	30%
Total					100%

## ENGLISH ADVANCED

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Reading to Write-transition to senior English	Imaginative Text with reflection	EA 11-3, EA 11-5, EA 11-9	T1 W10	30%
2	Narratives that Shape our World	Multimodal Presentation	EA 11-1, EA 11-2, EA 11-3, EA11-5, EA 11-7, EA 11-9	T2 W10	40%
3	Critical Study of Literature/ Reading to Write/ Narratives that Shape our World	Yearly Examination- Short answer responses, creative writing and critical response to literature.	EA 11-1, EA 11-3, EA11-5, EA 11-6, EA 11-8	T3 W9/10	30%
Total					100%

## ENGLISH EXTENSION - 1 Unit

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Texts, culture and value	Imaginative response and reflection	EE 11-1, EE 11-2, EE 11-3, EE 11-6	T2 W2	30%
2	Texts, culture and value	Research task- Multimodal presentation	EE 11-1, EE11-2,EE 113, EE 11-4, EE 11-5, EE 11-6	T3 W4	40 %
3	Texts, culture and value	Yearly examination	EE 11-1, EE11-2 EE 11-3, EE 11-4, EE 11-5	T3 W9/10	30%
Total					100%

## INDUSTRIAL TECHNOLOGY (Timber)

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Industry Case Study	Written and Oral Report	1.1, 1.2, 5.1, 7.1	T1 W11	20%
2	Project 1	Folio and Project	2.1, 2.2, 3.1, 3.2, 4.1, 4.2, 5.1, 5.2	T2 W10	40%
3	All Syllabus Components	Preliminary Examination	1.1, 1.2, 2.1, 3.1, 4.2	T3 W9/10	40%
Total					100%

## INVESTIGATING SCIENCE

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Cause and Effect - Observing	Practical Investigation	INS 11- 1, 3, 4, 8	T1 W9	30%
2	Cause and Effect – Inferences and Generalisations	Depth Study	INS 11- 1, 4, 5, 6, 7, 8, 9	T2 W6	40%
3	All Topics	Examination	INS 11- 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	T3 W9/10	30%
Total					100%

## LEGAL STUDIES

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	The legal system	Case study	P1, P2, P5, P6, P8, P9	T1 W11	35%
2	The individual and the law	Essay	P1, P3, P4, P8, P9, P10	T2 W7	30%
3	All topics	Examination	P1, P2, P5, P7, P9, P10	T3 W9/10	35%
Total					100%

## MATHEMATICS NUMERACY (New course)

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	All Topics to Date	Assignment	N6-1.1; N6-1.2; N6-1.3; N6-2.1; N6-2.2; N6-2.3; N6-3.1; N6-3.2	T1 W11	30%
2	All Topics	Project / Presentation	N6-1.1; N6-1.2; N6-1.3; N6-2.1; N6-2.2; N6-2.3; N6-3.1; N6-3.2	T3 W2	30%
3	All Topics	Examination	N6-1.1; N6-1.2; N6-1.3; N6-2.1; N6-2.2; N6-2.3; N6-3.1; N6-3.2	T3 W9/10	40%
Total					100%



## MATHEMATICS STANDARD

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	All Topics to Date	Open Book Written Assessment	MS11-3; MS11-4; MS11-6; MS11-8; MS11-9; MS11-10	T1 W11	30%
2	Assignment	Mid-Course Assignment	MS11-2; MS11-5; MS11-6; MS11-9; MS11-10	T3 W2	30%
3	All Topics	Preliminary Examination	MS11-1 to MS11-10	T3 W9/10	40%
Total					100%

## MATHEMATICS ADVANCED

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	All topics up to this point	Open Book Written Test	MA11-1; MA11-2	T1 W10	30%
2	All topics up to this point	Mid-Course Assignment	MA11-3; MA11-4	T2 W7	30%
3	Whole Course Covered	Preliminary Examination	MA11-1 to MA11-5	T3 W9/10	40%
Total					100%

## MATHEMATICS EXTENSION - 1 Unit

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	All topics to this point	Open Book Written Test	ME11-2; ME11-2	T1 W11	30%
2	All topics to this point	Mid-Course Assignment	ME11-3; ME11-4	T2 W6	30%
4	All Topics	Preliminary Examination	ME11-1 to ME11-9	T3 W9/W10	40%
Total					100%

## MODERN HISTORY

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Shaping of the Modern World – French Revolution	Source Analysis Podcast	MH11-1, MH11-4, MH11-5, MH11-7, MH11-9	T2 W3	30%
2	Historical Investigation	Proposal and Research Essay	MH11-2, MH11-6, MH11-7, MH11-8, MH11-9, MH11-10	T3, W4	40%
3	Preliminary Exams – The Romanovs and Cuban Revolution*	Preliminary Examination	MH11-1, MH11-3, MH11-5, MH11-6, MH11-7	T3 W9/W10	30%
Total					100%

## MUSIC

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Musicology and Performance Topic- Music for Small Ensembles	Written Submission, Viva Voce and Performance Presentation	2, 5, 6, 7, 10	T1 W8	30%
2	Composition and Performance Topic - Methods of Music Notation	Composition and Portfolio Presentation and Performance	2, 3, 5, 8, 10, 11	T2 W6	30%
3	Performance & Aural Skills All topics covered in Preliminary Course including own choice topic area	Preliminary Examination (Presentation of 3 Performances & Aural Skills examination)	1, 2, 3, 4, 5, 6, 7, 8, 10, 11	T3 W9/10	40%
Total					100%

## PDHPE

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Better Health for Individuals Fitness Choices	Written Report	4, 5, 6, 10, 15, 16, 17	T1 W7	30%
2	The Body in Motion First Aid	Fitness Program	6, 8, 10, 11, 12	T2 W9	30%
3	All topics	Preliminary Examination	1-12, 15-17	T3 W9/10	40%
Total					100%

## SOFTWARE DESIGN AND DEVELOPMENT (SDD)

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Coding Constructs	Case Study	1.2, 4.1, 6.3	T2 W3	25%
2	Software Development Life Cycle	Project and Report	4.1, 4.2, 4.3, 5.1, 5.2, 6.2, 6.3	T3 W5	40%
3	All Topics	Preliminary Examination	All outcomes	T3 W9/10	35%
Total					100%

## SPORT, LIFESTYLE AND RECREATION (SLR)

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Module 7 – Games and Sport Applications 2	Research and Practical task	1.1, 1.3, 2.1, 3.1, 3.4, 4.1, 4.4	T1 W8	30%
2	Module 15 – Sports Coaching and Training	Coaching task	1.1, 1.3, 2.1, 2.2, 3.1, 3.2, 4.2, 4.5	T2 W8	30%
3	Module 6 – Games and Sport Applications 1	Logbook task	1.1, 1.3, 2.1, 3.1, 3.2, 4.1, 4.4	T3 W6	40%
Total					100%

## VISUAL ARTS

TASK	TOPIC	FORMAT	OUTCOMES	DUE	WEIGHT
1	Practice and The Conceptual Framework	Multimodal Presentation & Body of Artworks # 1	1-10	T2 W3	40%
2	The Frames of Analysis	In-class Essay & Body of Artworks # 2	1-10	T3 W6	40%
3	Critical & Historical Studies	Examination - Response to unseen images and extended response to known artworks.	7-10	T3 W9/10	20%
<b>Total</b>					<b>100%</b>



## Vocational Education Training (VET) Courses

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).*

This Course is available as	2Unit x 2years/240 hours
<p><i>The <b>volume of learning</b> usually includes 240 indicative hours and a minimum of 70 hours of work placement. All activities that the learner is required to be engaged in to complete this course are conducted under supervision.</i></p>	
<p><i>Our RTO is committed to providing high quality training to students. Please discuss course patterns with your school.</i></p>	

<b>Board Developed Course</b>	<b>Category B</b> status for Australian Tertiary Admission Rank (ATAR)
<p>This curriculum framework includes courses which are accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation.</p>	
<p><b>Course description</b> - This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the construction industry. Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment. Qualification pathway information is available from the <a href="#">Australian Apprenticeships Training Information Service</a></p>	

<p><b>Course structure:</b> The following content will be addressed as part of this Qualification. Reduced or modified patterns of delivery may target specific units of competency. <i>Please discuss units of competency with your school.</i></p>	
<b>Compulsory/Core Units – HSC Examinable</b>	<b>Students may study a selection of the following elective units.</b>

CPCCCM1012A	Work effectively and sustainably in the construction industry	CPCCCA2011A	Handle carpentry materials
CPCCCM1013A	Plan and organise work	CPCCCA2002B	Use carpentry tools and equipment
CPCCCM1014A	Conduct workplace communication	CPCCJN2001A	Assemble components
CPCCCM1015A	Carry out measurements and calculations	CPCCJN2002B	Prepare for off-site manufacturing processes
CPCCCM2001A	Read and interpret plans and specifications	CPCCWF2001A	Handle wall and floor tiling materials
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	CPCCWF2002A	Use wall and floor tiling tools and equipment
CPCCWHS1001	Prepare to work safely in the construction industry	CPCCCM2006B	Apply basic levelling procedures
CPCCCM2005B	Use construction tools and equipment	CPCCBL2001A	Handle and prepare bricklaying and blocklaying materials
		CPCCBL2002A	Use bricklaying and blocklaying tools & equipment
		CPCCCO2013A	Carry out concreting to simple forms
		CPCCCA2003A	Erect and dismantle formwork for foots and slabs on ground

<p><b>Course contribution (to be made directly to school):</b> <b>\$80.00</b></p> <p>Course contributions are made to cover the ongoing costs of consumables and materials used as part of this course. <i>If you are unable to make contributions or are experiencing financial difficulty, please contact your school.</i></p> <p><b>Refunds:</b> Students who exit the course before completion may be eligible for a partial refund of fees. The amount of the refund will be prorata, dependent upon the time the student has been enrolled in the course. <i>Please discuss any matters relating to refunds with your school</i></p>	
<p><b>Course specific resources and equipment:</b></p> <p>Due to the specific nature of training and assessment in this industry area, the following specific resources and equipment are required of students undertaking this course.</p> <p><i>Please discuss with your school if you are unable to, or have difficulty meeting these requirements.</i></p> <p><b>**All students, regardless of whether or not they plan to sit the HSC Exam in Year 12, must sit, and make a serious attempt on the Preliminary Yearly Exam and the HSC Trial Exam.</b></p>	<ul style="list-style-type: none"> <li><b>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</b></li> <li><b>Students are required to complete a WH&amp;S White Card Course (not online). Course at GHS in Term 1, 2021. The cost will be approximately \$30. This is a legal requirement for building sites.</b></li> </ul>

**Exclusions:**

VET course exclusions can be checked on the NESA website at [www.boardofstudies.nsw.edu.au/voc\\_ed/exclusions.html](http://www.boardofstudies.nsw.edu.au/voc_ed/exclusions.html).

## **Assessment and course completion**

### **Competency-based assessment**

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

### **Credit Transfer and Recognition of Prior Learning (RPL)**

Our RTO acknowledges the experience and prior learning of our students. Students who are able to 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.

### **Mandatory Work Placement**

Students undertaking this course are required to complete work placement to a minimum hours as specified below. Work placement involves the student completing real work experiences in industry settings. In some courses, in-school events may contribute to mandatory work placement hours. Where this is possible, students will be fully informed upon enrolment.

- 2 Unit x 2 years courses: 70 hours

### **Optional HSC examination**

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility to receive an AQF VET qualification.

### **Specialisation studies**

Students may be offered the opportunity to undertake additional units of competency and credit towards their qualifications via Specialisation Studies. Information will be made available to students where appropriate.

### **N Determinations**

Where a student has not met NSW Education Standards Authority (NESA) course completion criteria, (including meeting work placement requirements), they may receive an 'N' award warning (course not satisfactorily completed). Students issued with an 'N' award warning will be issued with a rectification which must be completed. Students who receive more than 2 N awards may be at risk of not completing NESA requirements and may not be awarded the appropriate units of credit towards their HSC. Any unit of competency achieved will be awarded as part of the VET qualification.

### **Appeals**

Students may lodge appeals against assessment decisions or 'N' determinations through their school.

### **Qualification changes and updates**

Due to the dynamic nature of VET, qualifications may change during the course of study. The RTO will ensure that students are fully informed of these changes and may transition students to the latest qualification during the course. The RTO will ensure that any change will be made with a minimum of disruption.

### **Foundation skills:**

Foundation skills are the underpinning communication skills required for participation in the workplace, the community and in adult education and training. Language, literacy and numeracy, or LLN, is the traditional way of referring to the ability to speak, listen, read and write in English, and to use mathematical concepts.

### **School-based Apprenticeships and Traineeships (SBATs) A**

school-based traineeship is available in this course.

To express an interest or obtain further information go to <http://www.northernnsw.startmytrade.com.au/>

Your school SBAT Coordinator, Careers Advisor, VET Coordinator or VET Teacher is available to discuss apprenticeship and traineeships as part of your HSC.



Preliminary year of study		HSC year of study	
MEM13015	Work safely and effectively in manufacturing and engineering	MEMPE006A	Undertake a basic engineering project
MEM16006	Organise and communicate information	MEMPE001A	Use engineering workshop machines
MEM11011	Undertake manual handling	MEMPE005A	Develop a career plan for the engineering and manufacturing industry
MEM18001	Use hand tools	MEMPE002A	Use Electric welding machines
MEM18002	Use power tools/hand held operations	MEMPE004A	Use fabrication equipment
MEM12024	Perform computations		
MEM16008	Interact with computer technology		
MEM07032	Use workshop machines for basic operations		
<b>Course contribution (to be made directly to school): \$80.00</b> Course contributions are made to cover the ongoing costs of consumables and materials used as part of this course. <i>If you are unable to make contributions or are experiencing financial difficulty, please contact your school.</i> <b>Refunds:</b> Students who exit the course before completion may be eligible for a partial refund of fees. The amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course. <i>Please discuss any matters relating to refunds with your school</i>			
<b>Course specific resources and equipment:</b> Due to the specific nature of training and assessment in this industry area, the following specific resources and equipment are required of students undertaking this course. <i>Please discuss with your school if you are unable to, or have difficulty meeting these requirements.</i>		<ul style="list-style-type: none"><li>• <b>No specific requirements. All safety equipment, tools and apron are supplied.</b></li><li>• <b>Students must present with leather upper shoes to all lessons, preferably work boots.</b></li></ul>	

### 2022 Stage Course Description- Metals & Engineering (Dual Qualification)

Tamworth RTO 90162 manages the requirements of *Standards for RTOs 2015* [Clause 3.3](#) by ensuring students receive their AQF certification documentation upon completion of their training program.

Approved by	Manufacturing and Engineering Training and Assessment Group and RTO management	
Date of approval	28/01/2020	
Delivery Site	Gloucester High School	
Course duration	<input checked="" type="checkbox"/> 2 years (240 hours)	
Date of course commencement	28/01/2022	
Date of course conclusion	25/09/20213	
NESA Course Name i.e. Industry Curriculum Framework.	Manufacturing and Engineering - Introduction	
NESA course number and delivery pattern	59732 2x2yr	
Training Package Code and Title (Release)	MEM Manufacturing and Engineering R2 (MEM10119 Certificate I in Engineering)	MEM05 Metal and Engineering R11.1 (Statement of Attainment toward MEM20413 Certificate II in Engineering Pathways)
Status	<input checked="" type="checkbox"/> Current	<input checked="" type="checkbox"/> Current
Students successfully completing this program will be eligible to receive a MEM10119 Certificate I in Engineering & Statement of Attainment toward MEM20413 Certificate II in Engineering Pathways.		

This Course (26511) is available as	2Unit x 2years/240 hours
<i>The <b>volume of learning</b> usually includes 240 indicative hours and a minimum of 70 hours of work placement. All activities that the learner is required to be engaged in to complete this course are conducted under supervision.</i>	
<i>Our RTO is committed to providing high quality training to students. Please discuss course patterns with your school.</i>	

<b>Board Developed Course</b>	<b>Category B</b> status for Australian Tertiary Admission Rank (ATAR)
This curriculum framework includes courses which are accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation.	
<b>Course description</b> - This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the hospitality & customer service industry. Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment. Qualification pathway information is available from the <a href="#">Australian Apprenticeships Training Information Service</a> :	

<b>Course structure:</b> The following content will be addressed as part of this Qualification. Reduced or modified patterns of delivery may target specific units of competency. <i>Please discuss units of competency with your school.</i>			
Compulsory/Core Units – HSC Examinable		Elective Units	
SITHIND003	Use Hospitality skills effectively	BSBSUS201	Participate in environmentally sustainable work practices
SITXCOM002	Show social and cultural sensitivity	HLTAID003	Provide First Aid
SITXCCS003	Interact with customers	BSBCMM201	Communicate in the workplace
BSBWOR203	Work effectively with others	SITXCOM001	Source and present information
SITXWHS001	Participate in safe work practices	<b>**All students, regardless of whether or not they plan to sit the HSC Exam in Year 12, must sit, and make a serious attempt on the Preliminary Yearly Exam and the HSC Trial Exam.</b>	
SITHIND002	Source and use information on the hospitality industry		
SITXFSA001	Use hygienic practices for food safety		
SITHFAB004	Prepare and serve non-alcoholic beverages		
SITHFAB007	Serve food and beverage		
SITHFAB005	Prepare and serve espresso coffee		
<b>Course contribution (to be made directly to school):        \$120</b> Course contributions are made to cover the ongoing costs of consumables and materials used as part of this course. <i>If you are unable to make contributions or are experiencing financial difficulty, please contact your school.</i> <b>Refunds:</b> Students who exit the course before completion may be eligible for a partial refund of fees. The amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course. <i>Please discuss any matters relating to refunds with your school</i>			
<b>Course specific resources and equipment:</b> Due to the specific nature of training and assessment in this industry area, the following specific resources and equipment are required of students undertaking this course. <i>Please discuss with your school if you are unable to, or have difficulty meeting these requirements.</i>		<ul style="list-style-type: none"><li><b>All Hospitality students are also required to purchase a Food and Beverage Uniform for \$40. Ordering is arranged through the Hospitality Faculty.</b></li><li><b>Students are also required to complete a Barista Competency course instructed by North Coast TAFE for \$125</b></li><li><b>Students must complete a registered 1<sup>st</sup> Aid course as a requirement of the Certificate II SIS20513, instructed by Royal Lifesaving Society for \$65</b></li></ul>	

## **Assessment and course completion**

### **Competency-based assessment**

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

### **Credit Transfer and Recognition of Prior Learning (RPL)**

Our RTO acknowledges the experience and prior learning of our students. Students who are able to 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.

### **Mandatory Work Placement**

Students undertaking this course are required to complete work placement to minimum hours as specified below. Work placement involves the student completing real work experiences in industry settings. In some courses, in-school events may contribute to mandatory work placement hours. Where this is possible, students will be fully informed upon enrolment.

- 2 Unit x 2 years courses: 70 hours **Optional**

### **HSC examination**

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility to receive an AQF VET qualification.

### **Specialisation studies**

Students may be offered the opportunity to undertake additional units of competency and credit towards their qualifications via Specialisation Studies. Information will be made available to students where appropriate.

### **N Determinations**

Where a student has not met NSW Education Standards Authority (NESA) course completion criteria, (including meeting work placement requirements), they may receive an 'N' award warning (course not satisfactorily completed). Students issued with an 'N' award warning will be issued with a rectification which must be completed. Students who receive more than 2 N awards may be at risk of not completing NESA requirements and may not be awarded the appropriate units of credit towards their HSC. Any unit of competency achieved will be awarded as part of the VET qualification.

### **Appeals**

Students may lodge appeals against assessment decisions or 'N' determinations through their school.

### **Qualification changes and updates**

Due to the dynamic nature of VET, qualifications may change during the course of study. The RTO will ensure that students are fully informed of these changes and may transition students to the latest qualification during the course. The RTO will ensure that any change will be made with a minimum of disruption.

### **Foundation skills:**

Foundation skills are the underpinning communication skills required for participation in the workplace, the community and in adult education and training. Language, literacy and numeracy, or LLN, is the traditional way of referring to the ability to speak, listen, read and write in English, and to use mathematical concepts. School-based Apprenticeships and Traineeships (SBATs)

### **School-based Apprenticeships and Traineeships (SBATs) A**

school-based traineeship is available in this course.

To express an interest or obtain further information go to <http://www.northernnsw.startmytrade.com.au/>

Your school SBAT Coordinator, Careers Advisor, VET Coordinator or VET Teacher is available to discuss apprenticeship and traineeships as part of your HSC.

## AHC20116 Certificate II in Agriculture (Release 5) 2022 STAGE 6 COURSE DESCRIPTION – PRIMARY INDUSTRIES

**Tamworth RTO 90162**

This Course is available as	2Unit x 2years/240 hours
The <b>volume of learning</b> usually includes 240 indicative hours and a minimum of 70 hours of work placement. All activities that the learner is required to be engaged in to complete this course are conducted under supervision.	
Our RTO is committed to providing high quality training to students. Please discuss course patterns with your school.	
<b>Board Developed Course</b>	<b>Category B</b> status for Australian Tertiary Admission Rank (ATAR)
This curriculum framework includes courses which are accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation.	
<b>Course description</b> - This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the Agriculture, Horticulture and Primary industries. Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment.	

Code	Unit of Competency	NESA Status	AQF Status
AHCWHS201 - Cluster 1	Participate in WHS processes	Mandatory	Core
AHCWRK209 - Cluster 2	Participate in environmentally sustainable work practices	Mandatory	Core
AHCWRK204 - Cluster 2	Work effectively in the industry	Mandatory	Core
AHCWRK201 - Cluster 3	Observe and report on weather	Mandatory	Elective
AHCCHM201 - Cluster 4	Apply chemicals under supervision	Mandatory	Elective
AHCWRK205 - Cluster 2	Participate in workplace communications	Elective	Elective
AHCPMG201 - Cluster 4	Treat weeds	Elective	Elective
<b>Livestock Health and welfare</b>			
AHCLSK202 - Cluster 5	Care for health and welfare of livestock	Mandatory (stream)	Elective
AHCLSK204 - Cluster 5	Carry out regular livestock observations	Elective	Elective
AHCLSK205 - Cluster 5	Handle livestock using basic techniques	Elective	Elective
AHCLSK206 - Cluster 5	Identify and mark livestock	Elective	Elective
<b>Tractors</b>			
AHCBIO201 - Cluster 7	Inspect and clean machinery for plant, animal and soil material	Elective	Elective
AHCMOM304 - Cluster 7	Operate machinery and equipment	Elective	Elective
AHCMOM202 - Cluster 7	Operate tractors	Elective	Elective
<b>Feed and Water Livestock</b>			
AHCLSK209 - Cluster 8	Monitor water supplies	Elective	Elective
AHCLSK211 - Cluster 8	Provide feed for livestock	Elective	Elective
<b>Fencing</b>			
AHCINF201 - Cluster 9	Carry out basic electric fencing operations	Elective	Elective
AHCINF202 - Cluster 9	Install, maintain and repair farm fencing	Elective	Elective

**Course contribution (to be made directly to school): \$80.00**

Course contributions are made to cover the ongoing costs of consumables and materials used as part of this course. *If you are unable to make contributions or are experiencing financial difficulty, please contact your school.*

**Refunds:** Students who exit the course before completion may be eligible for a partial refund of fees. The amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course. *Please discuss any matters relating to refunds with your school*

**Course specific resources and equipment:**

Due to the specific nature of training and assessment in this industry area, the following specific resources and equipment are required of students undertaking this course.

*Please discuss with your school if you are unable to, or have difficulty meeting these requirements.*

- **No Specific Requirements**

**\*\* 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.**

**Assessment and course completion****Competency-based assessment**

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

**Credit Transfer and Recognition of Prior Learning (RPL)**

Our RTO acknowledges the experience and prior learning of our students. Students who are able to 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. **Mandatory Work Placement**

Students undertaking this course are required to complete work placement to minimum hours as specified below. Work placement involves the student completing real work experiences in industry settings. In some courses, in-school events may contribute to mandatory work placement hours. Where this is possible, students will be fully informed upon enrolment.

- 2 Unit x 2 years courses: 70 hours

**Optional HSC examination**

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility to receive an AQF VET qualification.

**Specialisation studies**

Students may be offered the opportunity to undertake additional units of competency and credit towards their qualifications via Specialisation Studies. Information will be made available to students where appropriate.

**N Determinations**

Where a student has not met NSW Education Standards Authority (NESA) course completion criteria, (including meeting work placement requirements), they may receive an 'N' award warning (course not satisfactorily completed). Students issued with an 'N' award warning will be issued with a rectification which must be completed. Students who receive more than 2 N awards may be at risk of not completing NESA requirements and may not be awarded the appropriate units of credit towards their HSC. Any unit of competency achieved will be awarded as part of the VET qualification. **Appeals**

Students may lodge appeals against assessment decisions or 'N' determinations through their school.

**Qualification changes and updates**

Due to the dynamic nature of VET, qualifications may change during the course of study. The RTO will ensure that students are fully informed of these changes and may transition students to the latest qualification during the course. The RTO will ensure that any change will be made with a minimum of disruption.

**Foundation Skills**

Foundation skills are the underpinning communication skills required for participation in the workplace, the community and in adult education and training. Language, literacy and numeracy, or LLN, is the traditional way of referring to the ability to speak, listen, read and write in English, and to use mathematical concepts.

**School-based Apprenticeships and Traineeships**

**(SBATs)** A school-based traineeship is available in this course.

To express an interest or obtain further information go to <http://www.northernnsw.startmytrade.com.au/>

Your school SBAT Coordinator, Careers Advisor, VET Coordinator or VET Teacher is available to discuss apprenticeship and traineeships as part of your HSC.

## SCHOOL FEES

SENIOR CONTRIBUTION			
<b>Years 11 &amp; 12</b>	Whole year	112 CN	\$60.00
By Four Instalments	Per term		\$15.00
<b>TAFE STUDENTS</b>	Whole year	112 TC	\$40.00
By Four Instalments	Per term		\$10.00
ELECTIVE SUBJECTS - Years 11 & 12			
Agriculture	11/12	112AG	\$50.00
Construction VET	11/12	112BC	\$80.00
Drama	11/12	112DR	\$20.00
Early Childhood	11/12	112EC	\$20.00
Food Technology	12	112FT	\$20.00
Food Technology	11	112FT	\$50.00
Hospitality Food costs per year VET	11/12	112HO	\$120.00
Industrial Technology - Timber	11/12	112TM	\$60.00
Metals & Engineering VET	11/12	112MT	\$80.00
Music	11/12	112MU	\$50.00
Primary Industries	11/12	112PI	\$80.00
Software Design Development	12	112SD	\$30.00
Visual Arts	11	112VA	\$50.00
Visual Arts	12	112VA	\$30.00

## PRELIMINARY 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.**



## PRELIMINARY ASSESSMENT SUMMARY FOR 2022

### **Term 1 2022 - 11 weeks**

Week 1 **NOTE: In 2022 this is an 11-week term**

Week 2

Week 3

Week 4

Week 5

Week 6

Week 7 PDHPE

Week 8 Chemistry, Music, Sport Lifestyle & Recreation

Week 9 Biology, Investigating Science

Week 10 Drama, English Studies, English Standard, English Advanced, Mathematics Advanced

Week 11 Industrial Technology (Timber), Legal Studies, Mathematics Numeracy, Mathematics Standard, Mathematics Extension 1

### **Term 2 2022 -10 weeks**

Week 1

Week 2 Agriculture, English Extension,

Week 3 Software Design & Development, Visual Arts, Modern History

Week 4

Week 5

Week 6 English Studies, Investigating Science, Music, Mathematics Extension 1

Week 7 Drama, Legal Studies, Mathematics Advanced

Week 8 Chemistry, Sport Lifestyle & Recreation

Week 9 Biology, PDHPE

Week 10 Agriculture, English Standard, English Advanced, Industrial Technology (Timber)

### **Term 3 2022 - 10 weeks**

Week 1

Week 2 VET Work Placement, Mathematics Numeracy, Mathematics Standard

Week 3 VET Work Placement

Week 4 English Extension, Modern History

Week 5 English Studies, Software Design & Development

Week 6 Visual Arts, Sport Lifestyle & Recreation

Week 7 **ASSESSMENT FREE**

Week 8 **ASSESSMENT FREE**

Week 9 **PRELIMINARY EXAMINATIONS** – Agriculture, Biology, Chemistry, Construction, Drama, English Studies, English Standard, English Advanced, English Extension, Hospitality, Industrial Technology (Timber), Investigating Science, Legal Studies, Mathematics Numeracy, Mathematics Standard, Mathematics Advanced, Mathematics Extension 1, Metals & Engineering, Modern History, Music, PDHPE, Primary Industries, Visual Arts, Software Design & Development

Week 10 **Note: Exams will extend into this week.**

## 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	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

Venue: .....

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

- ☐ Uphold the appeal  
☐ Dismiss the appeal

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

Deputy Principal: .....

Date: .....

Principal: .....

Date: .....

Year Adviser: .....

Date: .....

## INDEPENDENT EVIDENCE OF MISADVENTURE