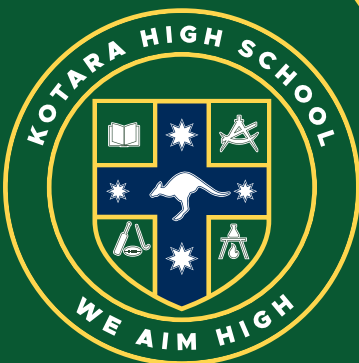


KOTARA HIGH SCHOOL

We Aim High

YEAR 11

Assessment Policy Subject Assessment Schedules



2021

Contents

Section 1	Requirements for the Higher School Certificate and Record of School Achievement	1
Section 2	Year 11 Assessment Information	3
Section 3	Vocational Education & Training (VET) Courses	14
Section 4	Senior School Expectations and Information	18
Section 5	Year 11 Assessment Calendar 2021	24
Section 6	Year 11 Assessment Schedules 2021	26
	▪ Aboriginal Studies	27
	▪ Ancient History	28
	▪ Biology	29
	▪ Business Studies	30
	▪ Chemistry	31
	▪ Community & Family Studies (CAFS)	32
	▪ Drama	33
	▪ Engineering Studies	34
	▪ English Advanced	35
	▪ English Extension	36
	▪ English Standard	37
	▪ English Studies	38
	▪ Food Technology	39
	▪ Geography	40
	▪ Industrial Technology – Timber products and furniture technologies	41
	▪ Investigating Science	42
	▪ Japanese Beginners	43
	▪ Japanese Continuers	44
	▪ Legal Studies	45
	▪ Mathematics Advanced	46
	▪ Mathematics Extension 1	47
	▪ Mathematics Standard	48
	▪ Modern History	49
	▪ Music 1	50
	▪ Personal Development, Health and Physical Education (PDHPE)	51
	▪ Photography, Video and Digital Media (PVDI)	52
	▪ Physics	53
	▪ Sport, Lifestyle & Recreation (SLR)	54
	▪ Society and Culture	55
	▪ Visual Arts	56
	▪ Visual Design	57
	▪ VET Construction	58
	▪ VET Food and Beverage	61
	▪ VET Retail	63

Section 1: Requirements for the Higher School Certificate and Record of School Achievement

The Year 11 Preliminary Course and associated assessments commence in Term 1 (2021) and concludes at the end of Term 3 (2021). Students must read this document carefully and be aware of the timing and nature of all assessment tasks.

Students are advised to print off all relevant assessment schedules and/or save them into a folder for future reference. Students should then use the individual assessment planner within this document and develop a study timetable to help organise and manage time to enable the completion of tasks on time and to their best ability.

Student Responsibilities

Students have the following responsibilities:

- To become familiar with, and follow, the KHS HSC Assessment Policy and the NSW Education Standards Authority (NESA) Rules and Procedures for Higher School Certificate Candidates booklet
- To register with Schools Online and ensure their personal details are correctly recorded with NESA
- To attend all scheduled lessons, unless there is a valid reason they can't
- To complete and submit all set tasks on the due date
- To follow up any concerns with tasks at the time they are marked and returned
- To not engage in any behaviour which could be considered malpractice or cheating
- To ensure that all assessment work is their own, or acknowledge the contribution of others.

HSC Eligibility

To be eligible for the award of the Higher School Certificate students must have:

- Satisfactorily completed Years 9 and 10 or gain other qualifications that satisfy NESA
- Attended a government school, an accredited non-government school, a school outside NSW recognised by NESA, or a college or TAFE
- Complete HSC: All My Own Work (or its equivalent) before you submit any work for Preliminary or HSC courses, unless you are only entered for Year 11 and Year 12 Life Skill courses
- Satisfactorily completed courses in the patterns of the study detailed below
- Sit for and make a serious attempt at the required HSC exams.

Pattern of Study

Students must satisfactorily complete:

- A preliminary pattern that includes at least 12 units
- A HSC pattern of study that includes at least 10 units

Both patterns of study must include at least:

- 6 units of Board Developed Courses
- 2 units of a Board Developed Course in English
- 3 courses of 2 or more units (either Board Developed or Board Endorsed Courses)
- 4 subjects.

Some courses have certain rules and prerequisites. For example, you can include English Studies in your 6 units of Board Developed Courses, but you can only count in the units that UAC uses to calculate an ATAR if you do the optional exam. If you do the optional exam in TWO Vocational Education and Training (VET) Course, only the units for ONE VET Courses can be used to calculate the ATAR.

There are also specific eligibility rules for some Languages courses, such as Beginners and Languages (e.g. Chinese) in Context, to ensure your course is at the appropriate level for your experience.

Confirmation of Entry

All students are required to confirm their pattern of study and sign the NESA Confirmation of Entry form.

Satisfactory Completion of a Course

The following course completion criteria refer to both Preliminary and HSC courses:

Course Completion Criteria

A student will be considered to have satisfactorily completed a course if, in the principal's view, there is sufficient evidence that the student has:

- (a) **Followed** the course developed or endorsed by NESA;
- (b) **Applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- (c) **Achieved** some or all of the course outcomes.

Students must make a genuine attempt at tasks that total more than 50% of the available school assessment marks for that course. The completion of tasks worth exactly 50% is not sufficient. While a task submitted after the due date may not receive its full marks, the student may be required to submit the task in order to avoid falling below the level required by this regulation.

Students undertaking VET courses may be deemed to have either completed, or not completed, requirements. The course completion criteria listed above form the basis for this decision. If a student fails to undertake any mandatory work placement component, it may be determined that the student has not made a genuine attempt to complete the course requirements and a non-completion determination may be made.

At Kotara High School the attendance pattern required is a minimum of 85%. Any attendance which falls below 85% may jeopardise course completion.

Section 2: Year 11 Assessment Information

For most Board Developed Courses, school-based assessment throughout the HSC course contributes to 50% of a student's HSC mark, and is reported on their Record of School Achievement.

Assessment tasks are designed to measure knowledge, skills, and understanding in relation to a wide range of outcomes. Tasks may include exams, written assessments, practical activities, fieldwork and projects.

This policy includes the assessment schedules of all Year 11 courses delivered at Kotara High School. There will be a maximum of **THREE** tasks in all courses.

Assessment Task Information

Students must be informed in writing of:

- the assessment components of the course;
- the outcomes being assessed in each task;
- the date due at least two weeks prior to the task being due;
- the task and what is required; and
- the assessment criteria for marking that will be used in each task.

Students must receive adequate feedback in relation to the task and their performance. An academic report will be given TWICE a year in a half yearly and end of course format.

Submission of Assessment Tasks

Tasks completed at home must be submitted directly to the teacher before 9am on the due date either electronically or in hard copy. In the event of the teacher being unavailable, assessment tasks must be submitted to the Head Teacher or Deputy Principal before 9am on the due date.

In the case of all written assessment tasks completed at home, students are required to keep a good copy of the submitted task. A digital back-up copy or a photocopy is acceptable. The copy must be produced on request and it will provide a student with security against loss of or damage to the submitted copy. Loss of a task, either electronic or physical, will not generally be accepted as a valid reason for late submission.

Electronic Submission of Assessment Tasks

Students are not to assume that they may submit assessment tasks by email or by other digital media. However, on some occasions, the Head Teacher may allow students to submit electronically. Head Teachers may also require students to hand in a printed copy of the task. Any such instructions will be made clear on the assessment task notification.

When electronic submission does occur, the following rules will apply:

1. The school will not be responsible for unreadable, unusable or virus infected files or media.
2. The school will only accept assessment tasks which are written in applications to which school staff have ready access, and in a format which can be read by most school computers.
3. The assessment task should be readily identifiable.
4. An assessment task is not considered submitted if conditions (1), (2) and (3) are not satisfied.
5. The school will not be responsible for not receiving emails. If submitting work by email, students must request that the teacher let them know that he/she has received their work. Teachers will acknowledge receipt as soon as possible. Only receipts generated by the school's email system will be considered valid. If a student does not receive a receipt within a reasonable time, it will mean that the teacher did not receive the work.

Non-Completion of Assessment Tasks – Failure to Submit, Undertake or Make a Serious Attempt at an Assessment Task

Work for assessment must be submitted on time. If a student fails to do an assessment task, or to submit an assessment task on time without a valid reason, a zero mark must be recorded for that task. The Head Teacher will contact the student's parents/guardians informing them (by phone or letter) of the penalty involved. An 'N' Award Warning will be sent home and parents/guardians will be asked to indicate that they have received this letter by returning the tear-off slip.

The student is still required to complete the task to meet course requirements. No mark will be awarded for the late task. If a student's attempt at a particular task scores zero then it is a matter for the teacher's professional judgment whether the attempt is a genuine one. The school may, where appropriate, substitute a task or in extreme circumstances estimate a student's marks based on other evidence.

If it appears that a student is at risk of not meeting assessment requirements in a course, an 'N' Determination warning must be given in writing in time for the problem to be rectified, and alert the student to the consequences of an 'N' Determination.

Work placement, excursions, extra-curricular activities are not a reason for non-completion of an assessment task. In practical subjects, Non-Completion of Major Works at progress checks will be considered by the teacher and Head Teacher, as non-completion of requirements and NESA policies followed. This may result in an 'N' Determination in the course.

Request for extension of a due date

If a student requires additional time to complete a task, negotiation before the due date must be made with the teacher or the Head Teacher. Students must apply in writing using the "*Illness/Misadventure*" form. This form is used when a student has a **satisfactory** reason to request an extension of time for an assessment task and it must be signed by a parent or guardian. The subject Head Teacher and Deputy Principal will decide if the reason stated is satisfactory.

The Head Teacher may consider a student's circumstances prior to an assessment task and a negotiated arrangement may be made. A student should not assume that an extension will be given to complete an assessment task.

Absence from an Assessment Task or Examination and Other Cases of Misadventure

Students must make every effort possible to be present at an assessment task or examination.

Absence due to illness and/or COVID-19 test

If students are absent on the day of an assessment task or examination, they must ring and notify the school of the absence before 9.00a.m.

All students must adhere and follow the NSW Health and DoE NSW guidelines relating to COVID-19. Students are not to attend school for assessments and/or exams if they have flu-like symptoms (fever, sore/scratchy throat, shortness of breath, loss of taste or sense of smell), been tested for COVID-19 and have not received their result, been directed by NSW Health to self-isolate and/or they have tested positive for COVID-19.

Students must bring a valid doctor's certificate the day **immediately on return to verify absence due to illness and/or confirmation of a negative COVID19 test**. Certificates must **not** be back-dated and **must be handed in on the day of return** to the relevant Head Teacher. The certificate must clearly state the condition that made it impossible for the student to present for the assessment task or examination. Failure to provide a valid reason for the absence will result in a 'zero' mark being issued.

Other cases of misadventure

There may be some other unavoidable personal circumstances making it impossible for a student to attend. Such circumstances do not include family holidays (whenever booked) or social engagements.

A letter from a parent/guardian must be handed in to the relevant Head Teacher, indicating in sufficient detail the nature of the difficulty and the reason why a student was not able to attend an examination or complete a task. The Head Teacher and Deputy Principal will decide whether or not the student may do a similar task or instead be given an estimated mark. An estimated mark is based on information that the teacher has collected about that student's learning.

A misadventure application form must be completed, signed by the parent/guardian and handed in to the Head Teacher. These documents should be submitted to the Head Teacher **on the day of return to school**, or earlier in the case of a prolonged absence.

Other circumstances relating to illness or misadventure

When students present for an examination or assessment task while ill, or fall ill during the course of the examination or assessment task, they may make a claim for misadventure. As per NSW Health and DoE NSW advice relating to COVID-19, students will be sent home if they present to an exam or in class assessment task unwell. Students must obtain a doctor's certificate covering the day of the assessment and provide confirmation of a negative COVID-19 test result before they return to school. This should be submitted to the Front Office and Head Teacher on the day of return to school.

If a student attends an assessment task or examination while ill or subject to the effects of other misadventure and the Deputy Principal supports their appeal, the following procedure will be followed:

1. The paper will be marked along with all the others.
2. The Head Teacher will then examine the marks awarded compared to the student's other assessment marks and other evidence of the student's level of achievement.
3. If the new mark achieved is the same or better than expectations based on the other evidence, no action will be taken.
4. If the new mark is significantly below expectations, it will be set aside and an estimated mark will be given instead.

In cases where an estimate is awarded, the Deputy Principal in consultation with the Head Teacher and classroom teacher, will exercise his or her professional judgment, using all available evidence of achievement, to provide for the most accurate estimate possible.

Illness or misadventure BEFORE an assessment task or examination will not generally be grounds for a misadventure claim. Students are expected to prepare over time and not to depend on last minute preparation. However, if symptoms or effects of prior illness or misadventure are still in evidence on the day of the assessment task or examination, they may be accepted as grounds for a misadventure appeal.

Late attendance for an assessment task or examination

Students who arrive late for an assessment task due to circumstances beyond their control should report to their classroom teacher or the Head Teacher concerned. The Deputy Principal and Head Teacher will determine an appropriate course of action.

Alleged Malpractice in Assessment Tasks or Examinations

Behaving dishonestly to gain unfair advantage in assessments is malpractice or cheating. Any form of malpractice including plagiarism, is unacceptable and both the school and NESA treat all allegations seriously. Detected malpractice will limit your marks and jeopardise your HSC.

Malpractice includes:

- Copying part or all of someone else's work and presenting it as your own
- Using material directly from books, journals, any form of media, or the internet without giving its source
- Building on someone else's ideas without giving their source
- Buying, stealing or borrowing someone else's work and presenting it as your own
- Submitting work that someone else, like a parent, tutor, or subject expert, substantially contributed to
- Using someone else's words, ideas, designs or works in projects and performance tasks without giving their source
- Paying someone to write or prepare material
- Breaching school exam rules
- Cheating in a HSC exam
- Using non-approved aids in an assessment task
- Giving false reasons for not handing in work by the due date
- Helping another student to engage in malpractice

Allegations of plagiarism or other forms of malpractice will be reported to the Deputy Principal and Principal who will investigate the matter and, if proven, a zero will be awarded for the section that has been plagiarized.

In the case of cheating or using an electronic device, the whole examination will be cancelled and parents notified.

The school attempts to assist students to avoid malpractice by:

- (i) Ensuring all students have completed NESA "All My Own Work" Program to be eligible for the HSC;
- (ii) Teachers constantly reminding students of good and ethical practice;
- (iii) Signs are displayed in appropriate areas, including the Library, explaining aspects of good practice.

It is a requirement of NESA that any acts of malpractice be reported in a Malpractice Register on the NESA website.

Kotara High School 'N' Award Procedures

To be eligible for the award of the Higher School Certificate, Principals must certify that students have met the eligibility and pattern of study requirements as detailed by NESA. Warning letters must be issued in time for students to redeem their assessment tasks. The letters must contain the correct information regarding NESA policy on satisfactory completion of course requirements. If course requirements aren't completed satisfactorily, the following will occur:

Stage One – Warning No. 1

1. Classroom teacher sends an "N" Award warning letter home because of non-completion of an assessment task, non-completion of coursework due to poor attendance or poor attitude in class thus leading to non-completion of course requirements or non-completion of work placement (VET subjects only),
2. A new due date for the task is recorded on the letter.
3. Letter is signed by teacher, Head Teacher, Deputy Principal and/or Principal then posted home.
4. Tear off slip is returned to Head Teacher or Classroom Teacher.
5. Task is redeemed but a 'zero' mark recorded.
6. This is recorded on *Sentral*.

Stage Two – Warning No. 2

1. Classroom teacher sends a second warning letter home (if another task is not completed) or if initial task has not been completed by the new due date.
2. Letter is signed by teacher, Head Teacher, Deputy Principal and/or Principal and posted home to parents.
3. Parent and student are interviewed by Head Teacher and Deputy Principal.
4. This is recorded on *Sentral*.

Stage Three – Warning No. 3- Non completion of more than 50% of course

1. If the student has not redeemed the assessment tasks, completed course requirement, or completed 50% of course assessment task parents will be invited for an interview by the Deputy Principal and informed that their child will not meet requirements in that subject for the HSC if he/she doesn't complete the required work by the allocated time on the letter.
2. This is recorded on *Sentral*.

Stage Four

1. If the student hasn't completed the work required by the due date on Warning Letter No. 3, then a parent meeting is organised with the Principal and Deputy Principal informing the parents and the student that they will be 'N' Determined as they have not qualified to complete the course.
2. Parents will have the option to appeal this process to the school Principal and if the Principal declines, then parents may wish to appeal to NESA (see pages 21-22).

Special Provisions

A student may be granted special provisions if they have:

- Visual or auditory difficulties;
- Learning difficulties;
- Fine motor difficulties;
- Illnesses such as diabetes;
- Ongoing injuries that will impact on your ability to complete an assessment task;
- Psychological difficulties.

(Parents/guardians are responsible for providing all documentation to support a special provisions application or consideration).

Successful applicants will be granted provisions that are appropriate as determined by NESA or the school. These may include such things as provision of a writer or reader, separate supervision, extra time, rest breaks, permission to use a computer for writing (in exceptional circumstances), large print examination papers or examinations printed on coloured paper.

In circumstances where a student has a temporary condition, such as an injury, which may affect school assessments or examinations but is not relevant for consideration by NESA, then the student may apply to the Deputy Principal for the temporary approval for appropriate disability provisions. Medical or other appropriate evidence will be required.

Administration of Special Provisions in the School

Some special provisions, such as the provision of a writer and/or reader, require resources which may, at times, be difficult for the school to provide. Students in senior years will have a reader/writer from Year 10 or Year 11.

1. For extra time for assessment tasks (such as in-class tests), a student should notify their teacher as soon as they receive their assessment notification. It will be the responsibility of the teacher to liaise with the Head Teacher to accommodate extra time. Separate supervision will not be provided.
2. Once NESA approves special provisions, arrangements are made with NESA and the parents/guardians and student(s) will be notified.

Higher School Certificate Appeal Process

Students may appeal to NESA if there are circumstances beyond their control that may have affected their performance at an examination or in preparation for an examination or a Major Work.

Illness/Misadventure Appeals Policy

Students may lodge an illness/misadventure application if they believe that circumstances occurring immediately before or during a Higher School Certificate examination, and which were beyond their control, diminished their examination performance.

The illness/misadventure application provisions are open only to those Higher School Certificate students who have had an assessment mark or VET estimate submitted for the course in question.

In the case of Higher School Certificate illness/misadventure applications, if the application is upheld, the student will be awarded either their examination mark or a mark derived from their assessment mark and unaffected examination components, whichever is the higher.

The right to submit an illness/misadventure application and the responsibility for doing so rests with the student, except where it is impossible for the student to do so, such as in cases of severe illness.

Lodging the Appeal

All illness/misadventure appeals relating to written examinations are to be lodged before the date shown in the timetable. Those relating to oral or practical examinations must be submitted within one week of that examination or submission date.

Appeals submitted after the closing date will only be considered in exceptional cases. Appeals initiated after the examination results are issued will not be considered in any circumstances.

Appeal forms will be sent to Principals and presiding officers and supervising teachers/examiners at examination centres before examinations commence. Full details of submission procedures are given on the form. Principals should provide the appeal forms to students on request and should make every attempt to explain the procedures. Principals should not dissuade students from lodging appeals.

NESA recommends that, where at all possible, students should attend examination sessions. NESA does not, however, expect students to attend an examination against specific documented medical advice. Where students are in doubt they are advised to contact the principal.

Grounds for Appeal

As the assessment and examination marks are intended to be a measure of a student's actual examination performance, applications must relate to illness or misadventure suffered immediately before or during the examination(s) that has affected the student's examination performance.

Applications may be in respect of:

- a) illness or injury – that is, illness or physical injuries suffered directly by the student which allegedly affected the student's performance in the examination(s) (eg influenza, an asthma attack, a cut hand);
- b) misadventure – that is, any other event beyond the student's control which allegedly affected the student's performance in the examination(s) (eg death of a friend or family member, involvement in a traffic accident, isolation caused by a flood)

The provisions of the appeals process do not cover:

- attendance at a sporting or cultural event, or family holiday
- alleged inadequacies of teaching or long-term matters relating to loss of preparation time, loss of study time or facilities. (There may be cases involving the interruption to the completion of an HSC submitted work or loss of materials prepared by the student which the NSW Education Standards Authority (NESA) will consider, eg major works stolen or destroyed by vandals.)
- disabilities for which NESA has already granted disability provisions, unless an unforeseen episode occurs during the examination (eg a hypoglycaemic event suffered by a diabetic student or a student who has been isolated but is still ill) or further difficulties occur, the authenticity of which is supported by the presiding officer.
- long-term illness such as glandular fever, asthma, epilepsy – unless the student suffered a ‘flare-up’ of the condition immediately before or during the examination(s)
- matters avoidable by the student (e.g. misreading of timetable; misinterpretation of examination paper).

Supporting Evidence

In all cases NESA requires evidence that clearly identifies the disadvantage experienced during the time the student was attempting to complete the assessment task or examination. Supporting evidence from any source is acceptable but a student’s application must include:

- a) a statement from the student explaining how they were affected during the examination session;
- b) a specific medical certificate with details of the date of onset of the illness, plus any additional dates of consultation, together with a statement about how the student’s performance in the examination may have been affected. In cases of misadventure, evidence from other sources (eg police statements and/or statutory declarations explaining how the student’s performance in the examination may have been affected) should be provided with the date and time of the occurrence and subsequent events;
- c) a presiding officer’s report that outlines any observable signs noticed by the supervisor during the examination;
- d) a statement from the student’s school principal. This should contain reference to the student’s preparation for the examination and any other information deemed relevant to the genuineness of the application. Such a statement is of particular importance in cases where the student was absent from the examination.

Group Appeals

When the entire course candidature of a Higher School Certificate examination, or a significant proportion of it, is affected by illness or misadventure, principals need to submit a Whole Group Application form.

Principals should complete the appropriate section of the Whole Group Application form, or attach a report detailing the incident and its effect on the performance of those students involved. If the illness or misadventure was in a particular examination venue, the application should note students who were accommodated elsewhere or who had left the examination prior to the incident. Where students from another school are sitting examinations at the school submitting the application, that should be noted on the appeal and the principal of the home school notified. Specific students who the principal considers to have been particularly disadvantaged should be identified. These students should be encouraged to submit an individual Illness/Misadventure Application form.

In instances where a small proportion of the course candidature is submitting applications on the basis of a common misadventure (for example, a Drama performance group or students travelling together involved in a car accident), each student involved is to submit an individual Illness/Misadventure Application form. Each form should be cross-referenced and include a list of all other students involved in the incident.

Non-completion of Course Requirements – ‘N’ Determination Appeals Policy

Introduction

Students may appeal against decisions concerning aspects of the award of the Higher School Certificate and Record of Achievement on the following bases:

- (a) Student appeals against ‘N’ Determinations;
- (b) Student appeals against assessment rankings in HSC courses.

Principal’s Delegation

NESA has delegated to Principals the authority to determine if students seeking the award of the Higher School Certificate at their school have satisfactorily completed each Board Developed and/or Board Endorsed Course in which they are enrolled in accordance with the requirements issued by NESA.

Principals therefore will determine if there is sufficient evidence that each student has applied himself/herself with diligence and sustained effort to the set tasks and experiences provided in the course by the school.

Any course for which the Principal makes an ‘N’ Determination will not appear on any NESA credential. Students who receive an ‘N’ Determination in any Preliminary course may be permitted to proceed to the HSC course provisionally while concurrently satisfying any outstanding Preliminary course requirements.

Students who receive an ‘N’ Determination in any HSC course will have neither a moderated assessment mark nor an examination mark awarded for that course in that year. In addition to any other set tasks and experiences in any HSC course, students must complete HSC assessment tasks that contribute in excess of 50 per cent of available marks.

Warnings

If at any time it appears that a student is at risk of receiving an ‘N’ Determination in any course for any reason, the Principal must advise the student of the possible consequences of an ‘N’ Determination in a course on Higher School Certificate eligibility. The Principal must:

- (a) advise the student in writing in time for the problem to be corrected;
- (b) advise the parent or guardian in writing (if the student is under 18 years of age);
- (c) request from the student/parent a written acknowledgement of the warning;
- (d) issue at least one follow-up warning letter; and
- (e) retain copies of the warning notice(s) and other relevant documentation.

Principal’s Determination

This is the decision made by the principal at the end of the course, under delegated authority from NESA that a student has not satisfactorily completed a course.

Students who have not complied with the course completion criteria and who have received at least two written warnings can be regarded as not having satisfactorily completed the course at the time of finalising grades. The principal may then apply the ‘N’ determination.

Completion of Appeal Forms

A Principal's Determination form should be completed and a copy given, together with the Student Appeal form, to any student issued with an 'N' determination in any course, or sent to the student's home address. Principals must also advise the student's parents or guardians (if the student is under 18 years of age) in writing of their right to appeal against the principal's determination.

If a student does not wish to appeal to the NSW Education Standards Authority (NESA), the completed Principal's Determination form should be retained at the school.

School procedures if student appeal is successful at school level

If a student appeals to the school and the student's appeal is successful at the school level, both the Principal's Determination form and the Student Appeal form should be retained at the school. NESA must be advised so that the 'N' determination can be removed and the grade/assessment mark reinstated.

School procedures if student appeal is unsuccessful at school level

If the student's appeal is unsuccessful at the school level, all documentation should be retained at the school unless the student wishes to appeal to NESA.

NESA will review appeals only on the information submitted with the Principal's Determination form, the Student Appeal form and the School Review – Principal's Report form. Copies of all the warning letters that were sent and any other relevant information must be included.

The appropriate forms relating to 'N' determinations must be submitted to NESA by the dates specified by NESA.

Student Appeals against assessment rankings in HSC courses – school review of assessments

Details of review procedures are the responsibility of individual schools. NESA recommended procedures to be employed within schools are outlined below.

As the final school assessment marks are not available to students, any assessment review will be based on the rank order placement as indicated on the Assessment Rank Order Notices and feedback on their performance during the course. Students who consider that their placement in the rank order for any course is not correct on the basis of feedback on their performance during the course may seek a school review.

Students are not entitled to seek a review of teachers' judgements of the worth of individual performance in assessment tasks. The marks or grades awarded for individual tasks will not be subject to review as part of this process. Any disputes over an individual task must be resolved at the time the task is returned to the student.

In conducting an assessment review it is necessary for the school to ascertain whether:

- a. the weightings specified by the school in its assessment program conform with NESA requirements as detailed in the syllabus packages
- b. the procedures used by the school for determining the final assessment mark conform with its stated assessment program – in particular, the weightings used for the various assessment tasks should be consistent with those specified in the assessment program
- c. there are no computational or other clerical errors in the determination of the assessment mark.

Provided the school is satisfied that these conditions have been met, no change to the assessment will be made.

The school must inform the student of the outcome of the school review of their assessment and advise them of the provision for subsequent appeal to NESA. The advice on this appeal to NESA should include information about grounds for appeal.

Student Appeals against assessment rankings in HSC courses – appeals to NESA

Where possible, all reviews will be resolved within the school. However, provision has been made for subsequent appeals to NESA. There is no provision for appeal against the marks awarded for individual assessment tasks.

NESA will consider only whether:

- a. the school review process was adequate for determining whether:
 - i. the weightings specified by the school in its assessment program conform with NESA requirements as detailed in the syllabus packages
 - ii. the procedures used by the school for determining the final assessment mark conform with its stated assessment program – in particular, the weightings used for the various assessment tasks should be consistent with those specified in the assessment program
 - iii. there are no computational or other clerical errors in the determination of the assessment mark.
- b. the conduct of the review was proper in all respects.

Since the appeal is directed to the assessment process, NESA will not itself revise assessment marks or the order of merit.

If the appeal is upheld, NESA will refer the matter back to the school for a further review. The results of that review may affect the assessment of the student making the appeal and/or the assessments of other students. This may then be reflected in the moderated assessment marks for all students so affected.

NESA will not consider further appeals from other students whose assessments or ranking may be affected by reviews or appeals. The reason is that, although initiated by individual students, the reviews and appeals relate to the assessment process and are designed to correct any errors affecting the assessments for the entire school group.

Submission to NESA

Appeals to NESA should be submitted by the date shown in the Higher School Certificate Events Timetable. These appeals should be submitted through the school on the appropriate form with their review return.

Appeals submitted after the release of results will not be considered by NESA unless there are exceptional circumstances.



Kotara High School Illness/Misadventure Form

Student Section

Student Name: _____ Year: _____ Subject: _____

Task: _____ Date of Task: _____

Reason: (attach any documentary evidence to support your request)

I hereby request (a) extension of time (b) estimate (circle)

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Classroom Teacher Section

I have noted the above request and recommend the following action:

Teacher signature: _____ Date: _____

Head Teacher Section

I have noted the above request and recommend the following action:

Head Teacher signature: _____ Date: _____

Deputy Principal/Principal Section

Based on the above recommendations I have granted the student:

- ☐ Estimate based on all other assessment tasks.
- ☐ Extension of time granted until _____
- ☐ Zero mark to be given.
- ☐ Show as non-attempt. 'N' Award Warning to be issued
- ☐ Other

Deputy Principal/Principal signature: _____ Date: _____

Section 3: Vocational Education & Training (VET) Courses

Definition of a VET course

A course is regarded as a VET course when it meets all of the following criteria:

- It is designed to meet industry training needs.
- It has industry support in course design and delivery.
- It is based on national training packages where available.
- It is derived from national industry standards where available.
- It is written and assessed in competency-based terms.
- It provides a clearly defined pathway through recognition by TAFE and/or industry.
- It is credentialed by BOSTES and is nationally recognised through the Australian Qualifications Framework.

Vocational Education Courses Available at Kotara High School

These courses include:

- Construction
- Hospitality
- Retail Services

Students will be informed of the following aspects of the course by their teacher in class:

- Course requirements
- Work placement information
- Assessment procedures (not all subjects are included in this booklet)

Completion of Course Requirements in a VET Course

As with all other HSC courses, students undertaking VET courses may be deemed to have either completed or not completed course requirements. If at any stage a student appears to be at risk of receiving an 'N' Determination in a VET course, the Principal should follow the same procedure as for any other HSC course.

VET Assessment

Competency Assessment

VET courses are competency-based. This requires students to develop the competencies, skills and knowledge described by each unit of competency. A student must demonstrate to a qualified assessor they can effectively carry out the various tasks and combination of tasks listed to the standard required in the appropriate industry to be assessed as competent.

There is no mark awarded in competency based assessment. Students are assessed as either **competent** or **not yet competent**. Students will be progressively assessed as either competent or not yet competent in individual units of competency. When a student achieves a unit of competency it is signed off by the assessor.

Competency based assessment determines the vocational qualifications that a student will receive.

External Assessment – HSC Examination

This is an optional examination and can be used for **inclusion in the ATAR** as a 'Category B' subject. This examination is independent of the competency based assessment undertaken during the course and has no impact on the eligibility of the student to receive AQF qualifications. Check with your VET teacher for more information.

The estimated mark for NESA will be based on the student's result in the Trial HSC Examination. This mark is required by NESA as an estimate for the HSC Examination and may be used if an accident or misadventure occurs.

Credentialing Courses in the VET Curriculum Frameworks

If the student elects to sit for the examination, the 240-hour courses in the VET Curriculum Frameworks are reported on the Record of Achievement with an examination mark. If the student elects not to sit for the examination, these courses are reported without a mark. For all courses within the VET Curriculum Frameworks reference is made to other documentation. Schools are required to enter either an 'S' (Satisfactory) or an 'N' (Non-completion of course requirement) on the HSC Student Result Sheet using NESA course completion criteria as the basis for this decision. Schools are also required to inform NESA of units of competency achieved.

Credentialing TAFE Delivered VET Content Endorsed Courses

TAFE delivered VET courses will be reported on the Higher School Certificate, Record of Achievement without a mark. Instead, reference will be made to separate documentation. Providers of these courses are required to enter either an 'S' (Satisfactory) or an 'N' (Non-completion of course requirement) on the HSC Student Result Sheet.

The Record of Achievement will report only the primary descriptor of the TAFE delivered VET course title. Students receive additional documentation from TAFE which provides more detailed information regarding the TAFE subjects studied and results obtained.

Work Placement

It is very important to consider the following information taken from the *ACE Manual* in relation to Work Placement, as part of the NESA mandatory course requirements. It should be noted that if a student fails to undertake any **mandatory work placement** component, it may be determined that the student has not made a genuine attempt to complete course requirements. In this case, the Principal can indicate that the course has not been satisfactorily completed and the student may be eligible for an 'N' Determination. For the award of a Preliminary HSC Certificate, the successful completion of 35 hours work placement is required by NESA. For each 120 hours of course, 35 hours of work placement must be satisfactorily completed, that is, 240-hour course = 70 hours work placement.

For students enrolled in a 240-hour course who intend to withdraw from the course at the end of the Year 11 Preliminary course – they must have satisfactorily completed their work placement. This is a requirement of NESA. For most students, this will not be a problem as they may be able to complete their work placement at any time during the school year prior to the HSC Examinations.

Work placement opportunities will be offered to all students by the school. **It is the student's responsibility** to be ready to attend placement offered and refusal to complete placement may result in an 'N' Award. Students may negotiate to organise a suitable work placement and it must be approved by the school prior to commencement.

Recognition of Students' Employment for Work Placement Purposes in a VET Course

Students' outside employment (that is, not under the auspices of the school) may be recognised towards the requirement for work placement in a VET course either -

1. under NESA Policy on the Recognition of Prior Learning (RPL) for the Higher School Certificate, through which students may be granted advanced standing within a VET course following assessment by a qualified assessor, or
2. if undertaken concurrently with the VET course, the employment must meet the following conditions:
 - The minimum length of employment should be greater than the minimum hours of work placement;
 - The student should undertake the employment during the duration of course;
 - The workplace supervisor/employer should provide evidence of the range of syllabus learning outcomes and a diversity of experiences in the workplace that have been addressed during the student's employment;
 - The primary purpose of the employment function is related to the industry area of the course;
 - The enterprise providing the employment operates for commercial purposes and under commercial constraints or, in the case of other organisations such as welfare groups and government agencies, the work of the organisation accurately reflects the character and purpose of the industry.
 - Where a student is seeking to use existing employment for work placement purposes, teachers may consider the benefits of exposing the student to different workplace settings.
 - Student achievement of competency should continue to be assessed by a qualified assessor. The partnership arrangement existing between schools and employers in delivering VET courses should be the same for students' employment as for students' work placements.
 - Where a student's existing employment is being recognised for work placement purposes, the student will be regarded as an employee of the enterprise for insurance purposes. Any arrangements made by schools and systems to protect the interests of employers providing work placements will not apply when students are working as employees.
 - Under NESA guidelines, Registered Training Organisations (other than schools) may organise work placements but this must be done in conjunction with the participating schools. The responsibility for approving concurrent employment for work placement purposes remains with the school.

Recognition of Prior Learning (RPL) for VET Courses

Recognition of Prior Learning (RPL) can be claimed prior to the beginning of and during the course. This may be of value to students who enrol from another school or may have learned skills outside of school. Students who enrol from another school will be asked to provide evidence of their competencies and work placement and any other relevant documentation. Discussion regarding RPL with course teacher and VET Coordinator is required and may be applied for at Kotara High School.

Students Transferring into VET Courses (Regarding Recognition of Prior Learning)

If a student wishes to enter a VET course at any stage after the course has commenced, he/she may be assessed by a qualified assessor using the following procedures:

1. An RPL process which includes appropriate assessment methods. This requirement may be waived if the student provides satisfactory documentation attesting to completion of identical units of competency. (Records from other school/training organisation and validated assessment tasks may be used as evidence.)

2. In assessing achievement of particular competencies, the assessor will need to make a judgment using performance criteria included in the training package (or assessment criteria in a non-framework course).
3. Advanced standing for a unit of competency should only be granted where the student is able to demonstrate that all elements of competency have been achieved. The student would then be exempted from undertaking the unit of competency.
4. If the student is not eligible for advanced standing, the school may provide additional tuition for the student.

Students Undertaking Multiple VET Courses

Students who undertake more than one VET course will be able to claim common units of competency in each course for credentialing of Statements of Attainment or Statements of Achievement from NESA. However, they will be able to claim the “hours” credit for a unit of competency in *one* VET course *only*. This may impact on elective units to be studied by some students. Discussion with your class teacher will help clarify this situation.

VET Appeal Process

Students who wish to appeal against an assessment determination should consult their VET teacher for the relevant paperwork.

Step 1:

Student to clearly identify what it is they are appealing for – assessment task, unit of competency etc. to be specified and reason why they believe assessment was not to their satisfaction.

Step 2:

Written appeal with evidence to be presented to VET Coordinator.

Step 3:

A panel of HT/VET Coordinator as well as class teacher will review the appeal. A third VET teacher may be involved in discussing the appeal.

Step 4:

A determination of the outcome of the appeal will be provided to the student. Evidence of the appeal, process and outcome will be recorded and stored on student records.

Section 4: Senior School Expectations and Information

An introduction to a different way of learning.

It is generally recognised that older students learn more effectively when:

- They have as much choice and control as possible over their own studies;
- They have the opportunity to work alone but with guidance;
- They enjoy a variety of teaching and learning techniques and experiences;
- They understand how learning happens;
- They are responsible for their own learning.

At Kotara High School, the senior school is structured to allow this to happen.

We have:

- Students studying TAFE subjects, attending TAFE at the timetabled time.
- NESA requirements for the HSC qualification monitored by teachers in each subject.
- HSC Tutorial Support (free to students) in a range of subjects before and/or after school and during school holidays.
- Timetable flexibility which allows students with **study periods** the flexibility to work in the library or at home. These are periods when formal lessons are not timetabled. Year 12 students do not need to be at school if they are not timetabled for a lesson either at the beginning or at the end of the day. Students with study periods in the middle of the day **MUST** remain at school.

Study Expectations of our Senior Students (Year 11 and Year 12)

It is important that students understand that while they have greater independence and flexibility than junior students, it is expected that due care and responsibility will be exhibited by all senior students.

Students **ARE** expected to:

- Be safe and respectful learners.
- Be responsible, self-disciplined and a credit to their school; this is particularly important when driving to school or in the public eye.
- Wear school uniform at all times, including travelling to and from school and on school activities; uniform is to be complete and worn in the appropriate manner.
- Maintain our high standard of behaviour by following all school rules and responsibilities, be polite and considerate and be seen as role models for junior students by setting a good example.
- Be self-disciplined enough to work and be motivated independently; they need to apply themselves to their studies to the best of their ability.
- Be on time for each class (because of HSC requirements for application to studies).
- Be at the whole school assembly on Wednesdays if they have a timetabled lesson Period 1.

During study periods, senior students **MAY NOT**:

- Be in the playground playing games or go to the canteen.
- Interfere with PDHPE lessons.
- Disrupt the learning of any other student within the school.
- Loiter in cars or in areas near the school.
- Drive cars on to school grounds or be a passenger in a student-driven car.
- Leave school grounds to go to the shops or for any other reason without parental consent.

The Deputy Principal and Head Teacher Secondary Studies will monitor students' attitude, academic performance and attendance. If there are any concerns, parents will be notified and parent interviews will occur to discuss issues and privileges may be withdrawn.

Attendance

- Students are expected to attend all timetabled lessons and attend the Senior Learning Hub for all timetabled study periods.
- If a student is absent because of illness or for some other acceptable reason –
 - (i) A note/phone call and/or email giving the reason for the absence must be brought to their Tutor Group teacher on the first day of return from absence; or
- A doctor's/pharmaceutical certificate **MUST** be supplied if absent for an assessment task; this must be provided to the Head Teacher of the faculty **the next day** the student returns to school after their absence.
- Students who are **absent** the day before an assessment task is due or who are absent Period 0 on the due date **MUST** submit an illness/misadventure form with a doctor/pharmaceutical certificate.
- Students must attend school every day in order to meet the requirements for the HSC course.
- Students are expected to attend school on time every day. School begins at 8:00am (Period 0) or at 9:10am (Period 1).
- A child who has completed Year 10 and is below 17 years of age must continue schooling unless he or she participates on a full-time basis in approved education or training, or paid work (more than 25 hours) or a combination of approved education or training and paid work.
- Students must remain on the school grounds all day, including recess and lunch. The school canteen is available for recess and lunch.
- Truancy means that valuable work is missed as the student has not been in class. Parents will be notified and follow up will be done by either classroom teachers, Head Teachers and/or Deputy Principal.
- Attendance may impact on any government assistance students may be receiving, for example, Centrelink payments may be reduced/cancelled.
- Any long-term leave during the senior years may result in a student not progressing to the following year. Any request for holiday leave **MUST** be approved by the Principal prior to going on leave.
- Student absences are recorded on student reports – documenting both whole day explained and unexplained absences and partial day explained and unexplained absences.

STUDENTS MUST MAINTAIN AN ATTENDANCE RATE ABOVE 85% TO FULFIL HSC REQUIREMENTS.

Extended absences must be justified by a doctor's certificate.

Flexible Attendance – Study Periods

- Students may have the **privilege** of flexible attendance. This is authorised by the Deputy Principal.
- Students will be signed into school at the beginning of their first lesson of the day.
- Students with flexible attendance will need to show their official timetable to any staff member to identify times of flexible attendance.
- Students must be on time to school – they should arrive at least 20 minutes prior to the lesson on the timetable.
- When a student has a study period at school, they must sign in and study within the library. This is important if the school has to contact a student in case of an emergency.
- Once students have arrived at school, they are not allowed to leave the school premises again throughout the day – Unless they have an authorised leave pass from the Front Office.
- Flexible attendance privileges will be withdrawn if a student truants, persistently arrives late or lends their flexible attendance timetable to another student.
- In case of an evacuation during a flexible study period, students are to evacuate to the grassed area, behind the MPC and report to a Deputy Principal or Head Teacher.
- If a lockdown procedure occurs students are to go directly to the Library.

TAFE – TVET Attendance

TAFE has strict rules regarding attendance to courses. Students will be putting their Higher School Certificate at great risk if they do not meet TAFE course requirements.

A student's attendance at a TAFE course **WILL** affect their Higher School Certificate. The Careers Adviser, Mrs Atkins, coordinates all TAFE applications. Students must:

- Attend all TAFE classes. **TAFE classes take priority over everything else. This includes exams, assessment tasks, excursions etc. Where clashes occur, it is the responsibility of the student to make alternate arrangements with their subject teacher.** If problems are not resolved, see the Careers Adviser;
- complete all set assignments;
- complete work placement where relevant;
- Attend all meetings, as they are called.
- Behave in an appropriate manner, while on public transport and at TAFE;
- Have their attendance card signed every week by the TAFE teacher. This will be the student's record of attendance; and

NOTE:

1. The majority of TAFE courses will conclude at the end of Term 3.
2. Students may not study a course at TAFE or Distance Education if it is available to be studied at school.
3. Most courses require a work placement component to be completed by students. The school must be informed of these arrangements and students are still required to complete work in their other subjects.

Medical Appointments

It is hoped that, where possible, all medical/dental appointments will be made outside of school hours. If time is taken away from school due to medical appointments, please request a doctor's certificate where appropriate to present to the school.

Senior Course Requirements

The senior courses are based on a number of periods for each course. A 1-Unit course equals 3 x 76-minute periods per cycle and a 2-unit course equals 6 periods per cycle.

To be awarded the HSC, a student must successfully complete all requirements for each course and a minimum of 12 units of Preliminary courses and 10 units of HSC courses.

Students may elect to undertake additional units of study via TAFE or Distance Education as part of the HSC. These units of study may not be substituted for units at school.

At Kotara High School, all students study 12 units in Year 11 and a minimum of 10 units in Year 12 at school. This can only be varied with written permission from the Deputy Principal or Principal. It is expected that, if a course is offered at Kotara High School, students must enrol in the course at school. Enrolment in some courses at TAFE is not permitted.

In Year 12, a student may only reduce the number of units studied for the HSC from 12 units to the minimum requirement of 10 units with parental consent. Students and parents complete a **Change of Subject Form**, indicating the course they wish to discontinue and a change in the number of units. Students may also elect to change their HSC pathway to a NON-ATAR HSC.

When a change of HSC pathway, from ATAR to NON-ATAR, is requested, the parent will be contacted by the Deputy Principal to confirm their approval and knowledge of the requested change. The school encourages students to undertake more than 10 units when studying for the HSC.

Examinations and Reports

The school has a formal examination period for Year 11 in Weeks 9 and 10 of Term 3.

Reports are prepared for parents and provide parents with the following information:

- Student's progress and attitude in various subjects;
- Teachers' comments; and
- Student's examination result, examination rank and course rank.

Students are reminded of the importance of school reports and the need to keep filed copies of all school reports, as these may be required for job interviews.

Financial Contributions

There are learning charges for Years 7–12. These are used to supplement government funding and make possible such purchases as library books, photocopies of worksheets, reports, sporting equipment, musical instruments and textbooks. There is also a technology cost towards computer software/hardware resources etc.

The learning charges are expected to be paid by the students in Term 4, 2018 and no later than Term 1, 2019. This allows for appropriate resources to be purchased.

The Student Representative Council (SRC)

All Year 12 students elected into the SRC (Student Representative Council) represent their peers and put forward the ideas of their fellow students. School Captains and Vice Captains are involved in activities that enhance and assist our school and our community. They volunteer in the Library, assisting juniors with work and assignments and they chair whole school Tuesday Assemblies and other formal assemblies.

All proposals made by the Student Representative Council (SRC) must be presented to the Executive and approved by the Principal.

By being involved in the SRC, students have the chance to contribute to the decision-making processes at Kotara High School. School Captains and Vice Captains develop their confidence, leadership skills and public speaking skills.

Driving Guidelines

Students who drive to school MUST **NOT** park within the school grounds. They should not **obstruct** our neighbours' driveways and **must** observe the restricted parking areas around the school during school hours. Police do make regular visits to the school and may take note of vehicle activities in the area around the school. **Students are not permitted to go to their cars during the day unless approved by the Deputy Principal.**

If these guidelines are not followed, a student's driving privilege will be withdrawn.

Mobile Phone Policy

Students are advised **NOT** to bring mobile phones to school. The school takes no responsibility for lost or stolen phones.

Students who do bring mobile phones to school must follow the DoE (Department of Education) guidelines and the School's Mobile Phone Policy as outlined below:

- ✓ Mobile phones **must be switched off** and placed **in the student's bag** during school hours.
- ✓ Mobile phones must be out of sight during class. They are not to be used for checking the time, as every classroom has a clock.

Student Services

Year Adviser

Students can discuss any problems that they may be having at school with their Year Adviser. This can include problems with learning difficulties, relationships with other students or teachers and personal problems.

The Year Adviser gathers information about students' progress and behaviour from the teachers. Parents can make an appointment with the Year Adviser to discuss their child's progress. The Year Adviser is responsible for developing the self-esteem of students by encouraging and recognising the good work of individuals.

Careers Adviser

The Careers Adviser can give students information, guidance and counselling about:

- Careers and courses;
- Subject selection for students who want to continue with further education;
- Work experience;
- Part-time Traineeships;
- School delivered Vocational Education courses (VET);
- TAFE Delivered Vocational Education courses (TVET);
- Apprenticeships/traineeships;
- Resume and cover letter writing and the preparation of a portfolio;
- Making the transition from school to work;
- Links to employers;
- Links to local community partnerships.

Head Teacher Secondary Studies

The Head Teacher Secondary Studies coordinates the Senior Learning Hub and Mentoring Program and provides students with advice around time management, study skills and goal setting.

If students have any concerns about their progress at school and are uncertain about which pathway to follow to achieve success, they should make an appointment with the Head Teacher Secondary Studies. Many students are also referred by their Year Adviser and Deputy Principal.

The Careers and Head Teacher Secondary Studies work closely to support and guide students in their final years of schooling to assist in their transition beyond Year 12.

Head Teacher Wellbeing

The Head Teacher Welfare coordinates student welfare programs to promote awareness of welfare issues and assists all students with any problems which they feel they need to discuss or solve. The Head Teacher Welfare is available at any time for interviews, special requests or student assistance. Parents can also make appointments with the Head Teacher Welfare.

School Counsellor

The School Counsellor is trained to help students when they have emotional problems. Students can ask the Counsellor for help when they have problems in:

- Their friendships with others;
- Preparing for exams; or
- Their relationship with teachers or parents.

Appointments to see the Counsellor may be made by students, their parents/guardians or their teachers, by contacting the Counsellor or the Deputy Principal

Section 5: Year 11 Assessment Calendar 2021

KHS YEAR 11 ASSESSMENT CALENDAR 2021			
WEEK	TERM 1, 2021	TERM 2, 2021	TERM 3, 2021
1	NO TASKS	INDUSTRIAL TECHNOLOGY TIMBER PVDI SLR	SOCIETY AND CULTURE
2		SOCIETY AND CULTURE VISUAL ARTS	CHEMISTRY
3		CHEMISTRY	BUSINESS STUDIES
4			
5		GEOGRAPHY JAPANESE BEGINNERS	INDUSTRIAL TECHNOLOGY TIMBER SLR VISUAL ARTS
6		JAPANESE CONTINUERS	
7		ENGINEERING STUDIES	NO TASKS
8	ABORIGINAL STUDIES ANCIENT HISTORY ENGLISH ADVANCED/STANDARD/STUDIES JAPANESE BEGINNERS	DRAMA PHYSICS	
9	BIOLOGY BUSINESS STUDIES CAFS ENGLISH EXTENSION 1 FOOD TECHNOLOGY GEOGRAPHY DRAMA JAPANESE CONTINUERS MATHEMATICS ADVANCED/STANDARD PDHPE PHYSICS MODERN HISTORY	ABORIGINAL STUDIES ANCIENT HISTORY ENGLISH ADVANCED/STANDARD/STUDIES INVESTIGATING SCIENCE LEGAL STUDIES MATHEMATICS EXTENSION 1 MUSIC 1 PDHPE VISUAL DESIGN	YEAR 11 EXAMINATIONS
10	ENGINEERING STUDIES INVESTIGATING SCIENCE LEGAL STUDIES MATHEMATICS EXTENSION 1 MUSIC 1 VISUAL DESIGN	BIOLOGY CAFS ENGLISH EXTENSION 1 FOOD TECHNOLOGY MATHEMATICS ADVANCED/STANDARD MODERN HISTORY PVDI	

KHS HSC ASSESSMENT PLANNER 2021

	TERM 1, 2021	TERM 2, 2021	TERM 3, 2021
WK1			
WK2			
WK3			
WK4			
WK5			
WK6			
WK7			
WK8			
WK9			
WK10			

Section 6: Year 11 Assessment Schedules 2021

These are issued to students by their course teachers. Students sign to acknowledge receipt of the Assessment Schedules.

Due dates on assessment schedules are an approximation and are subject to change. Students will be given at least two weeks' notice each assessment task to confirm the date.

The assessment of a student's achievement throughout the HSC course is ongoing and is made at several points and in a variety of methods.

Satisfactory completion of classwork and assessable tasks is mandatory for students to continue to the HSC Examination. Unsatisfactory completion or failure to submit assessable tasks may result in an 'N' Determination being issued in the course.

STUDENT INSTRUCTIONS

- Ensure you have collected all assessment schedules for your Year Preliminary courses from your class teachers.
- Refer to the assessment schedules for all your Preliminary courses.
- Any changes to assessment schedules throughout the Preliminary course will be communicated to you by the course teacher and Head Teacher.
- Remember: All efforts should be made to attend all assessment tasks. Absence from an assessment task will require a doctor's certificate as per the NESA regulations.



Aboriginal Studies

Syllabus components	Syllabus weighting	TASK 1 Source based Aboriginality and the land	TASK 2 Comparative Study International Indigenous Community	TASK 3 Yearly Examination
		Term 1 Week 8	Term 2 Week 9	Term 3 Week 9/10
Knowledge and understanding of course content	40	20	10	10
Investigation, analysis, synthesis and evaluation of information from a variety of sources and perspectives	15	5	5	5
Research and inquiry methods, including aspects of the local community case study	20	5	5	10
Communication of information, ideas and issues in appropriate forms	25	10	10	5
Totals	100	40	30	30
Outcomes assessed		P1.1, P1.2, P2.1, P2.2, P3.2	P1.2, P3.2, P3.3, P4.2, P4.3	P1.1, P1.2, P2.2, P3.1, P3.2, P4.1, P4.3
Syllabus Outcomes P1.1 identifies different viewpoints about invasion and colonisation including the concept of shared histories between Aboriginal and non-Aboriginal peoples P1.2 Aboriginal peoples explains the consequences of invasion and colonisation for Aboriginal and other Indigenous peoples on social justice and human rights P1.3 explains a variety of responses to social justice and human rights issues including bias and stereotyping of Aboriginal peoples and cultures P2.1 explains the meaning of the Dreaming to Aboriginal peoples P2.2 explains the importance of Country and the interrelationship between Country, culture, economic life and social systems for Aboriginal and other Indigenous peoples P3.1 describes the government policies, legislations and legal decisions in relation to racism and discrimination P3.2 explains the impact of key government policies, legislation and legal decisions in relation to land and water rights, and heritage and identity P3.3 explains the responses and initiatives of Aboriginal and other Indigenous peoples to key government policies, legislation and legal decisions P4.1 plans, investigates, organises and communicates relevant information from a variety of sources incorporating Aboriginal and other Indigenous perspectives P4.2 undertakes community consultation and fieldwork and applies ethical research practices P4.3 investigates and compares the histories and cultures of Aboriginal peoples and other Indigenous peoples For more information on outcomes and assessment, go to the syllabus document here .				



Ancient History

Syllabus components	Syllabus weighting	TASK 1 The Nature of Ancient History Source Analysis Case Study	TASK 2 Historical Investigation Research Paper and Multimodal Presentation	TASK 3 Yearly Examination
		Term 1 Week 8	Term 2 Week 9	Term 3 Weeks 9/10
Knowledge and understanding of course content	40	10		30
Historical skills in the analysis and evaluation of sources and interpretations	20	10		10
Historical inquiry and research	20		20	
Communication of historical understanding in appropriate forms	20	10	10	
Totals	100	30	30	40
Outcomes		AH11-1, AH11-4, AH11-6, AH11-9, AH11-10	AH11-2, AH11-3, AH11-5, AH11-8, AH11-9, AH11-10	AH11-1, AH11-5, AH11-7, AH11-9 AH11-10,
Syllabus Outcomes AH11-1 describes the nature of continuity and change in the ancient world AH11-2 proposes ideas about the varying causes and effects of events and developments AH11-3 analyses the role of historical features, individuals and groups in shaping the past AH11-4 accounts for the different perspectives of individuals and groups AH11-5 examines the significance of historical features, people, places, events and developments of the ancient world AH11-6 analyses and interprets different types of sources for evidence to support an historical account or argument AH11-7 discusses and evaluates differing interpretations and representations of the past AH11-8 plans and conducts historical investigations and presents reasoned conclusions, using relevant evidence from a range of sources AH11-9 communicates historical understanding, using historical knowledge, concepts and terms, in appropriate and well-structured forms AH11-10 discusses contemporary methods and issues involved in the investigation of ancient history				
For more information on outcomes and assessment, go to the syllabus document here .				



Biology

Syllabus components	Syllabus weighting	TASK 1 Modules 3 and 4 Depth Study	TASK 2 Module 1 Skills in Working Scientifically Practical Investigation	TASK 3 Modules 1-4 End of Course Examination
		Term 1, 2021 Week 9	Term 2, 2021 Week 10	Term 3, 2021 Weeks 9/10
Knowledge and understanding of course content	40	15	5	20
Skills in applying the processes of working scientifically	60	25	15	20
Totals	100	40	20	40
Outcomes assessed		BIO11/12-1, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO11-10, BIO11-11	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-5, BIO11/12-7, BIO11-8	BIO11/12-1, BIO11/12-2, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO11-8, BIO11-9, BIO11-10, BIO11-11



Business Studies

Syllabus components	Syllabus weighting	TASK 1 Case Study Nature of Business	TASK 2 Small Business Plan Business Planning	TASK 3 Yearly Examination
		Term 1, 2021 Week 9	Term 3, 2021 Week 3	Term 3, 2021 Weeks 9/10
Knowledge and understanding of course content	40	10	10	20
Stimulus based skills	20	10		10
Inquiry and research	20	10	10	
Communication of business information, ideas and issues in appropriate forms	20		10	10
Totals	100	30	30	40
Outcomes		P1, P2, P6, P7, P8	P1, P3, P7, P8, P9, P10	P3, P4, P5, P8, P9, P10
Syllabus Outcomes P1 discusses the nature of business, its role in society and types of business structure P2 explains the internal and external influences on businesses P3 describes the factors contributing to the success or failure of small to medium enterprises P4 assesses the processes and interdependence of key business functions P5 examines the application of management theories and strategies P6 analyses the responsibilities of business to internal and external stakeholders P7 plans and conducts investigations into contemporary business issues P8 evaluates information for actual and hypothetical business situations P9 communicates business information and issues in appropriate formats P10 applies mathematical concepts appropriately in business situations				
For more information on outcomes and assessment, go to the syllabus document here .				



Chemistry

Syllabus components	Syllabus weighting	TASK 1 Module 1 Module 1 Test	TASK 2 Module 2 Practical Assessment	TASK 3 Modules 1-4 End of Course Examination
		Term 2, 2021 Week 3	Term 3, 2021 Week 2	Term 3, 2021 Weeks 9/10
Knowledge and understanding of course content	40	10	10	20
Skills in applying the processes of working scientifically	60	10	30	20
Totals	100	20	40	40
Outcomes assessed		CH11/12-1, CH11/12-3, CH11/12-4, CH11/12-5, CH11/12-6, CH11/12-7, CH11-8	CH11/12-1, CH11/12-2, CH11/12-3, CH11/12-4, CH11/12-5, CH11/12-6, CH11/12-7, CH11-9	CH11/12-1, CH11/12-2, CH11/12-3, CH11/12-4, CH11/12-5, CH11/12-6, CH11/12-7, CH11-8, CH11-9, CH11-10, CH11-11
Syllabus Outcomes CH11-1 develops and evaluates questions and hypotheses for scientific investigation CH11-2 designs and evaluates investigations in order to obtain primary and secondary data and information CH11-3 conducts investigations to collect valid and reliable primary and secondary data and information CH11-4 selects and processes appropriate qualitative and quantitative data and information using a range of appropriate media CH11-5 analyses and evaluates primary and secondary data and information CH11-6 solves scientific problems using primary and secondary data, critical thinking skills and scientific processes CH11-7 communicates scientific understanding using suitable language and terminology for a specific audience or purpose CH11-8 explores the properties and trends in the physical, structural and chemical aspects of matter CH11-9 describes, applies and quantitatively analyses the mole concept and stoichiometric relationships CH11-10 explores the many different types of chemical reactions, in particular the reactivity of metals, and the factors that affect the rate of chemical reactions CH11-11 analyses the energy considerations in the driving force for chemical reactions				
For more information on outcomes and assessment, go to the syllabus document here.				



Community & Family Studies (CAFS)

Syllabus components	Syllabus weighting	TASK 1 Research Task Resource Management	TASK 2 In-class Case Study Analysis	TASK 3 Yearly Examination
		Term 1, 2021 Week 9	Term 2, 2021 Week 10	Term 3, 2021 Weeks 9/10
Knowledge and understanding of course content	40	5	10	25
Skills in critical thinking, research and analysis	60	20	25	15
Totals	100	25	35	40
Outcomes assessed		P1.1, P1.2, P3.2, P4.1, P4.2, P5.1, P6.1	P1.2, P2.1, P2.3, P3.2, P4.1, P4.2, P6.2	P1.1, P1.2, P2.2, P2.4, P3.1, P3.2, P4.1, P4.2 P5.1 P6.1, P6.2
Syllabus Outcomes P1.1 describes the contribution an individual's experiences, values, attitudes and beliefs make to the development of goals P1.2 proposes effective solutions to resource problems P2.1 accounts for the roles and relationships that individuals adopt within groups P2.2 describes the role of the family and other groups in the socialisation of individuals P2.3 examines the role of leadership and group dynamics in contributing to positive interpersonal relationships and achievement P2.4 analyses the inter-relationships between internal and external factors and their impact on family functioning P3.1 explains the changing nature of families and communities in contemporary society P3.2 analyses the significance of gender in defining roles and relationships P4.1 utilises research methodology appropriate to the study of social issues P4.2 presents information in written, oral and graphic form P5.1 applies management processes to maximise the efficient use of resources P6.1 distinguishes those actions that enhance wellbeing P6.2 uses critical thinking skills to enhance decision-making				
For more information on outcomes and assessment, go to the syllabus document here .				



Drama

Syllabus components	Syllabus Weighting	TASK 1 Individual Project and Performance Essay (TTP)	TASK 2 Group Performances including workshop observations of play building and log	TASK 3 Yearly exam (CAT)
		Term 1, 2021 Week 9	Term 2, 2021 Week 8	Term 3, 2021 Weeks 9/10
Making	40	10% Individual Project	20% Workshops	10% Workshops
Performing	30	10% Individual Project	15% Performance	10% Performance (Week 5)
Critical Studying	30	10% Essay	5% Log	10% CAT Essay
Totals	100	30	40	30
Outcomes assessed		1.3, 2.4, 3.2 3.3	1.1, 1.2, 2.3, 2.4, 3.1	1.4, 1.5, 1.6, 2.1, 2.2, 3.2
Syllabus Outcomes <u>Making</u> P1.1: A student develops acting skills in order to adopt and sustain a variety of characters and roles P1.2: A student explores ideas and situations, expressing them imaginatively in dramatic form P1.3: A student demonstrates performance skills appropriate to a variety of styles and media P1.4: A student understands, manages and manipulates theatrical elements and elements of production, using them perceptively and creatively P1.5: A student understands, demonstrates and records the process of developing and refining ideas and scripts through to performance P1.6: A student demonstrates directorial and acting skills to communicate meaning through dramatic action <u>Performing</u> P2.1: A student understands the dynamics of actor-audience relationship P2.2: A student understands the contributions to a production of the playwright, director, dramaturg, designers, front-of-house staff, technical staff and producers P2.3: A student demonstrates directorial and acting skills to communicate meaning through dramatic action P2.4: A student performs effectively in a variety of styles using a range of appropriate performance techniques, theatrical and design elements and <u>Critically Understanding</u> P3.1: A student critically appraises and evaluates, both orally and in writing, personal performances and the performances of others P3.2: A student understands the variety of influences that have impacted upon drama and theatre performance styles, structures and techniques P3.3: A student analyses and synthesises research and experiences of dramatic and theatrical styles, traditions and movements For more information on outcomes and assessment, go to the syllabus document here .				



Engineering Studies

Syllabus components	Syllabus weighting	TASK 1 Engineering Products	TASK 2 Braking Systems	TASK 3 Yearly Examination	
		Term 1, 2021 Week 10	Term 2, 2021 Week 7	Term 3, 2021 Weeks 9/10	
Knowledge and understanding of course content	60	10	10	40	
Knowledge and skills in research, problem solving and communication relate to engineering practice	40	15	25		
Totals	100	25	35	40	
Outcomes assessed		1.1, 1.2, 2.1, 2.2, 3.1, 3.2	3.1, 4.3, 5.1, 5.2, 6.1, 6.2	All outcomes to be assessed	
Syllabus Outcomes P1.1 identifies the scope of engineering and recognises current innovations P1.2 explains the relationship between properties, structure, uses and applications of materials in engineering P2.1 describes the types of materials, components and processes and explains their implications for engineering development P2.2 describes the nature of engineering in specific fields and its importance to society P3.1 uses mathematical, scientific and graphical methods to solve problems of engineering practice P3.2 develops written, oral and presentation skills and applies these to engineering reports P3.3 applies graphics as a communication tool P4.1 describes developments in technology and their impact on engineering products P4.2 describes the influence of technological change on engineering and its effect on people P4.3 identifies the social, environmental and cultural implications of technological change in engineering P5.1 demonstrates the ability to work both individually and in teams P5.2 applies management and planning skills related to engineering P6.1 applies knowledge and skills in research and problem-solving related to engineering P6.2 applies skills in analysis, synthesis and experimentation related to engineering					
For more information on outcomes and assessment, go to the syllabus document here .					



English Advanced

Syllabus components	Syllabus weighting	TASK 1 Imaginative Text with Reflection	TASK 2 Multimodal Presentation	TASK 3 Yearly Examination
		Term 1, 2021 Week 8	Term 2, 2021 Week 9	Term 3, 2021 Weeks 9/10
Knowledge and understanding of course content	50	15	20	15
Skills in text response, communicating ideas	50	15	20	15
Totals	100	30	40	30
Outcomes assessed		H4, H5, H9	H1, H2, H7	H3, H6, H8
Syllabus Outcomes H1 responds to, composes and evaluates complex texts for understanding, interpretation, critical analysis, imaginative expression and pleasure H2 uses and evaluates processes, skills and knowledge required to effectively respond to and compose texts in different modes, media and technologies H3 analyses and uses language forms, features and structures of texts, considering appropriateness for specific purposes, audiences and contexts and evaluates their effects on meaning H4 strategically uses knowledge, skills and understanding of language concepts and literary devices into new and different contexts H5 thinks imaginatively, creatively, interpretively and critically to respond to, evaluate and compose texts that synthesise complex information, ideas and arguments H6 investigates and evaluates the relationships between texts H7 evaluates the diverse ways texts can represent personal and public worlds and recognises how they are valued H8 explains and evaluates cultural assumptions and values in texts and their effects on meaning H9 reflects on, evaluates and monitors own learning and adjusts individual and collaborative processes to develop as an independent learner				
For more information on outcomes and assessment, go to the syllabus document here .				



English Extension

Syllabus components	Syllabus weighting	TASK 1 Curated Collection	TASK 2 Tutorial Presentation	TASK 3 Yearly Examination
		Term 1, 2021 Week 9	Term 2, 2021 Week 10	Term 3, 2021 Weeks 9/10
Knowledge and understanding of course content	50	15	20	15
Skills in complex analysis, composition and investigation	50	15	20	15
Totals	100	30	40	30
Outcomes assessed		H1, H2	H4, H6	H3, H5
Syllabus Outcomes H1 demonstrates and applies considered understanding of the dynamic relationship between text, purpose, audience and context, across a range of modes, media and technologies H2 analyses and experiments with language forms, features and structures of complex texts, evaluating their effects on meaning in familiar and new contexts H3 thinks deeply, broadly and flexibly in imaginative, creative, interpretive and critical ways to respond to, compose and explore the relationships between sophisticated texts H4 develops skills in research methodology to undertake effective independent investigation H5 articulates understanding of how and why texts are echoed, appropriated and valued in a range of contexts H6 reflects on and assesses the development of independent learning gained through the processes of research, writing and creativity For more information on outcomes and assessment, go to the syllabus document here .				



English Standard

Syllabus components	Syllabus weighting	TASK 1 Imaginative Text with Reflection	TASK 2 Multimodal Presentation	TASK 3 Yearly Examination
		Term 1, 2021 Week 8	Term 2, 2021 Week 9	Term 3, 2020 Weeks 9/10
Knowledge and understanding of course content	50	15	20	15
Skills in text response, communicating ideas	50	15	20	15
Totals	100	30	40	30
Outcomes assessed		H4, H5, H9	H1, H2, H7	H3, H6, H8
Syllabus Outcomes H1 responds to and composes increasingly complex texts for understanding, interpretation, analysis, imaginative expression and pleasure H2 uses and evaluates processes, skills and knowledge required to effectively respond to and compose texts in different modes, media and technologies H3 analyses and uses language forms, features and structures of texts, considers appropriateness for purpose, audience and context and explains effects on meaning H4 applies knowledge, skills and understanding of language concepts and literary devices into new and different contexts H5 thinks imaginatively, creatively, interpretively and analytically to respond to and compose texts that include considered and detailed information, ideas and arguments H6 investigates and explains the relationships between texts H7 understands and explains the diverse ways texts can represent personal and public worlds H8 identifies and explains cultural assumptions in texts and their effects on meaning H9 reflects on, assesses and monitors own learning and develops individual and collaborative processes to become an independent learner For more information on outcomes and assessment, go to the syllabus document here .				



English Studies

Syllabus components	Syllabus weighting	TASK 1 Report on Community Engagement	TASK 2 Multimodal Presentation	TASK 3 Reflective Journal
		Term 1, 2021 Week 8	Term 2, 2021 Week 9	Term 3, 2021 Weeks 9
Knowledge and understanding of course content	50	15	20	15
Skills in comprehension, communication, language use	50	15	20	15
Totals	100	30	40	30
Outcomes assessed		H1, H2, H5, H6	H3, H8, H9	H4, H7, H10
Syllabus Outcomes H1 comprehends and responds to a range of texts, including short and extended texts, literary texts and texts from academic, community, workplace and social contexts for a variety of purposes H2 identifies and uses strategies to comprehend written, spoken, visual, multimodal and digital texts that have been composed for different purposes and contexts H3 gain skills in accessing, comprehending and using information to communicate in a variety of ways H4 composes a range of texts with increasing accuracy and clarity in different forms H5 develops knowledge, understanding and appreciation of how language is used, identifying specific language forms and features that convey meaning in texts H6 uses appropriate strategies to compose texts for different modes, media, audiences, contexts and purposes H7 represents own ideas in critical, interpretive and imaginative texts H8 identifies and describes relationships between texts H9 identifies and explores ideas, values, points of view and attitudes expressed in texts, and considers ways in which texts may influence, engage and persuade H10 monitors and reflects on aspects of their individual and collaborative processes in order to plan for future learning				
For more information on outcomes and assessment, go to the syllabus document here .				



Food Technology

Syllabus components	Syllabus weighting	TASK 1 Nutrition Research Case Study	TASK 2 Food Quality Investigation	TASK 3 Yearly Examination
		Term 1, 2021 Week 9	Term 2, 2021 Week 10	Term 3, 2021 Weeks 9/10
Knowledge and understanding of course content	40	5	5	30
Knowledge and skills in designing, researching, analysing and evaluating	30	15	5	10
Skills in experimenting with and preparing food by applying theoretical concepts	30	10	20	
Totals	100	30	30	40
Outcomes assessed		P3.1, P3.2, P4.2, P4.3, P5.1	P2.2, P3.2, P4.1, P4.4	All course outcomes
Syllabus Outcomes P 1.1 identifies and discusses a range of historical and contemporary factors which influence the availability of particular foods P 1.2 accounts for individual and group food selection patterns in terms of physiological, psychological, social and economic factors P 2.1 explains the role of food nutrients in human nutrition P 2.2 identifies and explains the sensory characteristics and functional properties of food P 3.1 assesses the nutrient value of meals/diets for particular individuals and groups P 3.2 presents ideas in written, graphic and oral form using computer software where appropriate P4.1 selects appropriate equipment, applies suitable techniques, and utilises safe and hygienic practices when handling food P4.2 plans, prepares and presents foods which reflect a range of the influences on food selection P4.3 selects foods, plans and prepares meals/diets to achieve optimum nutrition for individuals and groups P4.4 applies an understanding of the sensory characteristics and functional properties of food to the preparation of food products P 5.1 generates ideas and develops solutions to a range of food situations				
For more information on outcomes and assessment, go to the syllabus document here .				



Geography

Syllabus components	Syllabus weighting	Task 1 Fieldwork Task Biophysical Interactions	Task 2 Senior Geography Project	Task 3 Yearly Examination
		Term 1 Week 9	Term 3 Week 5	Term 3 Weeks 9/10
Knowledge and understanding of course content	40	10	10	20
Geographical tools and skills	20	5	10	5
Geographical inquiry and research, including fieldwork	20	5	10	5
Communication of geographical information, ideas and issues in appropriate forms	20		10	10
Totals	100	20	40	40
Outcomes		1, 2, 3, 7, 8	7, 8, 9, 10, 11, 12	1, 3, 4, 5, 6, 12
Syllabus Outcomes H1 explains the changing nature, spatial patterns and interaction of ecosystems, urban places and economic activity H2 explains the factors which place ecosystems at risk and the reasons for their protection H3 analyses contemporary urban dynamics and applies them in specific contexts H4 analyses the changing spatial and ecological dimensions of an economic activity H5 evaluates environmental management strategies in terms of ecological sustainability H6 evaluates the impacts of, and responses of people to, environmental change H7 justifies geographical methods applicable and useful in the workplace and relevant to a changing world H8 plans geographical inquiries to analyse and synthesise information from a variety of sources H9 evaluates geographical information and sources for usefulness, validity and reliability H10 applies maps, graphs and statistics, photographs and fieldwork to analyse and integrate data in geographical contexts H11 applies mathematical ideas and techniques to analyse geographical data H12 explains geographical patterns, processes and future trends through appropriate case studies and illustrative examples H13 communicates complex geographical information, ideas and issues effectively, using appropriate written and/or oral, cartographic and graphic forms For more information on outcomes and assessment, go to the syllabus document here .				



Industrial Technology – Timber products and furniture technologies

Syllabus components	Syllabus weighting	TASK 1 Practical project and Industry Study	TASK 2 Practical project and folio	TASK 3 Yearly Examination
		Term 2, 2020 Week 1	Term 3, 2020 Week 6	Term 3, 2020 Weeks 9/10
Knowledge and understanding of course content	40	10	15	15
Knowledge and skills in the management, communication and production of products	60	20	25	15
Totals	100	30	40	30
Outcomes assessed		P1.1, P1.2, P2.1, P2.2, 6.1, P6.2, P7.1, P7.2	P3.1, P3.2, P3.3, P4.1 P4.2, P4.3, P5.1, P5.2,	All course outcomes
Syllabus Outcomes P1.1 describes the organisation and management of an individual business within the focus area industry P1.2 identifies appropriate equipment, production and manufacturing techniques, including new and developing technologies P2.1 describes and uses safe working practices and correct workshop equipment maintenance techniques P2.2 works effectively in team situations P3.1 sketches, produces and interprets drawings in the production of projects P3.2 applies research and problem-solving skills P3.3 demonstrates appropriate design principles in the production of projects P4.1 demonstrates a range of practical skills in the production of projects P4.2 demonstrates competency in using relevant equipment, machinery and processes P4.3 identifies and explains the properties and characteristics of materials/components through the production of projects P5.1 uses communication and information processing skills P5.2 uses appropriate documentation techniques related to the management of projects P6.1 identifies the characteristics of quality manufactured products P6.2 identifies and explains the principles of quality and quality control P7.1 identifies the impact of one related industry on the social and physical environment P7.2 identifies the impact of existing, new and emerging technologies of one related industry on society and the environment For more information on outcomes and assessment, go to the syllabus document here .				



Investigating Science

Syllabus components	Syllabus weighting	TASK 1 Module 1&2 Practical Investigation	TASK 2 Module 2&3 Depth Study Research Report	TASK 3 Modules 1-4 Yearly Examination
		Term 1, 2021 Week 10	Term 2, 2021 Week 9	Term 3, 2021 Week 9-10
Knowledge and understanding of course content	40	10	10	20
Skills in applying the processes of working scientifically	60	10	30	20
Totals	100	20	40	40
Outcomes assessed		INS11/12-1 INS11/12-2 INS11/12-3 INS11/12-4 INS11/12-5 INS11/12-7 INS11-8 INS11-9	INS11/12-1 INS11/12-4 INS11/12-5 INS11/12-6 INS11/12-7 INS11-8 INS11-9	INS11/12-4 INS11/12-5 INS11/12-6 INS11/12-7 INS11-8 INS11-9 INS11-10 INS11-11
Syllabus outcomes: INS11/12-1 develops and evaluates questions and hypotheses for scientific investigation INS11/12-2 designs and evaluates investigations in order to obtain primary and secondary data and information INS11/12-3 conducts investigations to collect valid and reliable primary and secondary data and information INS11/12-4 selects and processes appropriate qualitative and quantitative data and information using a range of appropriate media INS11/12-5 analyses and evaluates primary and secondary data and information INS11/12-6 solves scientific problems using primary and secondary data, critical thinking skills and scientific processes INS11/12-7 communicates scientific understanding using suitable language and terminology for a specific audience or purpose INS11-8 identifies that the collection of primary and secondary data initiates scientific investigations INS11-9 examines the use of inferences and generalisations in scientific investigations INS11-10 develops, and engages with, modelling as an aid in predicting and simplifying scientific objects and processes INS11-11 describes and assesses how scientific explanations, laws and theories have developed				
For more information on outcomes and assessment, go to the syllabus document here .				



Japanese Beginners

Syllabus components	Syllabus weighting	TASK 1	TASK 2	TASK 3
		All about me Term 1, 2021 Week 8	Speaking, Listening and Writing Term 2, 2021 Week 5	Preliminary Yearly Exam Term 3, 2021 Weeks 9/10
Speaking	20		20	
Reading	30	15		15
Listening	30	10	10	10
Writing	20	10		10
Totals	100	35	30	35
Outcomes assessed		2.1, 2.2, 2.3, 3.1, 3.2	1.1, 1.2, 2.3, 2.4, 2.5	2.1, 2.3, 2.5, 3.1, 3.3,
Syllabus Outcomes 1.1 establishes and maintains communication in Japanese Interacting 1.2 manipulates linguistic structures to express ideas effectively in Japanese 1.3 sequences ideas and information 1.4 applies knowledge of the culture of Japanese speaking communities to interact appropriately 2.1 understands and interprets information in texts using a range of strategies 2.2 conveys the gist of and identifies specific information in texts 2.3 summarises the main points of a text 2.4 draws conclusions from or justifies an opinion about a text 2.5 identifies the purpose, context and audience of a text 2.6 identifies and explains aspects of the culture of Japanese-speaking communities in texts 3.1 produces texts appropriate to audience, purpose and context 3.2 structures and sequences ideas and information 3.3 applies knowledge of diverse linguistic structures to convey information and express original ideas in Japanese 3.4 applies knowledge of the culture of Japanese speaking communities to the production of texts.				
For more information on outcomes and assessment, go to the syllabus document here .				



Japanese Continuers

Syllabus components	Syllabus weighting	TASK 1 New Enrolments	TASK 2 Daily Routine, Home & Neighbourhood	TASK 3 Preliminary Yearly Exam
		Term 1, 2021 Week 9	Term 2, 2021 Week 6	Term 3, 2021 Weeks 9/10
Speaking	20		20	
Reading	30	20		10
Listening	30		15	15
Writing	20	15		5
Totals	100	35	35	30
Outcomes assessed		2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1	1.1, 1.2, 1.3, 3.2, 3.4, 3.5	2.1, 2.2, 2.3, 3.1, 3.2, 3.5, 4.3
Syllabus Outcomes 1.1 uses a range of strategies to maintain communication 1.2 conveys information appropriate to context, purpose and audience 1.3 exchanges and justifies opinions and ideas 1.4 reflects on aspects of past, present and future experience 2.1 applies knowledge of language structures to the production of create original text 2.2 composes informative, descriptive, reflective, Japanese persuasive or evaluative texts appropriate to context, purpose and/or audience 2.3 structures and sequences ideas and information 3.1 conveys the gist of texts and identifies specific information 3.2 summarises the main ideas 3.3 identifies the tone, purpose, context and audience 3.4 draws conclusions from or justifies an opinion 3.5 interprets, analyses and evaluates information 3.6 infers points of view, attitudes or emotions from language and context 4.1 recognises and employs language appropriate to different social contexts 4.2 identifies values, attitudes and beliefs of cultural significance 4.3 reflects upon significant aspects of language and culture				
For more information on outcomes and assessment, go to the syllabus document here .				



Legal Studies

Syllabus components	Syllabus weighting	TASK 1 Research Task The Legal System	TASK 2 Case Study The Individual and the Law	TASK 3 Yearly Examination
		Term 1 Week 10	Term 2 Week 9	Term 3 Weeks 9/10
Knowledge and understanding of course content	40	10	10	20
Analysis and evaluation	20		10	10
Inquiry and research	20	10	10	
Communication of legal information, ideas and issues in appropriate forms	20	10	10	
Totals	100	30	40	30
Outcomes		P1, P2, P3, P4	P5, P6, P7, P8	P1, P2, P9, P10
Syllabus Outcomes P1. identifies and applies legal concepts and terminology P2. describes the key features of Australian and international law P3. describes the operation of domestic and international legal systems P4. discusses the effectiveness of the legal system in addressing issues P5. describes the role of law in encouraging cooperation and resolving conflict, as well as initiating and responding to change P6. explains the nature of the interrelationship between the legal system and society P7. evaluates the effectiveness of the law in achieving justice P8. locates, selects and organises legal information from a variety of sources including legislation, cases, media, international instruments and documents P9. communicates legal information using well-structured responses P10. accounts for differing perspectives and interpretations of legal information and issues				
For more information on outcomes and assessment, go to the syllabus document here .				



Mathematics Advanced

Syllabus components	Syllabus weighting	TASK 1 In Class Exam	TASK 2 Investigation Task	TASK 3 Final Exam
		Term 1, 2021 Week 9	Term 2, 2021 Week 10	Term 3, 2021 Weeks 9/10
Use of concepts, skills and techniques to solve mathematical problems and interpret practical situations	50	15	15	20
Application of reasoning and communication in appropriate forms to construct mathematical arguments and to interpret and use mathematical models	50	15	15	20
Totals	100	30	30	40
Outcomes assessed		MA11-1, MA11-2, MA11-9	MA11-2, MA11-8, MA11-9	All outcomes covered
Syllabus Outcomes MA11-1 uses algebraic and graphical techniques to solve, and where appropriate, compare alternative solutions to problems MA11-2 uses the concepts of functions and relations to model, analyse and solve practical problems MA11-3 uses the concepts and techniques of trigonometry in the solution of equations and problems involving geometric shapes MA11-4 uses the concepts and techniques of periodic functions in the solutions of trigonometric equations or proof of trigonometric identities MA11-5 interprets the meaning of the derivative, determines the derivative of functions and applies these to solve simple practical problems MA11-6 manipulates and solves expressions using the logarithmic and index laws, and uses logarithms and exponential functions to solve practical problems MA11-7 uses concepts and techniques from probability to present and interpret data and solve problems in a variety of contexts, including the use of probability distributions MA11-8 uses appropriate technology to investigate, organise, model and interpret information in a range of contexts MA11-9 provides reasoning to support conclusions which are appropriate to the context				
For more information on outcomes and assessment, go to the syllabus document here .				



Mathematics Extension 1

Syllabus components	Syllabus weighting	TASK 1 In Class Exam	TASK 2 Investigation Task	TASK 3 Final Exam
		Term 1, 2020 Week 10	Term 2, 2020 Week 9	Term 3, 2020 Weeks 9/10
Use of concepts, skills and techniques to solve mathematical problems and interpret practical situations	50	15	15	20
Application of reasoning and communication in appropriate forms to construct mathematical arguments and to interpret and use mathematical models	50	15	15	20
Totals	100	30	30	40
Outcomes assessed		ME11-1, ME11-2, ME11-5, ME11-7	ME11-5, ME11-6, ME11-6	All outcomes covered
Syllabus Outcomes ME11-1 uses algebraic and graphical concepts in the modelling and solving of problems involving functions and their inverses ME11-2 manipulates algebraic expressions and graphical functions to solve problems ME11-3 applies concepts and techniques of inverse trigonometric functions and simplifying expressions involving compound angles in the solution of problems ME11-4 applies understanding of the concept of a derivative in the solution of problems, including rates of change, exponential growth and decay and related rates of change ME11-5 uses concepts of permutations and combinations to solve problems involving counting or ordering ME11-6 uses appropriate technology to investigate, organise and interpret information to solve problems in a range of contexts ME11-7 communicates making comprehensive use of mathematical language, notation, diagrams and graphs For more information on outcomes and assessment, go to the syllabus document here .				



Mathematics Standard

Syllabus components	Syllabus weighting	TASK 1 Summary Sheet	TASK 2 Investigation Task	TASK 3 Final Exam
		Term 1, 2021 Week 9	Term 2, 2021 Week 10	Term 3, 2021 Weeks 9/10
Understanding, fluency and communication	50	15	15	20
Problem solving, reasoning and justification	50	15	15	20
Totals	100	30	30	40
Outcomes assessed		MS11-1, MS 11-5, MS11-6, MS11-10	MS11-2, MS11-9, MS11-10	All outcomes covered
Syllabus Outcomes MS11-1 uses algebraic and graphical techniques to compare alternative solutions to contextual problems MS11-2 represents information in symbolic, graphical and tabular form MS11-3 solves problems involving quantity measurement, including accuracy and the choice of relevant units MS11-4 performs calculations in relation to two-dimensional and three-dimensional figures MS11-5 models relevant financial situations using appropriate tools MS11-6 makes predictions about everyday situations based on simple mathematical models MS11-7 develops and carries out simple statistical processes to answer questions posed MS11-8 solves probability problems involving multistage events MS11-9 uses appropriate technology to investigate, organise and interpret information in a range of contexts MS11-10 justifies a response to a given problem using appropriate mathematical terminology and/or calculations For more information on outcomes and assessment, go to the syllabus document here .				



Modern History

Syllabus components	Syllabus weighting	TASK 1 Investigating Modern History Source Analysis	TASK 2 Historical Investigation Research and Presentation	TASK 3 Yearly Examination
		Term 1 Week 9	Term 2 Week 10	Term 2 Weeks 9/10
Knowledge and understanding of course content	40	10		30
Historical skills in the analysis and evaluation of sources and interpretations	20	20		
Historical inquiry and research	20		20	
Communication of historical understanding in appropriate forms	20		10	10
Totals	100	30	30	40
Outcomes		MH11-1, MH11-4, MH11-6, MH11-8, MH11-10	MH11-2, MH11-3, MH11-5, MH11-6, MH11-8,	MH11-5, MH11-6, MH11-7, MH11-9, MH11-10
Syllabus Outcomes MH11-1 describes the nature of continuity and change in the modern world MH11-2 proposes ideas about the varying causes and effects of events and developments MH11-3 analyses the role of historical features, individuals, groups and ideas in shaping the past MH11-4 accounts for the different perspectives of individuals and groups MH11-5 examines the significance of historical features, people, ideas, movements, events and developments of the modern world MH11-6 analyses and interprets different types of sources for evidence to support an historical account or argument MH11-7 discusses and evaluates differing interpretations and representations of the past MH11-8 plans and conducts historical investigations and presents reasoned conclusions, using relevant evidence from a range of sources MH11-9 communicates historical understanding, using historical knowledge, concepts and terms, in appropriate and well-structured forms MH11-10 discusses contemporary methods and issues involved in the investigation of modern history				
For more information on outcomes and assessment, go to the syllabus document here .				



Music 1

Syllabus components	Syllabus weighting %	TASK 1 Arrangement & Viva Voce	TASK 2 Performance & Viva Voce	TASK 3 Aural Skills Examination
		Term 1, 2021 Week 10	Term 2, 2021 Week 9	Term 3, 2020 Week 9-10
Performance	25		25	
Composition	25	25		
Musicology	25	10	15	
Aural	25			25
Totals	100	35	40	25
Outcomes assessed		P2, P3, P4, P5, P6, P7, P8	P1, P2, P4, P5, P6, P7, P8, P9	P4, P6
Syllabus Outcomes: <i>Through activities in performance, composition, musicology and aural, a student:</i> P1: Performs music that is characteristic of the topics studied P2: Observes, reads, interprets and discusses simple musical scores characteristic of topics studied P3: Improvises and creates melodies, harmonies and rhythmic accompaniments for familiar sound sources reflecting the cultural and historical contexts studied P4: Recognises and identifies the concepts of music and discusses their use in a variety of musical styles P5: Comments on and constructively discusses performances and compositions P6: Observes and discusses concepts of music in works representative of the topics studied P7: Understands the capabilities of performing media, explores and uses current technologies as appropriate to the topics studied P8: Identifies, recognises, experiments with and discusses the use of technology in music P9: Performs as a means of self-expression and communication				
For more information on outcomes and assessment, go to the syllabus document here .				



Personal Development, Health and Physical Education (PDHPE)

Syllabus components	Syllabus weighting	TASK 1 Core 1: In-class Research Task	TASK 2 Core 2: Case Study Analysis	TASK 3 Yearly Examination
		Term 1, 2021 Week 9	Term 2, 2021 Week 9	Term 3, 2021 Weeks 9/10
Knowledge and understanding of course content	40	10	10	20
Skills in critical thinking, research and analysis	60	20	20	20
Totals	100	30	30	40
Outcomes assessed		P1-6, P16	P7-8, P10-11	P1-12, P15-17
Syllabus Outcomes P1 identifies and examines why individuals give different meanings to health P2 explains how a range of health behaviours affect an individual's health P3 describes how an individual's health is determined by a range of factors P4 evaluates aspects of health over which individuals can exert some control P5 describes factors that contribute to effective health promotion P6 proposes actions that can improve and maintain an individual's health P7 explains how body systems influence the way the body moves P8 describes the components of physical fitness and explains how they are monitored P9 describes biomechanical factors that influence the efficiency of the body in motion P10 plans for participation in physical activity to satisfy a range of individual needs P11 assesses and monitors physical fitness levels and physical activity patterns P12 demonstrates strategies for the assessment, management and prevention of injuries in first aid settings P15 forms opinions about health-promoting actions based on a critical examination of relevant information P16 uses a range of sources to draw conclusions about health and physical activity concepts P17 analyses factors influencing movement and patterns of participation For more information on outcomes and assessment, go to the syllabus document here .				



Photography, Video and Digital Media (PVDI)

Syllabus components	Syllabus Weighting	TASK 1 Genres of Photography	TASK 2 Developing a Point of View	TASK 3 Manipulated Forms and Exam
		Term 2, 2021 Week 1	Term 2, 2021 Week 10	Term 3, 2021 Weeks 9/10
ARTMAKING	70	25	25	20
CRITICAL and HISTORICAL STUDIES	30	10	10	10
Totals	100	35	35	30
Outcomes assessed		M2, M4, M6, CH1, CH2	M3, M6, CH1, CH2	M1, M5, M6, CH3, CH4, CH5
Syllabus Outcomes Making M1 – A student generates a characteristic style that is increasingly self-reflective in their photographic and/or video and/or digital practice M2 – A student explores concepts of artist/photographer, still and moving works, interpretations of the world and audience response, in their making of still and/or moving works M3 – A student investigates different points of view in the making of photographs and/or videos and/or digital images M4 – A student generates images and ideas as representations/simulations in the making of photographs and/or videos and/or digital images M5- A student develops different techniques suited to artistic intentions in the making of photographs and/or videos and/or digital images M6- A student takes into account issues of occupational health and safety in the making of photographs and/or videos and/or digital works Critical and Historical Studies CH1 – A student generates in their critical and historical practice ways to interpret and explain photography and/or video and/or digital imaging CH2 - A student investigates the roles and relationships among the concepts of artist, work, world and audience in critical and historical investigations CH3 - A student distinguishes between different points of view and offers interpretive accounts in critical and historical studies CH4 - A student explores ways in which histories, narratives and other accounts can be built to explain practices and interests in the fields of photography and/or video and/or digital imaging CH5 - A student recognises how photography and/or video and/or digital imaging are used in various fields of cultural production				
For more information on outcomes and assessment, go to the syllabus document here .				



Physics

Syllabus components	Syllabus weighting	TASK 1 Practical Investigation Module 1	TASK 2 Depth Study Research Report Module 3	TASK 3 Yearly Examination Modules 1-4
		Term 1, 2021 Week 9	Term 2, 2021 Week 8	Term 3, 2021 Week 9-10
Knowledge and understanding of course content	40	10	10	20
Skills in applying the processes of working scientifically	60	20	30	10
Totals	100	30	40	30
Outcomes assessed		PH11/12-1 PH11/12-2 PH11/12-3 PH11/12-4 PH11/12-5 PH11-8	PH11/12-1 PH11/12-3 PH11/12-4 PH11/12-5 PH11/12-7 PH11-10	PH11/12-1 PH11/12-4 PH11/12-5 PH11/12-6 PH11/12-7 PH11-8 , PH11-9, PH11-10, PH11-11
Syllabus Outcomes PH11/12-1 develops and evaluates questions and hypotheses for scientific investigation PH11/12-2 designs and evaluates investigations in order to obtain primary and secondary data and information PH11/12-3 conducts investigations to collect valid and reliable primary and secondary data and information PH11/12-4 selects and processes appropriate qualitative and quantitative data and information using a range of appropriate media PH11/12-5 analyses and evaluates primary and secondary data and information PH11/12-6 solves scientific problems using primary and secondary data, critical thinking skills and scientific processes PH11/12-7 communicates scientific understanding using suitable language and terminology for a specific audience or purpose PH11-8 describes and analyses motion in terms of scalar and vector quantities in two dimensions and makes quantitative measurements and calculations for distance, displacement, speed, velocity and acceleration PH11-9 describes and explains events in terms of Newton's Laws of Motion, the law of conservation of momentum and the law of conservation of energy PH11-10 explains and analyses waves and the transfer of energy by sound, light and thermodynamic principles PH11-11 explains and quantitatively analyses electric fields, circuitry and magnetism For more information on outcomes and assessment, go to the syllabus document here .				



Sport, Lifestyle & Recreation (SLR)

Syllabus components	Syllabus weighting	TASK 1 In-class Research Task & Examination	TASK 2 Games and Sports I & II Peer Presentation and Written Task	TASK 3 Practical Skills and Participation Assessment
		Term 2, 2021 Week 1	Term 3, 2021 Part A Written - Week 5 Part B Peer Presentations commence Term 3 Week 5	Progressive assessment completed throughout the Terms 1-3, 2021
Knowledge and understanding of course content	50	30	20	
Skills in critical thinking, research and analysis	50		20	30
Totals	100	30	40	30
Outcomes assessed		3.3, 3.5, 4.5	2.3, 3.2, 4.2, 4.5	1.1, 1.3, 3.1, 4.4
Syllabus Outcomes 1.1 applies the rules and conventions that relate to participation in a range of physical activities 1.3 demonstrates ways to enhance safety in physical activity 2.3 selects and participates in physical activities that meet individual needs, interests and abilities 3.1 selects appropriate strategies and tactics for success in a range of movement contexts 3.2 designs programs that respond to performance needs 3.3 measures and evaluates physical performance capacity 3.5 analyses personal health practices 4.2 demonstrates leadership skills and a capacity to work cooperatively in movement context 4.4. demonstrates competence and confidence in movement contexts 4.5 recognises the skills and abilities required to adopt roles that support health, safety and physical activity				
For more information on outcomes and assessment, go to the syllabus document here .				



Society and Culture

Syllabus components	Syllabus weighting	TASK 1 Research Skills and Analysis The Social and Cultural World	TASK 2 Research and In class Extended Response Task Personal and Social Identity	TASK 3 Yearly Examination
		Term 2, 2021 Week 2	Term 3, 2021 Week 1	Term 3, 2021 Weeks 9/10
Knowledge and understanding of course content	50%	10	20	20
Application and evaluation of social and cultural research methods	30%	10	10	10
Communication of information, ideas and issues in appropriate forms	20%	5	5	10
Totals	100	25	35	40
Outcomes		P1, P3, P7, P9, P10	P1, P2, P8, P10	P1, P2, P3, P4, P5, P6, P9, P10
Syllabus Outcomes P1 identifies and applies social and cultural concepts P2 identifies and applies social and cultural identity P3 identifies and describes relationships and interactions within and between social and cultural groups P4 identifies the features of social and cultural literacy and how it develops P5 explains continuity and change and their implications for societies and cultures P6 differentiates between social and cultural research methods P7 selects, organises and considers information from a variety of sources for usefulness, validity and bias P8 plans and conducts ethical social and cultural research P9 uses appropriate course language and concepts suitable for different audiences and contexts P10 communicates information, ideas and issues using appropriate written, oral and graphic form				
For more information on outcomes and assessment, go to the syllabus document here .				



Visual Arts

Syllabus components	Syllabus Weighting	TASK 1 BOW, VAPD Case Study	TASK 2 BOW, VAPD Extended Response	TASK 3 Yearly Examination
		Term 2, 2021 Week 2	Term 3, 2021 Week 5	Term 3, 2021 Weeks 9/10
ARTMAKING	50	25	25	
CRITICAL and HISTORICAL STUDIES	50	10	10	30
Totals	100	35	35	30
Outcomes assessed		P1, P2, P3, P4, P5, P6, P7, P8, P9, P10	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10	P7, P8, P9, P10
Syllabus Outcomes Artmaking P1: A student explores the conventions of practice in artmaking (practice) P2: A student explores the roles and relationships between the concepts of artist, artwork, world and audience (conceptual framework) P3: A student identifies the frames as the basis of understanding expressive representation through the making of art (frames) P4: A student investigates subject matter and forms as representations in artmaking (representation) P5: A student investigates ways of developing coherence and layers of meaning in the making of art (conceptual strength and meaning) P6: A student explores a range of material techniques in ways that support artistic intentions (resolution) Critical and Historical Studies P7: A student explores the conventions of practice in art criticism and art history (practice) P8: A student explores the roles and relationships between concepts of artist, artwork, world and audience through critical and historical investigations of art (conceptual framework) P9: A student identifies the frames as the basis of exploring different orientations to critical and historical investigations of art (frames) P10: A student explores ways in which significant art histories, critical narratives and other documentary accounts of the visual arts can be constructed (representation) For more information on outcomes and assessment, go to the syllabus document here .				



Visual Design

Syllabus components	Syllabus Weighting	TASK 1 Portfolio, Diary Research Task	TASK 2 Portfolio, Diary Research Task	TASK 3 Portfolio, Diary Yearly Examination
		Term 1, 2021 Week 10	Term 2, 2021 Week 9	Term 3, 2021 Weeks 9/10
ARTMAKING	70	30	30	10
CRITICAL and HISTORICAL STUDIES	30	10	10	10
Totals	100	40	40	20
Outcomes assessed		DM1, DM2, DM3, DM4, DM5, DM6 CH1, CH2, CH3, CH4	DM1, DM2, DM3, DM4, DM5, DM6 CH1, CH2, CH3, CH4	DM1, DM2, DM3, DM4, DM5, DM6 CH1, CH2, CH3, CH4
Syllabus Outcomes Making DM1: A student generates a characteristic style that is increasingly self-reflective in their design practice DM2: A student explores concepts of artist/designer, kinds of designed works, interpretations of the world and audience/consumer response in their making of designed works DM3: A student investigates different points of view in the making of designed works DM4: A student generates images and ideas as representations/simulations DM5: A student develops different techniques suited to artistic and design intentions in the making of a range of works DM6: A student takes into account issues of Work Health and Safety in the making of a range of works Critical and Historical CH1: A student generates in their critical and historical practice ways to interpret and explain design CH2: A student investigates the roles and relationships among the concepts of artist/designer, work, world and audience/consumer in critical and historical investigations CH3: A student distinguishes between different points of view, using the frames in their critical and historical investigations CH4: A student explores ways in which histories, narratives and other accounts can be built to explain practices and interests in the fields of design <p>For more information on outcomes and assessment, go to the syllabus document here.</p>				

COURSE: Construction

Student Competency Assessment Schedule

Preliminary outcome: CPC20211 Certificate II in Construction Pathways

Assessment Events for CPC20211 Certificate II in Construction Pathways		Cluster 1	Cluster 2	Cluster 3	Work Placement 70 hours total	Yearly Exam*
		Let's Get Started	Work Safe, Stay Safe	When at Work		
		Date: Week: Term: 1 2021	Date: Week: Term: 3 2021	Date: Week: Term: 3 2021	Date: Week: Term: 2021 and/or 2022	Date: Week: Term:
Code	Unit of Competency					
CPCCWHS1001	Prepare to work safely in the construction industry	✓				
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry		✓			
CPCCCA2011A	Handle carpentry materials		✓			
CPCCCA2002B	Use carpentry materials		✓			
CPCCCM1015	Carry out measurements and calculations		✓			
CPCCCM1015	Carry out workplace communication			✓		
CPCCCM1012	Work effectively and sustainably in the construction industry			✓		

Depending on the achievement of units of competency, the possible Preliminary qualification outcome is a Statement of Attainment towards a Certificate II in Construction Pathways. The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as "not yet competent" or "competent". In some cases other descriptive words may be used leading up to "competent".

* Indicates no mark is collected for external assessment and any examination is carried out according to the school's internal assessment policy.

COURSE: Construction

Student Competency Assessment Schedule

HSC outcome: CPC20211 Certificate II in Construction Pathways

Assessment Events for CPC20211 Certificate II in Construction Pathways		Cluster 4	Cluster 5	Cluster 6	Work Placement 70hrs total	Yearly Exam*
		On the Level	Crack and Shatter/ The Block/ That's Concrete/ Good Form Remove the Clusters you are not delivering	To Join or Not to Join		
		Date: Week: Term 4 2021	Date: Week: Term: 3 2022	Date: Week: Term: 2 2022	Date: Week: Term: 2021 or 2022	Date: Week: Term:
Code	Unit of Competency					
CPCCCM2006	Apply basic levelling procedures	✓				
CPCCWF2001A	Handle wall and floor tiling materials		✓			
CPCCWF2002A	Use wall and floor tiling tools and materials		✓			
CPCCBL2001A	Handle and prepare bricklaying and blocklaying materials		✓			
CPCCBL2002A	Use bricklaying and blocklaying tools and equipment		✓			
CPCCCO2013A	Carry out concreting to simple forms		✓			
CPCCCA2003	Erect and dismantle formwork for foots and slabs on ground		✓			
CPCCJN2001A	Assemble components			✓		
CPCCJN2002B	Prepare for off-site manufacturing processes			✓		

CPCCCM1013	Plan and organise work			✓		
CPCCCM2001	Read and interpret plans and specifications			✓		
CPCCCM2005B	Use construction tools and equipment			✓		

For the fields shaded blue, trainers must delete the clusters of work not being delivered before posting for students and also delete this statement.

Depending on the achievement of units of competency, the possible HSC qualification outcome is a CPC20211 Certificate II in Construction Pathways or a Statement of Attainment towards a CPC20211 Certificate II in Construction Pathways. The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent”. In some cases other descriptive words may be used leading up to “competent”.

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RTO 90162 Public Schools NSW, Tamworth have engaged NESA to issue the credentials within 30 days of course completion for the student cohort. Students must download an electronic copy of their qualification and transcript from their Students Online account available at <https://studentsonline.nesa.nsw.edu.au/go/login/>. Students have access to Students Online up until June of the following year. After which, students can contact NESA for additional copies of their transcript via <https://www.educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/results-certificates/replacement-certificates>

COURSE: SIT20316 Certificate II in Hospitality

Preliminary outcome: Statement of Attainment toward a SIT20316 Certificate II in Hospitality

Student Competency Assessment Schedule

Delivery Strategy B Assessment Events for SIT20316 Certificate II in Hospitality (Must be edited to suit school delivery – refer to TAS)			Event No. 1 Cook Safe, Work Safe, Eat Safe	Event No. 2 Love to serve	Event No. 3 Keeping up to date	Event No. 6 – A Working in industry (Work Placement A)	Half Yearly Exam*	Yearly Exam*
			Term 1 2021 Week 9 Date:	Term 3 2021 Week 2 Date:	Term 3 2021 Week 6 Date:	Term Week Date:	Term Week Date:	Term Week Date:
Cluster	Code	Unit of Competency						
Event 1 Cook Safe, Work Safe, Eat Safe	SITXWHS001	Participate in safe work practices	✓					
	SITXFSA001	Use hygienic practices for food safety	✓					
Event 2 Love to serve	SITHFAB004	Prepare and serve non-alcoholic beverages		✓				
	SITHFAB007	Serve Food and Beverage		✓				
	SITXCCS003	Interact with customers ✓* collecting evidence towards		✓*				
	BSBWOR203	Work effectively with others ✓* collecting evidence towards		✓*				
Event 3 Keeping up to date	SITHIND002	Source and use information on the hospitality Industry			✓			
Event 6 A Working in Industry (Work placement A)	SITHIND003	Use hospitality skills effectively ✓* collecting evidence towards				✓*		
	BSBSUS201	Participate in environmentally sustainable work practices ✓* collecting evidence towards				✓*		

Depending on the achievement of units of competency, the possible Preliminary qualification outcome is a **Certificate II in Hospitality** or a Statement of Attainment towards a **Certificate II in Hospitality**. The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent”. In some cases other descriptive words may be used leading up to “competent”.

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✓* Indicates that an observational checklist is to be completed to ensure all elements of the UOC are assessed prior to a determination of competent is made

COURSE: SIT20316 Certificate II in Hospitality

HSC outcome: SIT20316 Certificate II in Hospitality

Student Competency Assessment Schedule

Delivery Strategy B Assessment Events for SIT20316 Certificate II in Hospitality (Must be edited to suit school delivery – refer to TAS)			Event No. 4 Espresso yourself	Event No. 5 The more variety, the better society	First Aid (Delivery externally)	Event No. 6 - B Working in industry (Work Placement B)	Trial Exam*
			Term 1 2022 Week 5 Date:	Term 2 2022 Week 10 Date:	Term Week Date:	Term Week Date:	Term Week Date:
Cluster	Code	Unit of Competency					
Event 4 Espresso yourself	SITHFAB005	Prepare and serve espresso coffee	✓				
	BSBWOR203	Work effectively with others ✓* collecting evidence towards	✓*				
	SITXCCS003	Interact with customers ✓* collecting evidence towards	✓*				
Event 5 The more variety, the better society	SITHCOM002	Show social and cultural understanding		✓			
	SITXCOM001	Source and present		✓			
	BSBCMM201	Communicate in the workplace		✓			
Event 6 B Working in industry (Work Placement B)	SITHIND003	Use hospitality skills effectively				✓	
	BSBSUS201	Participate in environmentally sustainable work practices				✓	
First Aid (Delivery externally)	HLTAID003	Provide first aid			✓	✓	

Depending on the achievement of units of competency, the possible Preliminary qualification outcome is a **Certificate II in Hospitality** or a Statement of Attainment towards a **Certificate II in Hospitality**. The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent”. In some cases other descriptive words may be used leading up to “competent”.

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RTO 90162 Public Schools NSW, Tamworth have engaged NESAs to issue the credentials within 30 days of course completion for the student cohort. Students must download an electronic copy of their qualification and transcript from their Students Online account available at <https://studentonline.nesa.nsw.edu.au/go/login/>. Students have access to Students Online up until June of the following year. After which, students can contact NESAs for additional copies of their transcript via <https://www.educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/results-certificates/replacement-certificates>

COURSE: Preliminary 2021 Retail Services (120 hours)

Student Competency Assessment Schedule

Preliminary/120hr outcome: Statement of attainment

Assessment Events for Certificate III in Retail SIR30216		Event No. 1	Event No. 2	Event No. 3	Work Placement	Yearly Exam*
		There's no I in team	Better safe than sorry	Cash me outside		
		Week: 10 Term: 1 2021	Week: 6 Term 2 2021	Week: 9 Term: 3 2021	Date: Week: Term:	Date: Week: Term:
Code	Unit of Competency					
SIRXIND001	Work effectively in a service environment	✓				
SIRXCOM002	Work effectively in a team	✓				
SIRXWHS002	Contribute to workplace health and safety		✓			
SIRXIND002	Organise and maintain the store environment		✓			
SIRXCEG001	Engage the customer			✓		
SIRXCEG002	Assist with customer difficulties			✓		
SIRXCEG003	Build customer relationships and loyalty			✓		

Depending on the achievement of units of competency, the possible Preliminary qualification outcome is a Statement of Attainment towards **SIR30216 Certificate III in Retail**. The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent”. In some cases other descriptive words may be used leading up to “competent”. This means a course mark is not allocated.