

# MENAI HIGH SCHOOL



CARE AND COMMITMENT

## HIGHER SCHOOL CERTIFICATE

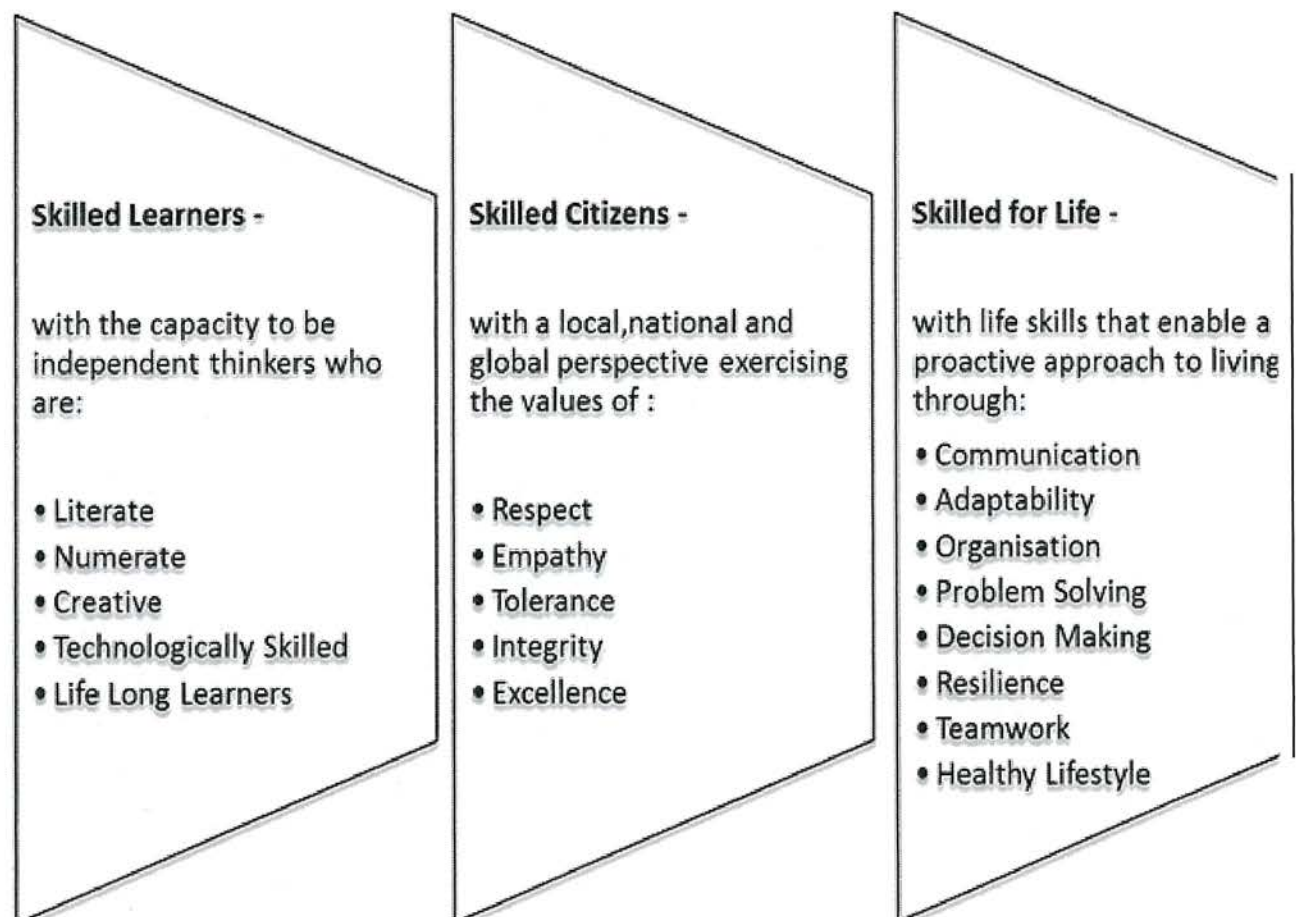
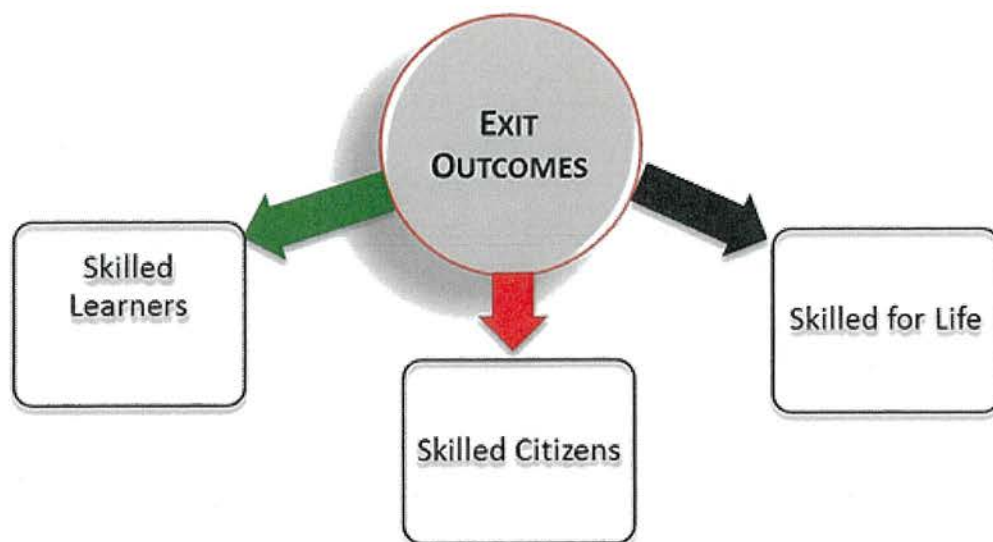
### ASSESSMENT BOOK

## 2023 and 2024

Relieving Principal ..... Mr John Stanley  
Deputy Principal (Year 12 2024) ..... Ms E Sayed-Rich  
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## THE REQUIREMENTS OF THE EDUCATION ACT 1990 AND AS PRESCRIBED BY NESAS IN RELATION TO NEW SOUTH WALES HIGHER SCHOOL CERTIFICATE

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

- (a) have gained the ROSA or such other qualifications as NESAS considers satisfactory;
- (b) have attended a government school (or accredited non-government school);
- (c) have satisfactorily completed courses that comprise the pattern of study required by NESAS for the award of the High School Certificate;
- (d) sit for and make a serious attempt at the requisite Higher School Certificate external examinations.

### Patterns of study

To qualify for the Higher School Certificate Year 11, 2023, and Year 12, 2024 students must satisfactorily complete a preliminary pattern of study comprising at least 12 units and an HSC pattern of study comprising at least 10 units. Both patterns must include:

- at least six units from Board Developed Courses;
- at least two units of a Board Developed Course in English;
- at least three courses of two units value or greater (either Board Developed or Board Endorsed courses);
- at least four courses.

To satisfy pattern of study requirements for the High School Certificate a student may count a maximum of six Preliminary units and seven HSC units from courses in science (see Appendix 1).

### 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 NESAS; and
- (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 who are frequently absent are in danger of not completing course requirements. "N" warning letters will be sent advising students and parents of the consequences.

### 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. 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.

If at any stage a student appears to be at risk of receiving an "N" determination in a VET course the principal will send "N" warning letters.



## Assessment of VET courses

Assessment in all VET courses is competency based. The student is assessed on what they can do (the skills) and what they know (the knowledge) that will equip them in the workplace. Students who have successfully achieved competency will have the skills and knowledge they need to complete workplace activities in a range of different situations and environments, to an industry standard of performance that is expected in the workplace.

Competency-based training is based on performance standards that have been set by industry. Thus, a student's performance is judged against this standard, not against the performance of other students.

Students will receive documentation showing the competencies achieved for the VET course undertaken. A student will be judged as either competent or not yet competent.

## ASSESSMENT AND REPORTING

The HSC report will provide a description of a student's achievements. School-based assessment tasks will contribute to 50% of the student's HSC mark. The school assessment mark will be based on a student's performance in the assessment tasks undertaken during the course.

The other 50% will come from the HSC examination.

HSC marks for 2 unit courses will be reported on a scale of 0 to 100. A mark of 50 will represent the minimum standard expected. If a student achieves the minimum standard expected in a course he or she will receive a mark of 50. There will be five performance bands above 50 that correspond to different levels of achievement in knowledge, skills, and understanding. The band from 90-100 will correspond to the highest level of achievement.

On satisfactory completion of the HSC, a student will receive a portfolio containing:

- The **HSC Testamur** (The official certificate confirming a student's achievement of all requirements for the award).
- The **Record of School Achievement** (This document lists the courses studied by a student and reports the marks and bands that the student has achieved).
- **Course Reports.**

For every HSC Board Developed Course, a student will receive a Course Report showing his or her marks, the Performance Scale, and the band descriptions for that course.

### HSC Minimum Standard

Students need to meet the HSC minimum standard to receive the HSC. Details of the Minimum standards can be found at <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-minimum-standard>

### The Australian Tertiary Admissions Ranking (ATAR)

The requirements for the Australian Tertiary Admissions Ranking are determined by the universities. The ATAR is calculated by the Universities' Technical Committee on Scaling on behalf of universities in NSW and the ACT. A candidate's ATAR is calculated from the scaled aggregate of the marks in the best ten units in Board Developed HSC courses, to the following restrictions:

- At least two units of English must be included;
- At least three Board Developed courses of two units value or greater must be included;
- Courses from at least four courses must be included;
- 8 Units of Category A (Board Developed Courses) and at most, two units of Category B courses may be included in the calculation of the ATAR.

[Note: Students wishing to have an ATAR calculated must indicate this on their HSC entry form. Students who do not meet the above requirements will not be eligible for an ATAR].



### **The Category B courses are:**

- Construction (240 hours)
- Entertainment Industry (240 hours)
- Information and Digital Technology (240 hours)
- Primary Industries (240 hours)
- Hospitality Operations (240 hours)
- Business Services (240 hours)

### **WHAT IS HSC ASSESSMENT?**

HSC Assessment is a mark gained by students in each of their HSC courses, based on their performance on set Assessment Tasks during those courses.

The final mark submitted as the Assessment is defined as: “The mark for each student studying a Board course which represents a measure of the student's achievement relative to other students by the end of the course in Year 12.”

The Assessment will be based on achievements measured throughout the course. It will encompass all syllabus objectives other than those relating to the affective domain.

### **WHY IS ASSESSMENT NECESSARY?**

The Assessment is intended to provide an indication of a student's attainment of a wider range of syllabus objectives than is measured by the single HSC examination, though it does cover all the objectives measured by the examination. The Assessment allows due weight to be given during the course to student achievement which, although evident to the class teacher, may not be adequately assessed in a single external examination.

### **WHAT ARE ASSESSMENT TASKS?**

These are the tasks used to assess a student in a particular aspect or aspects of a course and may include such things as major examinations, class tests, practical work, assignments, essays, oral presentations and other forms of class work.

These are marked to provide a rank order for students in a course. Year 11 HSC students will have a maximum of 3 formal assessments per course. Year 12 HSC students will have a maximum of 4 formal assessments per course.

### **WHAT IS INCLUDED IN THE ASSESSMENT?**

Teachers are free to choose whichever tasks they feel are the best for assessing the various components and for discriminating between candidates. Assessment programs can include formal exams, assignments, tests, oral work, fieldwork, laboratory work, projects and so on. Some courses have a requirement that certain skills (e.g. oral skills) must be assessed. The Course Assessment schedule will outline.

### **HOW IS THE ASSESSMENT POLICY ESTABLISHED?**

NESA runs the HSC provides guidelines in every course to schools. These guidelines are used by the school's teachers to draw up an Assessment Program for students. Assessment Programs in any course will differ from school to school in terms of how the assessment is being carried out but are the same in every school in terms of the areas of the syllabus that are being assessed and the weight placed on each component.

Faculty assessment schedules will show the components and their weightings for each course.



## WHEN DOES HSC ASSESSMENT START AND FINISH?

The Menai High School HSC Assessment Program will commence after the beginning of Term 4, Year 11 or the start of the HSC course. All HSC assessment tasks will be completed by the end of Term 3, Year 12, where possible.

Faculty assessment schedules will show students approximately when the HSC assessment period begins and ends for that course, and the approximate timing for each assessment task.

At least two weeks notice will be given for any task and it is the student's responsibility to report unduly onerous task loads immediately if they occur. This could include the scheduling of three tasks on the same day.

## HOW WILL THE INTERNAL AND EXTERNAL MARKS COMBINE TO PRODUCE THE HSC MARK?

The internal assessment and the external examination will carry an equal weighting in the determination of the student's HSC performance in the course.

The internal assessment marks and the marks on the external examination will be treated as follows:

- the course assessment marks submitted by the school will be moderated by the exam performance of the school group.
- the moderated assessment and the examination mark will be averaged to provide a composite mark.
- experienced markers will follow a structured procedure employing professional judgement to determine what composite marks will correspond to the borderline between each performance band. This step provides a set of 'mapping points' that enable student marks to be aligned with the performance scale.
- each student's moderated assessment and examination mark are then separately aligned to the performance scale
- the average of a student's assessment mark and examination mark, after alignment to the performance scale, is then reported as the student's HSC mark.

## WHAT ARE THE SCHOOL'S RESPONSIBILITIES?

### Does a student have to be told anything?

Each faculty will issue students with an Assessment policy for each of its courses students take. The faculty schedule will show:

- the components and their weightings as specified;
- an indication of when each of the assessment tasks will take place;
- the mark value of each task in relation to the total number of marks for the course;
- the nature of each assessment task (e.g. assignment);
- details of any special administrative arrangements associated with each task.

At least two weeks written notice will be given of the specific date and nature of any assessment task.

Students will also be told how well they did in each task, and on at least two occasions (when reports are issued) they will be told their ranking within the group undertaking each course.

**Teachers will also** -check the NESA course list to check the enrolment of students in the correct course.



**All senior students will be provided with** marking guideline criteria before each actual task is undertaken. All assessment tasks will contain a rubric (criteria to be addressed in the response) plus a list of outcomes tested. Teachers collaborate on the development of tasks and rubrics. Teachers employ marking procedures that ensure fairness. These procedures may include double marking, all tasks being marked by the same person or teachers dividing up papers to mark according to question.

All tasks should have access points for students. If the task is not modified for select students the task becomes null and void for that student.

A major works is one task. Teachers can set check in times through informal assessment but not to the weighting of the task.

## WHAT ARE A STUDENT'S RESPONSIBILITIES?

1. Students must make a serious attempt at every HSC assessment task or a mark of zero will be recorded. Submitted work may be classified as a non-serious attempt where it is frivolous or offensive. Failure to reach a level of achievement does not necessarily constitute a non-serious attempt. Where the school applies a penalty for a frivolous or offensive response, the issue should be recorded on the malpractice register eg if a student only completes the multiple choice section of an examination. If the student is registered for malpractice on more than one occasion their HSC may be placed in jeopardy.
2. Each student must complete the task by the time indicated on the calendar.
3. All work presented for assessment must be student's own work. (If this is found out not to be the case), then a mark of zero will be given for that task and the student may be disqualified from that course if the task has not been redeemed. A situation of non-original work being submitted will see a mark of "0" being awarded. Students who are found to plagiarise will be registered with NESAC on the malpractice register for undertaking malpractice. An attempt to do tasks at school will overcome this problem wherever possible.
4. Students should:
  - a allocate time to prepare for every test and assignment even though they may not count towards their final assessment.
  - b realise that all work done contributes to their skills and knowledge of the course which will help in assessment tasks.
  - c realise that good assessments may indicate that they are a reliable and/or conscientious student to a prospective employer.
5. Students who are required or choose to use technology to present classwork/course work or assessment tasks will need to ensure the work/task are saved in more than one place. Technology issues will not be an acceptable excuse.

A student's work must be consistent and of as high a standard as possible throughout the whole HSC course, in both assessment and non-assessment tasks. Non-assessment tasks must be completed for two reasons:

- They prepare the student for assessment tasks.
- If a student does not complete the non-assessment work related to the course, the student risks losing the principal's certification for his or her final HSC which shows acceptable participation and application in the course. This may lead to the student not being awarded this course at the HSC. It could also mean that the student is not eligible for an HSC because he or she does not have enough units. If the student's attendance and application is unsatisfactory in Year 11, the student may not complete the required number of units in Year 11, and so may not be able to progress to Year 12.

A student may only query a mark for an assessment task at the time it is returned.



## **DOES A STUDENT HAVE TO DO THE ASSESSMENT TASKS?**

**Yes.** A student who fails to complete 50% of the available marks will be regarded as not having satisfactorily completed the course of study. In cases of **NON-SATISFACTORY** completion, an "N" indicator will be submitted.

A student who does not comply with the assessment requirements in any course will have neither a moderated assessment mark nor an examination mark awarded for that course.

In the case of Extension courses, a student who fails to meet the assessment requirements for the co requisite 2 unit course will not receive a result in either course.

## **DOES A STUDENT ONLY HAVE TO COMPLETE ASSESSMENT TASKS?**

**No.** A student is expected to complete coursework for all courses. All work set in a course is part of the HSC Curriculum regardless of whether it is assessable or not and it is examinable at the HSC. A student may also receive an N Warning letter for non-completion of classwork.

## **WHAT IS AN "N" OR A N DETERMINATION**

A student who fails to complete 50% of the available assessment marks and these tasks have not been redeemed will be regarded as not having satisfactorily completed the course of study **and** will be awarded an N determination. A student may also receive N Warnings for non-completion of classwork. If the classwork tasks have not been redeemed the student will be regarded as not having satisfactorily completed the course of study and could be awarded an N determination.

In cases of **NON-SATISFACTORY** completion, an "N" indicator will be submitted to NESA.

## **WHAT SHOULD A STUDENT DO IF SENT AN N WARNING LETTER?**

The assessment or course work needs to be done at the time. It is not to be redeemed at the end of the course. The school will go through the process of an N determination if the assessment or course work is not redeemed within a reasonable time frame.

## **WHAT IF A STUDENT DOES NOT HAND WORK IN ON TIME?**

It is the responsibility of the student to be present for, or to hand in assessment tasks at the required time indicated on the assessment notification. The latest a task can be handed in, if time is not indicated on the assessment notification, is close of business (4pm on the due date). No allowances are made for late arrival of work. Technology issues will not be an acceptable excuse. A student will need to ensure the work/task is saved in more than one place. If no viable excuse is forthcoming and the policy below is not followed, then a mark of zero will be recorded and a non-attempt registered next to the student's name.

## **WHAT PERCENTAGE OF ASSESSMENT TASKS CAN A STUDENT USE AN ILLNESS/ MISADVENTURE APPEAL?**

A student can only use an illness /misadventure appeal for a maximum of 40% of the assessment marks. Students must do 60% of assessment as true assessment. In extreme cases, which are supported by evidence/documentation, the principal may consider appeals to relax the 60% true assessment guidelines. A decision will be at the discretion of the Principal or the Principal's representative.



## WHAT HAPPENS IF A STUDENT IS ABSENT THROUGH ILLNESS OR MISADVENTURE?

If a student is absent for an assessable task, or fails to hand in a task on time, must inform the Head Teacher of that course by phone, fax or email **on the day of the task**. Failure to do so will result in a non-attempt being recorded for the task. The student when contacting the Head Teacher is to give an expected date for return to school. Evidence must be supplied to support the day/s absent from school and must be attached to the Illness/misadventure application. The Illness/misadventure review panel will consider all evidence from the school and the student and decide if the application is upheld or declined. The illness/misadventure panel consists of senior executive and executive members. In extreme circumstances a decision will be at the discretion of the Principal or the Principal's representative.

**If absent due to illness/misadventure, on the first day of return to school the student is to:**

- i) See the Head Teacher to negotiate an alternative time or task.
- ii) Be prepared to do the exam or assessment task or hand in the task on the first day of return to school.
- iii) Collect a **Menai High School illness misadventure** form to complete and return to the Head Teacher the next day with appropriate documentation as evidence of the reason for their absence. A doctor's certificate is the only acceptable evidence in the case of illness. In the case of misadventure, written evidence from a parent/caregiver is required and in some instances, the school may request additional evidence. A medical certificate must cover the date/s registered on the illness misadventure application. A medical certificate that merely states you were unfit for work/study is unacceptable. The Illness / Misadventure panel will review the application.
- iv) Failure to do the above steps will result in a N warning letter for non-attempt plus a mark of zero being recorded for that task.

**NB:** If the due date is the last day of term, the student must contact the Head Teacher that day and on the first day of return of the new term must see the Head Teacher of the subject and follow the above steps ( i to iv)

- v) If a student is absent from an assessment task due to work placement for a VET course or school representation he or she will do the task or an alternate task at a more suitable time. Work placement is a mandatory requirement for VET courses.

### **What is the due date of the of illness misadventure application?**

The application must be lodged within two days of returning to school. For example student returns Monday , the application must be lodged by close of business Wednesday.

## WHAT HAPPENS IF A STUDENT IS ILL DURING THE EXAM OR CLASS TASK?

**If a student is ill during an examination or class task the student is to:**

If a student is ill, attends the examination/ class task, and attempts the task he or she may lodge an illness/misadventure form (appendix 1 p17). A medical certificate is required for illness. Evidence such as written evidence from a parent/caregiver; police report can be used for misadventure. For the formal examination periods if a student is ill or experiences a misadventure the student must **notify** the supervisor of the examination/ task as the student enters the examination/task. The supervisor may be required to record evidence for a student's Illness/misadventure application. The student must also notify the Head Teacher of the subjects / HT Administration on the day of the exam.



### What is the due date of the illness misadventure application?

The final due date to lodge the **application** is **within two days** after the class task. For formal examinations the **application** must be completed and **lodged** by close of business by the date of the final exam of the exam period.

If representing the school it is not automatic that the exam/assessment task will be rescheduled. This will be at the discretion of the Principal or Principal's representative. If representing the school it is the student's responsibility to inform their teacher 48 hours before the task. If the student's case is valid then the Head Teacher may direct:

- an extension of time;
- completion of an alternative task;
- an estimate (at the Principal's discretion).

Each case will be judged on its merits. Alternative arrangements will not automatically be made on request.

### Formal exams

If illness or misadventure has occurred, consideration will only occur if all required applications and evidence have been provided to DP or HT Administration, or Head Teacher of the course. It is not automatic that the exam will be rescheduled. This will be at the discretion of the Principal or Principal's representative. If representing the school it is not automatic that the exam will be rescheduled. This will be at the discretion of the Principal or Principal's representative. The missed exams can only be rescheduled during the exam period and the first day of return back to normal lessons. This is due to the strict deadlines for administration tasks required by NESAs

Failure to comply with the requirements in the section above will result in a mark of zero for that task and an 'N' warning letter being issued.

On the day of Assessable Tasks, a student **MUST attend all timetabled lessons**, otherwise he or she will be considered absent and require a medical certificate; the evidence must cover the date of the illness/misadventure. Staff will monitor student attendance and should a student be noted as regularly taking days off prior to assessment tasks, a meeting will be convened with this student and their parents. No student should gain an unfair advantage over other students.

### ARE THERE ANY DISABILITY PROVISIONS GIVEN?

**Yes.** There are disability provisions for a student with a disability or disabilities. The student can appeal for illness or misadventure. These matters can be discussed with the student's Year Adviser or Head Teacher Support and/or the Deputy Principal. NESAs closing date for a disability application for HSC is last day of term 1.

The school in consultation with parents/ carers will endeavour to follow the NESAs guidelines when deciding / providing disability provisions, however the school cannot guarantee the same provision will be provided by NESAs.



## MALPRACTICE IN ASSESSMENT TASKS

### What if a student cheats?

All work presented in Assessment Tasks must be the student's own work. If the student uses someone else's work, or cheats in any way, the student will be guilty of malpractice. This includes downloading other people's work off the Internet.

Any student found guilty of malpractice in an Assessment Task will receive no marks for that task and will be regarded as not having attempted the task. Parents will be informed of this decision and the reasons for it. The student will be registered with NESA and placed on the malpractice register.

The Principal, in consultation with the Head Teacher of the course involved, will decide whether such conduct warrants further action. This may mean that the student could be declared unsatisfactory in that course, and consequently may be ineligible for the award of a Higher School Certificate.

A student must have completed the 'All My Own Work' course. If the student did not complete the "All My Own Work" course in Year 11, the student will not be registered with NESA and cannot gain an HSC.

### How does a student know assessment tasks are fair when more than one class is following the same course?

Common assessment programs should be followed with common tasks, conditions and marking procedures.

When preparing a brief for any assessment task being undertaken by parallel classes, teacher/s develop a shared understanding of the nature and extent of the support they are prepared to provide. At the outset, teachers clearly advise students of the degree of teacher involvement in revision, the development, rehearsal or execution of a work.

### What should a student do if he or she is concerned that malpractice has occurred?

The student should share his or her concerns with the Head Teacher for the course or the Deputy Principal. The school will respond to the concerns as per NESA's guidelines.

## STUDENT MALPRACTICE REGISTER

A register has been set up by NESA and all schools are required to participate by entering information on proven cases of malpractice in HSC assessment tasks. Malpractice is any attempt to gain an unfair advantage over other students. Types of malpractice in HSC assessment tasks may include, but are not limited to:

- Being in possession of unauthorised notes or electronic devices during a test or examination
- Using the words, ideas, designs or workmanship of others without acknowledgement
- Copying from another student
- Paying someone to write or prepare an assessment task.

### Is the late submission of a task or a non-serious attempt considered malpractice?

Late submission of assessment tasks may be malpractice where it is proven to be a deliberate mechanism to gain advantage over other students. A student may submit overdue assessment work for a variety of other reasons not considered malpractice, such as illness, technical or transport issues or lack of motivation.

Submitted work may be classified as a non-serious attempt where it is frivolous or offensive. Failure to reach a level of achievement does not necessarily constitute a non-serious attempt.



Where the school applies a penalty for a frivolous or offensive response, the issue should be recorded on the malpractice register.

## CONFIDENTIALITY OF ASSESSMENTS

NESA requires that the Assessment mark as submitted to NESA "not be made available to students".

A student's final school assessment mark will be moderated by NESA according to the school's performance in that course at the HSC examination. Since the mark sent in from the school to NESA will be altered before it goes on the HSC, the school assessment mark is confidential.

At the completion of the HSC students will be able to see their assessment rankings in each course studied. The procedure for this will be outlined to students before you commence your exams.

## CAN A STUDENT SEEK A REVIEW OF HIS OR HER ASSESSMENT RANKING?

Yes. A student may seek a review of their ranking if their position in the order of merit differs significantly from expectations, based on feedback from assessment tasks. A student applies through the Principal.

A review can only be requested to the Principal, in writing, within two school days of receiving the Academic report stating the rank order in each course.

## WHAT ARE THE GROUNDS FOR REVIEW?

There are three grounds only for a review -

- i) a computational or clerical error
- ii) the correct weightings for components were not used
- iii) the stated assessment policy was not followed.

A student is not entitled to seek a review of a teacher or teachers' judgements of the worth of individual performance in assessment tasks. The marks and grades awarded for a course cannot be reviewed. Any disputes over individual marks must be resolved at the time a task is returned. If a student wishes to dispute a mark they must bring it to the attention of the Head Teacher who will liaise with the teacher to determine an appropriate outcome.

A student wishing to appeal against the grade(s) in any course awarded to him or her by the school should submit an appeal, together with evidence, to the Principal. Appeals can only be successful if it can be substantiated that grade(s) awarded in the course are inconsistent with progressive reporting.

There can be no appeal to NESA against a school's judgement of a student's performance on a particular task. Any disputes over an individual task must be resolved within the school at the time the task is returned.

## WHAT IF A STUDENT IS NOT SATISFIED WITH THE OUTCOME OF THE SCHOOL REVIEW?

A student may appeal to NESA. NESA will consider whether the school's review process was adequate and proper in all respects. If the appeal is upheld, NESA will direct the school to carry out a further review.



## NESA “N” DETERMINATION PROCESS

If it appears that a student is at risk of not meeting the internal assessment requirements in a course or not meeting general course requirements, a warning must be given. The principal must:

- (a) advise the student in writing, in time for the problem to be corrected, and alert the student to the possible consequences of an “N” determination,
- (b) advise the parent or guardian in writing if the student is under 18,
- (c) request from the student/parent a written acknowledgement of the warning,
- (d) issue at least one follow-up warning letter;

A student who does not satisfactorily complete out-standing work will be issued with a “N” Determination and will be advised to sit for the HSC exam in courses he or she has received “N” Determination.

### Review of “N” Determination

A student seeking a review of “N” determination must apply to the principal by a set date. An internal review will then be conducted and a written outcome provided to the student.

The school will advise NESA of the outcome of any review of “N” determinations.

A student who is dissatisfied with the outcome of the school review may appeal to NESA.

## WHAT IF A STUDENT HAS A PROBLEM THAT NEEDS FURTHER EXPLANATION THAN IS GIVEN HERE?

This is very important. A student must discuss the matter with his or her Year Adviser and/or assessment coordinator as quickly as possible. Assistance will always be available but quite often the communication will need to be initiated by the student. At Menai High School Deputy Principals act as the assessment coordinators. Students are also encouraged to log into their NESA Student Online account. Students can contact NESA directly.

## **IMPORTANT DATES for 2023 - 2024**

A student must complete the following paperwork at the required time. If absent the student must see the supervising DP immediately upon returning to school.

### **Term 4 2023**

- Sign off on assessment policy/quiz end of Week 4
- Complete HSC Checklist Week 5 when HSC Pattern of Study interviews occur. Hand to DP.
- Check that personal details and course information held by NESA is correct. Confirmation of entry forms must be signed.
- All changes to address, courses must be notified to NESA via your supervising DP.
- Pattern of study interviews concerning dropping subjects/picking up extensions.

### **Term 1 2024**

- An interim report will be provided in Term 1
- Disability provisions due
- Parent teacher night

### **Term 2 2024**

- Check that personal details and course information held by NESA is correct. Confirmation of entry forms must be signed.
- A report will be given in Term 2 to Year 12 at a parent teacher night

### **Term 3 2024**

- Trial performance HSC exams.
- Trial HSC exams week 2 to week 3.
- University Early entry, selective entry, scholarships and UAC Disadvantage access applications due.
- Body of Work, Major works, Personal Interest Project and practical exams.
- Graduation and Year 12 Picnic.



## Appendix 1 MENAI HIGH SCHOOL ILLNESS/MISADVENTURE APPLICATION

Name: \_\_\_\_\_

Information Guide for Students Menai High Illness/Misadventure program assists students who:

- Are prevented from attending an examination (including a practical examination) due to illness or unforeseen misadventure, or
- Consider that their performance in an examination has been affected by illness or misadventure immediately before or during the examination.

### Attendance at Examinations

You should attend every examination if at all possible. Do not miss an examination just because you do not feel able to do your best. The Illness/Misadventure program is designed to support students who perform below their expectations because of illness or misadventure.

If you do not attend an examination and your Illness/Misadventure application is unsuccessful, you will not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate. NESA does not expect you to attend an examination against specific medical advice. If you cannot attend an examination (including a practical examination) because of illness or misadventure, you must notify the Head Teacher, Deputy Principal or Head Teacher administration immediately.

### Evidence of Your Illness or Misadventure

It is very important to provide independent evidence with your application. You should seek independent evidence on the same day, either immediately before or after each examination for which you are applying. The documentation you provide must be current, specific to the date and time of the examination, and submitted with the application form. **A medical certificate that merely states you were unfit for work/study is unacceptable.**

### Written Examinations

If you are suffering from illness or misadventure, but are still able to attend the examination, notify the teacher/ Head teacher for the class assessment or Presiding Officer (the person supervising the examination) when you enter the examination room. If the illness or misadventure occurs during the task / examination, notify the teacher/ Presiding Officer at once. Do not hesitate to approach the teacher/ Presiding Officer. He/she is there to help you.

### Examination Illness/Misadventure Application Checklist

Please tick to ensure:

- you have correctly recorded your student name
- you have completed Section A for EACH AND EVERY exam session for which you wish to apply
- you have had Section B completed and/or attached the relevant documents for each exam for which you are applying

# MENAI HIGH SCHOOL ILLNESS/MISADVENTURE APPLICATION

To be used when illness or misadventure has affected your examination/assessment task performance or prevented your attendance at an exam or assessment task.

## Submitting your form

Present this completed form and other documentation to the Deputy Principal for formal examinations and to Head Teachers for assessment tasks.

### Closing Dates for Applications

Class task: TWO days after the task or submission date.

Formal examinations: No later than the last day of the formal examination period.

## Section A

Student's Name: ..... Year: ..... Date of Application: .....

Examination/Assessment Task	Examination date or Task submission date	Class Teacher

### Student Application

*I consider that my examination/assessment task performance was affected by illness or unforeseen misadventure before or during the examination/assessment period.*

*I declare that all the information I have supplied is true.*

Student signature: ..... Date: .....

---

### Receipt of Illness/Misadventure Form

This section is to be removed and kept by the student as proof of form being completed.

Student name:

Form handed to (Teacher name and signature):

Date:



**SECTION A:****Name:** .....

To be completed by the student.

Date	Examination or Assessment Task	Details of Effect on Performance (Describe how unforeseen illness or misadventure affected your performance or prevented your attendance)	Did you attend the exam or hand in your task? (Yes/No)

## SECTION B:

Name: .....

### Evidence of Illness/Misadventure

Attach copies of supporting evidence such as letters from a doctor or doctors, counsellors' reports, etc. to the end of this application. Originals must be made available on request.

List documents that you have attached to this application below.

**A medical certificate that merely states you were unfit for work/study is unacceptable.**

1.....

2.....

3.....

4.....

5.....

6.....

7.....

8.....

9.....

10.....



Name: .....

Name of Task:

--

Review Panel decision: Upheld / Declined.

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3 .....

Date : .....

Date : .....

**Preliminary Assessment Policy HSC Checklist (must return this form to the Deputy Principal)**

I, \_\_\_\_\_ have received and read the Menai High School Senior Assessment Policy and Procedures Booklet for 2023/2024. I am currently enrolled in the following courses:

1.	4.
2.	5.
3.	6.
7.	8.

External Education Facility	Course/Subject Studied
Saturday School of Community Language	
Sydney Distance Education	
Other (please specify)	

**I wish to gain an ATAR in 2024 YES / NO**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**CHECKLIST**

**PRELIMINARY AND HSC REQUIREMENTS**

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Am I studying 2 Units of English?
<input type="checkbox"/>	<input type="checkbox"/>	Am I studying at least 3 courses of 2 unit value or greater?
<input type="checkbox"/>	<input type="checkbox"/>	Am I studying at least 4 courses?
<input type="checkbox"/>	<input type="checkbox"/>	Am I studying at least 10 units for the HSC?
<input type="checkbox"/>	<input type="checkbox"/>	Am I studying at least 6 units from Board Developed Courses?
<input type="checkbox"/>	<input type="checkbox"/>	Am I studying more than 7 units of Science courses? (HSC Yr 12)

**ATAR REQUIREMENTS**

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Am I studying less than 10 units of Board Developed Courses?
<input type="checkbox"/>	<input type="checkbox"/>	Am I studying at least 2 units of English?
<input type="checkbox"/>	<input type="checkbox"/>	Am I studying at least 4 courses?
<input type="checkbox"/>	<input type="checkbox"/>	Am I studying two Category B courses? If you have ticked 'yes' for this question, see your Deputy

**On what is my ATAR based?**

Your ATAR will be based on the aggregate of scaled marks in 10 units of Board Developed Courses comprising: 2 Units of English, \*your **best** 8 units chosen from your remaining units

**With the following restrictions:**

\*you must satisfactorily complete English, \*you can include only 1 Category B course, \*you must include at least 4 courses.



**MENAI HIGH SCHOOL**



**CARE AND COMMITMENT**

**HIGHER SCHOOL CERTIFICATE**

**ASSESSMENT SCHEDULE**

**2023 and 2024**

# Year 12 Subjects 2022

Code	Faculty	Subject	Code	Faculty	Subject
AH122	HSIE	<input type="checkbox"/> Ancient History	IP122	CS	<input type="checkbox"/> Information Processes and Technology
BIO122	SCI	<input type="checkbox"/> Biology	ITA122	TAS	<input type="checkbox"/> Industrial Technology- Auto
BS122	HSIE	<input type="checkbox"/> Business Studies	ITT122	TAS	<input type="checkbox"/> Industrial Technology- Timber
BSV122	VET	NA Business Services (VET)	JAPB122	HSIE	<input type="checkbox"/> Japanese Beginners
CFS122	TAS	<input type="checkbox"/> Community and Family Studies	JAPC122	LOTE	<input type="checkbox"/> Japanese Continuers
CH122	SCI	<input type="checkbox"/> Chemistry	LS122	HSIE	<input type="checkbox"/> Legal Studies
CON122	VET	NA Construction (VET)	MA122	MAT	<input type="checkbox"/> Mathematics Advanced
DAN122	CAPA	<input type="checkbox"/> Dance	MAX121	MAT	<input type="checkbox"/> Mathematics Extension 1
DRA122	CAPA	<input type="checkbox"/> Drama	MAX22	MAT	<input type="checkbox"/> Mathematics Extension 2
DT122	TAS	<input type="checkbox"/> Design and Technology	MAS122A	MAT	<input type="checkbox"/> Mathematics Standard 2 (ATAR)
EC122	HSIE	<input type="checkbox"/> Economics	MAS122N	MAT	<input type="checkbox"/> Mathematics Standard 1
EI122	VET	NA Entertainment (VET)	MH122	HSIE	<input type="checkbox"/> Modern History
ENGA122	ENG	<input type="checkbox"/> English Advanced	MUS122	CAPA	<input type="checkbox"/> Music
ENG122	ENG	<input type="checkbox"/> English Standard	MUS222	CAPA	<input type="checkbox"/> Music
ES122	ENG	<input type="checkbox"/> English Studies	PE122	PE	<input type="checkbox"/> PDHPE
ENGX1	ENG	<input type="checkbox"/> English Extension 1	PH122	SCI	<input type="checkbox"/> Physics
ENGX2	ENG	<input type="checkbox"/> English Extension 2	PI122	VET	<input type="checkbox"/> Primary Industries (VET)
ESL122	ENG	<input type="checkbox"/> English as a Second Language	SC122	HSIE	<input type="checkbox"/> Society and Culture
ENGINE122	TAS	<input type="checkbox"/> Engineering Studies	SCIX121	SCI	<input type="checkbox"/> Science Extension
FT122	TAS	<input type="checkbox"/> Food Technology	SLR122	PE	<input type="checkbox"/> Sports, Leisure, Recreation
GEO122	HSIE	<input type="checkbox"/> Geography	SOR121	HSIE	<input type="checkbox"/> Studies of Religion (1 unit)
HISTX1	HSIE	<input type="checkbox"/> History Extension	T&D122	TAS	<input type="checkbox"/> Textiles and Design
HOS122	VET	<input type="checkbox"/> Hospitality (VET)	VA122	CAPA	<input type="checkbox"/> Visual Arts
					<input type="checkbox"/> Schedule











Ancient History 2 Unit 2024					
Components (Syllabus)	Task 1		Task 2		Task 4
	Term 4 Week 9		Term 1 Week 9		Term 3 Weeks 2 & 3
	Society Guided Research and in class task		Historical Analysis Task In Class Task		Trial Examination
Outcomes	AH12-5, AH12-8, AH12-7, AH12-6		AH12-1, AH12-5, AH12-6, AH12-9		AH12-1, AH12-2, AH12-5, AH12-6, AH12-7, AH12-9
Knowledge and understanding of course content	10%		20%		10%
Historical skills in the analysis and evaluation of sources and interpretations					10%
Historical inquiry and research	10%				
Communication of historical understanding in appropriate forms	5%		5%		10%
Marks (%)	25%		25%		30%
	100%				

Biology 2 Unit 2024					
Components (Syllabus)	Weightings (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 9	Term 1 Week 7	Term 2 Week 8	Term 3 Weeks 2 & 3
		First Hand Skills & Information Processing Task Skills Task #1	First Hand Skills & Information Processing Task Skills Task #2	Depth Study Task: Research Project	Formal Exam: Trial HSC Examination
Outcomes		12-4, 12-5, 12-6, 12-12	12-4, 12-5, 12-6, 12-13	12-1, 12-2, 12-3, 12-7	12-6, 12-12, 12-13, 12-14, 12-15
Skills in Working Scientifically	60%	20%	20%	20%	
Knowledge and Understanding	40%	5%	5%		30%
	0%				
	0%				
	0%				
Marks (%)	100%	25%	25%	20%	30%



Business Studies 2 Unit 2024					
Components (Syllabus)	Weightings (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 8	Term 1 Week 9	Term 2 Week 8	Term 3 Weeks 2 & 3
		Operations Assessment Task	Finance Stimulus Task	Inquiry Based Marketing Task	Trial HSC
Outcomes		H1; H2; H9	H1; H8; H10	H4; H5; H6; H7; H8	H1; H2; H3; H9; H10
Knowledge and understanding of course content	40%	10%	5%	10%	15%
Stimulus-based skills	20%	5%	10%		5%
Inquiry and research	20%		5%	15%	
Communication of business information, ideas and issues in appropriate forms	20%	5%	5%		10%
Marks (%)	100%	20%	25%	25%	30%

Community and Family Studies 2 Unit 2024					
Components (Syllabus)	Weightings (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 9	Term 1 Week 9	Term 2 Week 8	Term 3 Weeks 2 & 3
		Independent Research Project	Groups in Context Research Task	Individual Response - Option	Trial HSC Examination
Outcomes					
Knowledge and understanding of course content	40%		20%	10%	10%
Skills in critical thinking, research methodology, analysing and communication	60%	20%	15%	5%	20%
	0%				
	0%				
	0%				
Marks (%)	100%	20%	35%	15%	30%



Chemistry 2 Unit 2024					
Components (Syllabus)	Weightings (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 7	Term 1 Week 5	Term 2 Week 7	Term 3 Weeks 2 & 3
		First Hand Skills & Information Processing Task: Skills Task #1	Depth Study Task: Research Project	First Hand Skills & Information Processing Task: Skills Task #2	Formal Exam: Trial HSC Examination
		12-4, 12-5, 12-6, 12-12	12-1, 12-2, 12-3, 12-7	12-4, 12-5, 12-6, 12-14	12-12, 12-13, 12-14, 12-15
Outcomes					
Skills in Working Scientifically	60%	20%	20%	20%	
Knowledge and Understanding	40%	5%		5%	30%
Marks (%)	100%	25%	20%	25%	30%

Dance 2 Unit 2024					
Components (Syllabus)	Task 1		Task 2	Task 3	Task 4
	Term 4 Week 9		Term 1 Week 8	Term 2 Week 9	Term 3 Weeks 2 & 3
	Core Performance		Major Study Performance Progress	Trial HSC Practical Examination Core Composition, Major Study, Performance, Logbook	Trial HSC Written Examination
Outcomes	H1.1,H1.2,H1.3,H2.1,H2.2,H2.3		H1.1,H1.2,H1.3,H2.1,H2.2,H2.3	H1.1,H1.2,H1.3,H2.1,H2.2,H2.3,H3.1,H3.2,H3.3	H1.1,H1.2,H1.3,H4.1,H4.2,H4.3,H4.4,H4.5
	20%				
	20%			20%	
	20%				20%
	40%		20%	20%	
	0%				
Marks (%)	20%		20%	40%	20%
Weights (Syllabus)					



## Drama 2 Unit 2024

Components (Syllabus)	Weights (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 9	Term 1 Week 9	Term 2 Week 10	Term 3 Weeks 2 & 3
		Performance and Research Essay	Performance and Research Essay	HSC Practical Trial Exam Group Performance, Individual Project, Logbooks	HSC Written Trial Exam
Outcomes		H1.1,H1.2,H1.3,H1.4,H1.7,H2.1, H2.2,H2.4,H2.5,H3.1,H3.2, H3.3,H3.4,H3.5	H1.1,H1.2,H1.3,H1.4,H1.7,H2.1, H2.2,H2.4,H2.5,H3.1,H3.2, H3.3,H3.4,H3.5	H1.1,H1.2,H1.3,H1.4,H1.5,H1.6,H2.1, H2.2,H2.3,H2.4,H2.5	H3.1,H3.2,H3.3,H3.4,H3.5
Making	40%	10%	10%	20%	
Performing	30%	5%	5%	20%	
Critically Studying	30%	5%	5%		20%
Marks (%)	100%	20%	20%	40%	20%





Economics 2 Unit 2024				
	Weightings (Syllabus)	Task 1	Task 2	Task 3
		Term 4 2022 Week 9	Term 1, Week 8	Term 2 Week 9
Components (Syllabus)		Economic Issues Hand-in Task	Stimulus skills and short answer	Economic Policies Research Task
Outcomes		H1 ; H6; H7; H12	H1 ; H4; H5; H6; H8; H11	H1; H2; H3; H4; H5; H6; H7; H8; H11
Knowledge and understanding of course content	40%	5%	5%	10%
Stimulus based skills	20%		15%	5%
Inquiry and research	20%	10%		10%
Communication of economic information, ideas and issues in appropriate forms	20%	5%		10%
Marks (%)	100%	20%	20%	30%

Engineering Studies 2 Unit 2024					
Components (Syllabus)	Task 1		Task 2		Task 4
	Term 4 Week 10		Term 1 Week 5		Term 3 Weeks 2 & 3
	Civil Engineering Solution and Report		Civil Structures + Transport Engineering Problem-Solving		Trial HSC Examination
Outcomes	H1.2, H2.1, H3.1, H3.2, H3.3, H4.3, H5.1, H5.2, H6.2,		H3.1, H3.2, H4.2, H5.1, H6.1, H6.2		H1.1, H1.2, H2.2, H3.1, H3.3, H4.2, H4.3, H5.2, H6.1, H6.2
Knowledge and understanding of course content	10%		10%		20%
Knowledge and skills in research, problem solving and communication related to engineering practice	15%		10%		10%
Marks (%)	25%		20%		30%
	100%				25%



English Advanced 2 Unit 2024					
Components (Syllabus)	Task 1		Task 2	Task 3	Task 4
	Term 4 Week 10		Term 1 Week 9	Term 2 Week 10	Examination Period
	Open Book Test		Multimodal Presentation	Test of Limited Scope	Trial Examination
	Reading/Writing		Writing/Speaking/Representing	Writing	Reading/Writing
	10%		10%	15%	15%
Outcomes	50		10%	15%	15%
	Knowledge and understanding of course content		EA 12-1, 12-8 (Essay) 12-2, 12-9 (Composition based on study of Common Module)	EA 12-3, 5, 6 (Essay), 12-2, 12-4 (Composition based on study of Module B)	EA 12-1, 12-3, 12-4, 12-5, 12-6, 12-7, 12-8, 12-9
	50		EA 12-1, 4, 5, 6 (Essay) 12-1, 5, 9 (Composition based on study of Module A)		
			20%		15%
				15%	5%
Marks (%)			20%	15%	5%
			20%		5%
			25%	20%	5%
			0%		
			100%	30%	30%

English Extension 1 Unit 2024				
Components (Syllabus)	Weightings (Syllabus)	Task 1	Task 2	Task 3
		Term 1 Week 2	Term 2 Week 5	Examination Period
		Portfolio	Tutorial Presentation	Trial Examination
		Reading/Writing	Speaking/Listening/Viewing/Representing	Reading/Writing
Outcomes		EX 12-1,2,4,5	EX12-1,3,4	EX12-1,2,3,4,5
Knowledge and understanding of how and why texts are valued	50%	15%	20%	15%
Skills in complex analysis, analysis composition, and investigation	50%	15%	20%	15%
	0%			
	0%			
	0%			
Marks (%)	100%	30%	40%	30%



English Extension 2 Unit 2024				
Components (Syllabus)	Weights (Syllabus)	Task 1	Task 2	Task 3
		Term 1 Week 4	Term 2 Week 4	Term 2 Week 7
		Viva Voce	Literature review	Critique of the creative process
		Speaking	Reading/Writing	Writing
Outcomes		EEX12-1, EEX12.4, EEX12.5	EEX12.1, EEX12.2, EEX12.3, EEX12.4	EEX12.1, EEX12.2, EEX12.3, EEX12.4, EEX 12.5
Skills in extensive independent research	50%	15%	20%	15%
Skills in sustained composition	50%	15%	20%	15%
	0%			
	0%			
	0%			
Marks (%)	100%	30%	40%	30%

English Standard 2 Unit 2024					
Components (Syllabus)	Weights (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 10	Term 1 Week 5	Term 2 Week 9	Examination Period
		Open Book Test	Multimodal Presentation	Test of Limited Scope	Trial Examination
		Reading/Writing	Writing/Speaking/ Representation	Writing	Reading/Writing
Knowledge and understanding of course content		10%	10%	15%	15%
		10%	10%	15%	15%
Skills in responding to and composing		EN12.3, EN12.4, EN 12.6, EN12.7	EN12.3, EN12.4, EN12.6 , EN12.7, EN12.8	EN12.1, EN12.2, EN 12.5, EN12.7, EN12.8, EN12.9	EN12.1, EN12.2, EN12.3, EN12.4, EN12.5, EN12.6, EN12.7, EN12.8, EN12.9
Common Module: Texts and Human Experiences	35%	20%			15%
Module A: Language, Identity and Culture	20%			15%	5%
Module B: Close Study of Literature	20%			15%	5%
Module C: The Craft of Writing	25%		20%		5%
	0%				
	0%				
Marks (%)	100%	20%	20%	30%	30%



# English as an Additional Language or Dialect 2024

Components (Syllabus)	Weightings (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 8	Term 1 Week 8	Term 2 Week 8	Term 3 Weeks 2 & 3
		Topic test (short answer and extended response)	Analytical Response	Multimodal Presentation	Trial Examination
		Reading/Writing	Writing	Speaking/Reading/Writing	Listening/Reading/Writing
Outcomes		EAL12.1A, EAL12.3, EAL12.5, EAL12.6, EAL12.7	EAL12.1A, EAL12.3, EAL12.4, EAL12.5, EAL12.7	EAL12.1A, EAL12.1B, EAL12.2, EAL12.3, EAL12.4, EAL12.8	EAL12.1B, EAL12.3, EAL12.5, EAL12.6, EAL12.7, EAL12.9
	40%	25%			15%
	20%		20%		
	25%			25%	
Module D: Focus on Writing	15%				15%
	0%				
	0%				
	0%				
	0%				
	0%				
	0%				
Marks (%)	100%	25%	20%	25%	30%

English Studies 2 Unit 2024				
Components (Syllabus)	Weights (Syllabus)	Task 1	Task 2	Task 3
		Term 4 Week 8	Term 1 Week 6	Term 2 Week 8
		Multimodal presentation with related material	Research Task	Collection of Classwork
Outcomes		Mandatory module: Texts and Human Experiences	Elective Module: We are Australians	Mandatory module and Elective - The Big Screen
		ES12-1, ES12-4, ES12-5, ES12-6, ES12-8	ES12-3, ES12-5, ES12-7, ES12-8, ES12-9	ES12-1, ES12-4, ES12-5, ES12-7, ES12-10
		15%	10%	10%
Knowledge and understanding of course content	50%			
Skills in: - Comprehending texts - Communicating ideas - Using language accurately, appropriately and effectively	50%	10%	15%	10%
	0%			
	0%			
	0%			
Marks (%)	100%	25%	25%	30%
				20%



Food Technology 2 Unit 2024					
Components (Syllabus)	Weightings (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 7	Term 1 Week 7	Term 2 Week 6	Term 3 Weeks 2 & 3
		The Australian Food Industry	Food Manufacture	Food Product Development	Trial HSC Examination
Outcomes					
Knowledge and understanding of course content	40%	10%	5%	5%	20%
Knowledge and skills in designing, researching, analysing and evaluating	30%	5%		15%	10%
Skills in experimenting with and preparing food by applying theoretical concepts	30%		15%	15%	
	0%				
	0%				
Marks (%)	100%	15%	20%	35%	30%





History Extension 1 Unit 2024				
Components (Syllabus)	Task 1		Task 2	Task 3
	Term 2 Week 8		Term 2 Week 10	Term 3 Weeks 2 & 3
	History Project - Historical Process		History Project - Essay	Trial HSC Exam
Outcomes	HE 12-1, 12-2, 12-3, 12-4		HE 12-1, 12-2, 12-3, 12-4	HE 12-1, 12-3, 12-4
Knowledge and understanding of significant historiographical ideas and processes	40%		10%	30%
Skills in designing, undertaking and communicating historical inquiry and analysis	60%		30%	
Marks (%)	100%		40%	30%





Investigating Science 2024									
Components (Syllabus)	Weights (Syllabus)	Task 1		Task 2		Task 3		Task 4	
		Term 4 Week 8		Term 1 Week 6		Term 2 Week 8		Term 3 Weeks 2 & 3	
		First Hand Skills & Information Processing Task: Skills Task #1		Depth Study Task: Research Project		First Hand Skills & Information Processing Task: Skills Task #2		Formal Exam: Trial HSC Examination	
		12-4, 12-5, 12-6, 12-12		12-1, 12-2, 12-3, 12-7, 12-13		12-4, 12-5, 12-6, 12-12		12-6, 12-13, 12-14, 12-15	
Outcomes									
Skills in Working Scientifically	60%	20%	20%	20%					
Knowledge and Understanding	40%	5%							30%
	0%								
	0%								
	0%								
Marks (%)	100%	25%	20%	25%		25%			30%

Enterprise Computing 2 Unit 2024					
Components (Syllabus)	Weights (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 7	Term 1 Week 10	Term 3 Week 1	Term 3 Weeks 2 & 3
					HSC Trial Examination
Outcomes		H1.1, H2.2, H5.1, H6.2, H7.1, H7.2	H2.1, H3.1, H4.1, H5.2	H1.2, H2.2, H3.2, H4.1, H6.1	H1.1, H1.2, H2.1, H2.2, H3.1, H3.2, H4.1, H5.1, HY5.2, H6.1, H6.2, H7.1, H7.2
Knowledge and understanding of course content	60%	5%	20%	20%	15%
Knowledge and skills in the design and development of information systems	40%	10%	0%	15%	15%
	0%				
	0%				
	0%				
Marks (%)	100%	15%	20%	35%	30%



Japanese Beginners 2 Unit 2024					
Components (Syllabus)	Weights (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 9	Term 1 Week 8	Term 2 Week 7	Term 3 Weeks 2 & 3
		Response in English to spoken and oral presentation	Response in English and Japanese to written texts/article	Response to written and spoken texts	Trial HSC Examination
		People, places and communities	Education and work	Travel and tourism	
Outcomes		1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4	2.1, 2.2, 2.3, 2.4, 2.5, 2.6	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3
Listening	30%	10%		15%	5%
Reading	30%		10%	15%	5%
Speaking	20%	10%			10%
Writing	20%		10%		10%
Marks (%)	100%	20%	20%	30%	30%

Japanese Continuers 2 Unit 2024					
Components (Syllabus)	Weightings (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 8	Term 1 Week 10	Term 2 Week 6	Term 3 Weeks 2 & 3
		Response in English to written texts	Response to spoken text/oral interaction	Composing a written text - newspaper article	Trial HSC Examination
Outcomes		Shopping, eating out and leisure	Planning a trip and travelling in Japan	Future Plans and work	
		3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 4.2	1.1, 1.2, 1.3, 1.4, 3.1, 3.2, 3.4, 3.5, 3.6	2.1, 2.2, 2.3, 4.1	1.1, 1.3, 1.4, 2.1, 2.3, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6
			20%		10%
Listening	30%				
Reading	30%	20%			10%
Speaking	20%		15%		5%
Writing	20%			15%	5%
	0%				
Marks (%)	100%	20%	35%	15%	30%



Legal Studies 2 Unit 2024					
Components (Syllabus)	Task 1		Task 2		Task 4
	Term 4 Week 10		Term 1 Week 10		Term 3 Weeks 2 & 3
	Crime M/C and Essay		Human Rights, Short Answer Questions		HSC Trial exam - Crime, Human Rights, Family, World Order
Outcomes	H1, H2, H9		H1, H4, H5, H7, H9		H1, H4, H5, H7, H9
Knowledge and understanding of course content	10%		10%		10%
Analysis and evaluation	5%		5%		5%
Inquiry and research			5%		10%
Communication of legal information, issues and ideas in appropriate forms	5%		5%		5%
Marks (%)	20%		25%		30%
	100%				

Mathematics Advanced 2024				
Components (Syllabus)		Task 1	Task 2	Task 3
		Term 4, Week 8	Term 1, Week 8	Term 2, Week 6
Open Book Task			Class Test	Assignment
Syllabus Components	Understanding, fluency & communication	15%	15%	20%
	Problem solving, reasoning & justification	10%	10%	10%
Functions: MA11-1, MA11-2, MA11-8, MA11-9, MA12-1, MA12-9, MA12-10			10%	5%
Trigonometric Functions: MA11-1, MA11-3, MA11-4, MA11-8, MA11-9, MA12-1, MA12-5, MA12-9, MA12-10				5%
Calculus: MA11-1, MA11-5, MA11-8, MA11-9, MA12-3, MA12-6, MA12-7, MA12-9, MA12-10		5%	15%	5%
Exponential and Logarithmic Functions: MA11-6, MA11-8, MA11-9		10%		5%
Statistical Analysis: MA11-7, MA11-8, MA11-9, MA12-8, MA12-9, MA12-10		10%		5%
Financial Mathematics: MA12-2, MA12-4, MA12-9, MA12-10				5%
Marks (%)		25%	25%	20%
				30%



Mathematics Extension 1 2024					
		Task 1	Task 2	Task 3	Task 4
Components (Syllabus)		Term 4, Week 9	Term 1, Week 9	Term 2, Week 7	Term 3 Weeks 2 & 3
		Assignment/Investigation	Class Test	Open Book Task	Trial HSC Examination
Syllabus Components	Understanding, fluency & communication		15%	15%	20%
	Problem solving, reasoning & justification	20%	10%	10%	10%
Outcomes					
Functions: ME11-1, ME11-2, ME11-6, ME11-7					2%
Trigonometric Functions: ME11-1, ME11-3, ME11-6, ME11-7, ME12-3, ME12-6, ME12-7				10%	5%
Calculus: ME11-1, ME11-2, ME11-6, ME11-7, ME12-1, ME12-4, ME12-6, ME12-7			15%	15%	10%
Combinatorics: ME11-1, ME11-2, ME11-6, ME11-7					3%
Proof: ME12-1, ME12-6, ME12-7			10%		2%
Vectors: ME12-2, ME12-6, ME12-7		20%			3%
Statistical Analysis: ME12-5, ME12-6, ME12-7					5%
Marks (%)		20%	25%	25%	30%

Mathematics Extension 2 2024					
Components (Syllabus)		Task 1	Task 2	Task 3	Task 4
		Term 4, Week 10	Term 1, Week 10	Term 2, Week 8	Term 3 Weeks 2 & 3
		Open Book Task	Assignment	Class Test	Trial HSC Examination
Syllabus Components	Understanding, fluency & communication	15%		15%	20%
	Problem solving, reasoning & justification	10%	20%	10%	10%
Outcomes					
Proof: MEX12-1, MEX12-2, MEX12-7, MEX12-8			10%		6%
Vectors: MEX12-3, MEX12-7, MEX12-8				10%	6%
Complex Numbers: MEX12-1, MEX12-4, MEX12-7, MEX12-8		25%			6%
Calculus: MEX12-1, MEX12-5, MEX12-7, MEX12-8			10%		6%
Mechanics: MEX12-6, MEX12-7, MEX12-8				15%	6%
Marks (%)		25%	20%	25%	30%



Mathematics Standard 2 2024				
Task 1		Task 2	Task 3	Task 4
Term 4 Week 8		Term 1 Week 9	Term 2 Week 7	Term 3 Weeks 2 & 3
Syllabus Components	Outcomes	Class Test	Open Book Task	Trial HSC Examination
	Understanding, fluency & communication	15%	15%	20%
	Problem solving, reasoning & justification	5%	10%	10%
Algebra: MS2-12-1, MS2-12-6, MS2-12-9, MS2-12-10				6%
Measurement: MS2-12-3, MS2-12-4, MS2-12-9, MS2-12-10		10%	5%	6%
Financial Mathematics: MS2-12-5, MS2-12-9, MS2-12-10		10%	10%	6%
Statistical Analysis: MS2-12-2, MS2-12-7, MS2-12-9, MS2-12-10			10%	6%
Networks: MS2-12-8, MS2-12-9, MS2-12-10			25%	6%
Marks (%)		20%	25%	30%

Mathematics Standard 1 2024					
		Task 1	Task 2	Task 3	Task 4
		Term 4, Week 8	Term 1, Week 9	Term 2, Week 7	Term 3 Weeks 2 & 3
		Class Test	Open Book Task	Assignment/Investigation	Trial HSC Examination
Components (Syllabus)		15%	15%		20%
	Understanding, fluency and communication				
	Problem solving, reasoning and justification	5%	10%	25%	10%
Outcomes					
Algebra: MS1-12-1, MS1-12-6, MS1-12-9, MS1-12-10			10%		6%
Measurement: MS1-12-3, MS1-12-4, MS1-12-9, MS1-12-10		10%	5%		6%
Financial Mathematics: MS1-12-5, MS1-12-9, MS1-12-10		10%			6%
Statistical Analysis: MS1-12-2, MS1-12-7, MS1-12-9, MS1-12-10			10%		6%
Networks: MS1-12-8, MS1-12-9, MS1-12-10				25%	6%
Marks (%)		20%	25%	25%	30%



## Modern History 2 Unit 2024

		Task 1		Task 2		Task 3		Task 4	
		Term 4 Week 8		Term 1 Week 7		Term 2 Week 8		Term 3 Weeks 2 & 3	
Components (Syllabus)		Russia Historical Analysis – Research and in class essay		Power and Authority Source Based Hand in Essay		Conflict in the Pacific Research Essay		Trial HSC	
Outcomes		MH12-2, MH12-3, MH12-4, MH12-5		MH12-6, MH12-7, MH12-8, MH12-2		MH12-9, MH12-9, MH12-3		MH12-1, MH12-2, MH12-3, MH12-5	
Knowledge and understanding of course content	40%	15%		5%		5%		15%	
Hisotrical skills in the analysis and evaluatin of sources and interpretations	20%			15%				5%	
Historical inquiry and research	20%	10%				10%			
Communication of historical understanding in appropriate forms	20%	5%				5%		10%	
Marks (%)	100%	30%		20%		20%		30%	

Music 1 2 Unit 2024					
Components (Syllabus)	Weightings (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 9	Term 1 Week 6	Term 2 Week 6	Term 3 Weeks 2 & 3
		Composition portfolio and aural analysis	Performance and Viva Voce	Elective Option for Topics 1 and 2	Trial HSC Examination
Outcomes		H2, H4, H5, H6, H7, H8	H1, H2, H4, H5, H6	H1-8*	H1-8*
		(*Teachers will select appropriate outcomes based on Elective option selected by each student)			
Performance			10%		
Composition		10%			
Musicology			10%		
Aural		10%			15%
Electives				30%	15%
Marks (%)	100%	20%	20%	30%	30%



Music 2 2 Unit 2024					
Components (Syllabus)	Weights (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 9	Term 1 Week 9	Term 2 Week 9	Term 3 Weeks 2 & 3
		Core Performance, Sight Singing and Aural	Core Composition and Elective Material	Elective Presentation Portfolio and Mandatory Topic - in class examination	Trial HSC Examination
Outcomes		Hq, H10, H11, H12	H3, H4, H5, H8*	H2, H3, H6, H9, H11, H12*	H1, H2, H5, H7, H10, H11
		(*Teachers will select appropriate outcomes based on Elective option selected by each student)			
Performance		10%			10%
Composition			20%		
Musicology				10%	10%
Aural		10%			15%
Electives			10%	10%	
Marks (%)	100%	20%	20%	30%	30%

PD/Health/PE 2 Unit 2024					
Components (Syllabus)	Task 1		Task 2	Task 3	Task 4
	Term 4 Week 8		Term 1 Week 8	Term 2 Week 7	Term 3 Weeks 2 & 3
	Report / In Class Response Task		Research Task and Test (1 hour)	Analysis/Report	Trial HSC Examination
	H8, H13, H16, H17		H1, H2, H3, H4, H5, H14, H15, H16	H7, H8, H9, H10, H11, H16, H17	H1-H17
Outcomes					
Knowledge and understanding of course content	40%	10%	10%	10%	10%
Skills in critical thinking, research, analysing and communicating	60%	10%	15%	15%	20%
	0%				
	0%				
	0%				
Marks (%)	100%	20%	25%	25%	30%



Physics 2 Unit 2024					
Components (Syllabus)	Weights (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 8	Term 1 Week 6	Term 2 Week 8	Term 3 Weeks 2 & 3
		First Hand Skills & Information Processing Task: Skills Task #1	Depth Study Task : Research Project	First Hand Skills & Information Processing Task: Skills Task #2	Formal Exam: Trial HSC Examination
Outcomes		12-4, 12-5, 12-6, 12-12	12-1, 12-2, 12-3, 12-7	12-4, 12-5, 12-6, 12-14	12-6, 12-12, 12-13, 12-14, 12-15
Working Scientifically Skills	60%	20%	20%	20%	
Knowledge and Understanding	40%	5%		5%	30%
Marks (%)	100%	25%	20%	25%	30%

Science Extension 1 Unit 2024				
Components (Syllabus)	Weights (Syllabus)	Task 1	Task 2	Task 3
		Term 1 Week 2	Term 2 Week 3	Term 3 Week 5
		Oral Presentation - Research Proposal	Formal Exam: Skills & Statistics Task	Submission: Scientific Research and Portfolio
Outcomes		SE-1, SE-3, SE-5	SE-4, SE-5, SE-6	SE-3, SE-4, SE-5, SE-6, SE-7
Communicating Scientifically	30%	30%		
Gathering, recording, analysing and evaluating data	30%		30%	
Application of Scientific Research Skills	40%			40%
	0%			
	0%			
	0%			
	0%			
	0%			
	0%			
Marks (%)	100%	30%	30%	40%



Society and Culture 2 Unit 2024					
Components (Syllabus)	Weights (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 9	Term 1 Week 7	Term 2 Week 5	Term 3 Weeks 2 & 3
		Personal Interest Project Proposal	Social and Cultural Continuity and Change In Class Task	Popular Culture Research Task	Trial HSC
Outcomes		H1,6,7,8,9,10	H1,7,9,10	H1,5,7,9,10	H1,2,3,4,5,6,9,10
Knowledge and understanding of course content	50%		15%	15%	20%
Application and evaluation of social and cultural research methods	30%	10%	5%	10%	5%
Communication of information, ideas and issues in appropriate forms	20%		10%	5%	5%
	10%				
	10%				
Marks (%)	100%	10%	30%	30%	30%

Sport Lifestyle and Recreation 2 Unit 2024				
Components (Syllabus)	Weights (Syllabus)	Task 1	Task 2	Task 3
		Term 4 Week 7	Term 1 Week 7	Term 2 Week 10
		Coaching Task	Aquatics Research	Practical Register
Outcomes		2.1, 2.2, 3.1, 3.2, 4.2, 4.5	1.1, 1.3, 2.2, 3.1, 3.6	1.1, 1.3, 2.1, 3.1, 3.2, 4.1, 4.4
				1.1 - 4.5
Knowledge and understanding	50%	10%	10%	10%
Skills	50%	10%	10%	10%
	10%			
	10%			
	10%			
Marks (%)	100%	20%	20%	30%



Studies of Religion 1 Unit 2024				
Components (Syllabus)	Weights (Syllabus)	Task 1	Task 2	Task 3
		Term 4 Week 9	Term 2 Week 2	Term 3 Weeks 2 & 3
		Research Report	Research in class task	Trial HSC Examinations
		H1,2,4,5,6,7,8	H1,2,4,5,6,7,8,9	H1,2,3,4,5,8,9
Outcomes				
Knowledge and understanding of course content	40%	10%	20%	10%
Source-based skills	20%	10%		10%
Investigation and research	20%	10%	10%	
Communication of information, ideas and issues in appropriate forms	20%	5%	5%	10%
Marks (%)	100%	35%	35%	30%

Textiles and Design 2 Unit 2024					
Components (Syllabus)	Task 1		Task 2	Task 3	Task 4
	Term 4 Week 7		Term 1 Week 5	Term 2 Week 3	Term 3 Weeks 2 & 3
	Presentation + Sections I & II		Experimentation	Topic Test	Trial HSC Examination
Outcomes					
Knowledge and understanding of course content	50%	20%		20%	10%
Skills in experimenting with and preparing food by applying theoretical concepts	50%	5%	30%		15%
	10%				
	10%				
Marks (%)	100%	25%	30%	20%	25%




## Visual Arts 2 Unit 2024

	Weights (Syllabus)	Task 1	Task 2	Task 3	Task 4
		Term 4 Week 8	Term 1 Week 8	Term 2 Week 6	Term 3 Weeks 2 & 3
Components (Syllabus)		Essay Research Task	Body of Work - Preliminary Plans and Progress	Essay Extended Response	Trial HSC Examination - Body of Work
Outcomes		H7,H9	H1,H3,H4	H7, H8, H10	H1,H2,H3,H4,H5, H6,H7,H8,H9,H10
Artmaking	50%		30%		20%
Art Criticism and Art History	50%	20%		20%	10%
	0%				
	0%				
Marks (%)	100%	20%	30%	20%	30%

## Visual Design 2024

Components (Syllabus)		Weights (Syllabus)			
		Task 1	Task 2	Task 3	Task 4
		Term 1 Week 3	Term 2 Week 6	Term 2 Week 8	Term 3 Week 6
Outcomes		Structures and Environments Design Folio and Project	Stage Sets and Props - Design Folio and Project	Individual/Collaborative Project Presentation - Design Brief, Research and Experimentation, Critical and Historical links, Critical Reflection	Individual/Collaborative Project - Design Folio and Project
		DM1,DM2,DM3,DM4,DM5,DM6	DM1,DM2,DM3,DM4,DM5,DM6	CH1,CH2,CH3,CH4	DM1,DM2,DM3,DM4,DM5,DM6
		20%	30%		20%
				30%	
Artmaking	70%				
Art Criticism and Art History	30%			30%	
Marks (%)	100%	20%	30%	30%	20%



		<b>2024 Business Services Course Descriptor</b> <b>BSB30120 Certificate III in Business</b> <b>RTO - Department of Education - 90333, 90222, 90072, 90162</b>	
This information may change due to Training Package and NSW Education Standards Authority (NESA) updates. Notification of variations will be made in due time with minimal disruption or disadvantage.			
<b>Course: Business Services</b> Board Developed Course (240 hour)		<b>2 or 4 Preliminary and/or HSC units in total</b> Industry Curriculum Framework (ICF) Australian Tertiary Admission Rank (ATAR) eligible course	
By enrolling in this VET qualification with Public Schools NSW RTOs, you are choosing to participate in a program of study which will provide you a pathway towards HSC accreditation and a nationally recognised qualification (dual accreditation). To receive this VET qualification, you must meet the assessment requirements of BSB30120 Certificate III in Business <a href="https://training.gov.au/training/details/bsb30120">https://training.gov.au/training/details/bsb30120</a> . You will be expected to complete all requirements relevant to the HSC and adhere to the requirements of NESA. To gain this full qualification, you must achieve 13 units of competency. A statement of attainment towards the qualification is possible if at least one unit of competency is achieved.			
<b>Entry Requirements</b> You must complete the VET enrolment process, supplying your USI and be assessed for learning support (eg LLN Robot) before the commencement of any training and assessment. HSC: All My Own Work must be completed before enrolling in this qualification. When selecting this course, you should be interested in working in a business environment and be able to use a personal digital device including a personal computer or laptop.			
<b>Business Services Training Package (BSB 8.0) Units of Competency</b>			
<b>Core</b> BSBCRT311 Apply critical thinking skills in a team <a href="#">environment</a> BSBPEF201 Support personal wellbeing in the <a href="#">workplace</a> BSBSUS211 Participate in sustainable work <a href="#">practices</a> BSBTWK301 Use inclusive work <a href="#">practices</a> BSBWHS311 Assist with maintaining workplace <a href="#">safety</a> BSBXCM301 Engage in workplace <a href="#">communication</a> <b>Elective</b> BSBTEC303 Create electronic presentation		<b>Elective</b> BSBTEC202 Use digital technologies to communicate in the work <a href="#">environment</a> BSBOPS201 Work effectively in business <a href="#">environments</a> BSBOPS301 Maintain business <a href="#">resources</a> BSBINS302 Organise workplace <a href="#">information</a> BSBTEC301 Design and produce business <a href="#">documents</a> BSBTEC201 Use business software <a href="#">applications</a> BSBPEF301 Organise personal work priorities	
Students may apply for Recognition of Prior Learning (RPL) and /or credit transfer before delivery, provided suitable evidence is submitted.			
<b>Pathways to Industry - Skills gained in this course transfer to other occupations</b>			
<ul style="list-style-type: none"><li>working within the business services industry involves customer (client) <a href="#">service</a></li><li>using technology to organise information</li></ul>		<ul style="list-style-type: none"><li>creativity</li><li>critical thinking</li><li>problem solving</li></ul>	
<b>Examples of occupations in the business services industry:</b>			
<ul style="list-style-type: none"><li>medical administration</li><li>clerical worker</li></ul>		<ul style="list-style-type: none"><li>office administration</li><li>receptionist</li><li>information desk operator</li><li>records and information administration</li></ul>	
<b>Mandatory HSC Course Requirements</b> Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by NESA. You should be work ready before work placement. <b>External Assessment (optional HSC examination for ATAR purposes)</b> The Higher School Certificate examination for Business Services is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.			
<b>Competency-Based Assessment</b> In this course you will work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent you must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the unit of competency.			
<b>Appeals and Complaints</b> You may lodge a complaint or an appeal about a decision (including assessment decisions) by following the Appeals and Complaints Guidelines			
<b>Course Cost: Preliminary - \$25      HSC - \$25</b>		<b>Refunds</b> Refund arrangements are on a pro-rata basis. Please refer to your school refund policy	
A school-based traineeship is available in this course. For more information: <a href="https://education.nsw.gov.au/public-schools/career-and-study-pathways/school-based-apprenticeships-and-traineeships">https://education.nsw.gov.au/public-schools/career-and-study-pathways/school-based-apprenticeships-and-traineeships</a>			
<b>Exclusions:</b> VET course exclusions can be checked on the NESA website at <a href="http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions">http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions</a>			
2024 Course Descriptor BSB30120 Certificate III in Business RTO - Department of Education - 90333, 90222, 90072, 90162 Version 0.16 Disclaimer: If you require accessible documents, please contact your VET Coordinator for support			



Education

**2024 Construction Course Descriptor**  
**CPC20230 Certificate II in Construction Pathways (Release 6) & CPC20120**  
**Statement of Attainment towards Certificate II in Construction (Release 3)**  
**RTO - Department of Education - 90333, 90222, 90072, 90162**

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

**Course: Construction**  
 Board Developed Course (240 hour)

**2 or 4 Preliminary and/or HSC units in total**  
 Industry Curriculum Framework (ICF) -  
 Australian Tertiary Admission Rank (ATAR) eligible course

By enrolling in this VET qualification with Public Schools NSW RTOs, you are choosing to participate in a program of study which will provide you a pathway towards HSC accreditation and a nationally recognised qualification (dual accreditation). To receive this VET qualification, you must meet the assessment requirements of CPC20230 Certificate II in Construction Pathways (Release 6) & CPC20120 Statement of Attainment towards Certificate II in Construction (Release 3) <https://training.gov.au/Training/Details/CPC20230> & <https://training.gov.au/Training/Details/CPC20120>. You will be expected to complete all requirements relevant to the HSC and adhere to the requirements of NESA. To gain the full qualification in the CPC20230 Certificate II in Construction Pathways, you must achieve 5 core and 5 elective units of competency. A statement of attainment towards either of the qualifications listed is possible, if at least one unit of competency is achieved.

**Entry Requirements**

You must complete the VET enrolment process, supplying your USI and be assessed for learning support (eg LLN Robot) before the commencement of any training and assessment. HSC: All My Own Work must be completed before enrolling in this qualification. When selecting this [course](#) you should be interested in working in a construction environment and be able to use a personal digital device including a personal computer or laptop.

**Construction, Plumbing and Services Training Package (CPC 8.0) Units of Competency**

**Core Units**

CPCOWHS2001	Apply WHS requirements, policies and procedures in the Construction Industry
CPCCOM1012	Work effectively and sustainably in the Construction Industry
CPCCOM1013	Plan and organise work
CPCCV1011	Undertake a basic construction project
CPCCOM1015	Carry out measurement and calculations

**Elective Units**

CPCCOM1011	Undertake basic estimation and costing
CPCCOM2001	Read and interpret plans and specifications
CPCCCA2002	Use carpentry tools and equipment
CPCCCA2011	Handle carpentry materials
CPCCOM2005	Use construction tools and equipment
CPCWHS1001	Prepare to work safely in the construction <a href="#">industry</a>
CPCWF2002	Use wall and floor tiling equipment Undertake basic installation of wall tiles
CPCCOM2013	

**White Card**

CPCWHS1001 - Prepare to work safely in the construction industry. The General Construction Induction Training (White Card) will be delivered as part of this course.

Successful completion of this unit will lead to a General Construction Induction Card (White Card) from SafeWork NSW. This will allow student access to construction sites across Australia for work purposes.  
 A recognised SafeWork NSW GIT card is mandatory before undertaking any Work Placement. Online courses are NOT recognised by the Department of Education.

Students may apply for Recognition of Prior Learning (RPL) and /or credit transfer before delivery, provided suitable evidence is submitted.

**Pathways to Industry - Skills gained in this course transfer to other occupations**

This qualification provides a pathway to the primary trades in the construction industry with the exception of plumbing.

This allows for inclusion of skills suited for entry to off-site occupations, such as joinery as well as carpentry, bricklaying and other occupations in general construction.

**Examples of occupations in the construction industry:**

This qualification provides an occupational outcome and a range of support tasks applicable to the majority of construction work sites: carpentry, joinery, bricklaying, labourer

**Mandatory HSC Course Requirements**

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

**External Assessment**

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

**Competency-Based Assessment**

In this course you will work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent you must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the unit of competency.

**Appeals and Complaints**

You may lodge a complaint or an appeal about a decision (including assessment decisions) by following the Appeals and Complaints Guidelines.

**Course Cost: Preliminary - \$45 HSC - \$45**

Other (eg. White Card) \$110 (approx.) The white card course is delivered by an external RTO (GTK)

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

A school-based traineeship is available in this course. For more information: <https://education.nsw.gov.au/public-schools/career-and-study-pathways/school-based-apprenticeships-and-traineeships>


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

2024 Course Descriptor CPC20230 Certificate II in Construction Pathways + Statement of Attainment towards CPC20120 Certificate II in Construction  
 RTO - Department of Education - 90333, 90222, 90072, 90162

*Disclaimer: If you require accessible documents, please contact your VET Coordinator for support*

Version 0.21



 Education		<b>2024 Hospitality Course Descriptor</b> <b>SIT20322 Certificate II in Hospitality – Release 1</b> <b>RTO - Department of Education - 90333, 90222, 90072, 90162</b>	
This information may change due to Training Package and NSW Education Standards Authority (NESA) updates. Notification of variations will be made in due time with minimal disruption or disadvantage.			
<b>Course: Hospitality</b> Board Developed Course (240 hour)		<b>2 or 4 Preliminary and/or HSC units in total</b> Industry Curriculum Framework (ICF) Australian Tertiary Admission Rank (ATAR) eligible course	
By enrolling in this VET qualification with Public Schools NSW RTOs, you are choosing to participate in a program of study which will provide you a pathway towards HSC accreditation and a nationally recognised qualification (dual accreditation). To receive this VET qualification, you must meet the assessment requirements of SIT20322 Certificate II in Hospitality – Release 1 <a href="https://training.gov.au/training/details/SIT20322">https://training.gov.au/training/details/SIT20322</a> . You will be expected to complete all requirements relevant to the HSC and adhere to the requirements of NESA. To gain this full qualification, you must achieve 12 units of competency. A statement of attainment towards the qualification is possible if at least one unit of competency is achieved.			
<b>Entry Requirements</b> You must complete the VET enrolment process, supplying your USI and be assessed for learning support (eg LLN Robot) before the commencement of any training and assessment. HSC: All My Own Work must be completed before enrolling in this qualification. When selecting this <a href="#">course</a> you should be interested in working in a hospitality environment and be able to use a personal digital device including a personal computer or laptop.			
<b>Tourism, Travel and Hospitality Training Package (SIT 2.1) Units of Competency</b>			
<b>Core</b> BSBTWK201 Work effectively with others SITHIND007 Use hospitality skills effectively SITHIND006 Source and use information on the hospitality industry SITXCOM007 Show social and cultural sensitivity SITXWHS005 Participate in safe work practices SITXCCS011 Interact with customers		<b>Elective</b> SITXFSA005 Use hygienic practices for food safety SITHCCC025 Prepare and present sandwiches SITXFSA006 Participate in safe food handling practices SITHFAB024 Prepare and serve non-alcoholic beverages SITHFAB025 Prepare and serve espresso coffee SITHFAB027 Serve food and beverages	
Students may apply for Recognition of Prior Learning (RPL) and /or credit transfer before delivery, provided suitable evidence is submitted.			
<b>Pathways to Industry - Skills gained in this course transfer to other occupations</b>			
<ul style="list-style-type: none"><li>Working within the hospitality industry involves</li><li>organising information and records in both paper and electronic forms</li><li>customer (client) service</li></ul>		<ul style="list-style-type: none"><li>teamwork</li><li>using technologies</li><li>creating documents</li></ul>	
<b>Examples of occupations in the hospitality industry:</b> <ul style="list-style-type: none"><li>Café Attendant</li><li>Waiter/Waitress</li><li>Catering Assistant</li><li>Barista</li><li>Food and Beverage Attendant</li><li>Bartender</li></ul>			
<b>Mandatory HSC Course Requirements</b> Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by NESA. You should be work ready before work placement. <b>External Assessment (optional HSC examination for ATAR purposes)</b> The Higher School Certificate examination for Hospitality is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.			
<b>Competency-Based Assessment</b> In this course you will work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent you must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the unit of competency.			
<b>Appeals and Complaints</b> You may lodge a complaint or an appeal about a decision (including assessment decisions) by following the Appeals and Complaints Guidelines.			
<b>Course Cost: Preliminary - <del>\$3000</del> HSC - <del>\$8000</del></b> <b>School Specific equipment and associated requirements for students</b>		<b>Refunds</b> Refund arrangements are on a pro-rata basis. Please refer to your school refund policy	
A school-based traineeship is available in this course. For more information: <a href="https://education.nsw.gov.au/public-schools/career-and-study-pathways/school-based-apprenticeships-and-traineeships">https://education.nsw.gov.au/public-schools/career-and-study-pathways/school-based-apprenticeships-and-traineeships</a>			
<b>Exclusions:</b> VET course exclusions can be checked on the NESA website at <a href="http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions">http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions</a>			
2024 Course Descriptor SIT20322 Certificate II in Hospitality – Release 1 RTO - Department of Education - 90333, 90222, 90072, 90162 Version 0.3 Disclaimer: If you require accessible documents, please contact your VET Coordinator for support			



Education

**2024 Primary Industries Course Descriptor**  
**AHC20116 Certificate II in Agriculture**  
**RTO - Department of Education - 90333, 90222, 90072, 90162**

*This information may change due to Training Package and NSW Education Standards Authority (NESA) updates. Notification of variations will be made in due time with minimal disruption or disadvantage.*

Course: Primary Industries  
 Board Developed Course (240 hour)

2 or 4 Preliminary and/or HSC units in total  
 Industry Curriculum Framework (ICF)  
 Australian Tertiary Admission Rank (ATAR) eligible course

By enrolling in this VET qualification with Public Schools NSW RTOs, you are choosing to participate in a program of study which will provide you a pathway towards HSC accreditation and a nationally recognised qualification (dual accreditation). To receive this VET qualification, you must meet the assessment requirements of AHC20116 Certificate II in Agriculture <https://training.gov.au/training/details/ahc20116>. You will be expected to complete all requirements relevant to the HSC and adhere to the requirements of NESA. To gain this full qualification, you must achieve 3 core and 15 elective units of competency. A statement of attainment towards the qualification is possible if at least one unit of competency is achieved.

**Entry Requirements**

You must complete the VET enrolment process, supplying your USI and be assessed for learning support (eg LLN Robot) before the commencement of any training and assessment. HSC: All My Own Work must be completed before enrolling in this qualification. When selecting this course, you should be interested in working in an agricultural environment and be able to use a personal digital device including a personal computer or laptop.

**Agriculture, Horticulture and Conservation and Land Management Training Package (AHC 8.0) Units of Competency**

<b>Core</b>		<b>Elective - continued</b>	
AHCWH5201 AHCWRK204 AHCWRK209	Participate in work health and safety processes Work effectively in the industry Participate in environmentally sustainable work practices.	*AHCMM202 *AHCMM304 *AHCLSK211 *AHCLSK209 *AHCINF202 *AHCINF201 *AHCNSY207 *AHCNSY205 *AHCNSY206 *AHCNSY203 *AHCNSY204 *AHCNSY205 *AHCNSY206 *AHCNSY207 *AHCNSY208 *AHCNSY209 *AHCNSY210 *AHCNSY211 *AHCNSY212 *AHCNSY213 *AHCNSY214 *AHCNSY215 *AHCNSY216 *AHCNSY217 *AHCNSY218 *AHCNSY219 *AHCNSY220 *AHCNSY221 *AHCNSY222 *AHCNSY223 *AHCNSY224 *AHCNSY225 *AHCNSY226 *AHCNSY227 *AHCNSY228 *AHCNSY229 *AHCNSY230 *AHCNSY231 *AHCNSY232 *AHCNSY233 *AHCNSY234 *AHCNSY235 *AHCNSY236 *AHCNSY237 *AHCNSY238 *AHCNSY239 *AHCNSY240	Operate tractors Operate machinery and equipment Provide feed for livestock Monitor water supplies Install, maintain and repair farm fencing Carry out basic electric fencing operations Understand propagation activities Pot up plants Assist with soil or growing media sampling and testing Prepare livestock for competition Inspect and clean machinery, tools and equipment to preserve biosecurity * Trainer will advise on elective units chosen. Not all units of competency are available.
AHCWRK205 AHCWRK201 AHCPCG201 AHCCHM201 AHCCHM202 AHCCHM203 AHCCHM204 AHCCHM205 AHCCHM206 AHCCHM207 AHCCHM208 AHCCHM209 AHCCHM210 AHCCHM211 AHCCHM212 AHCCHM213 AHCCHM214 AHCCHM215 AHCCHM216 AHCCHM217 AHCCHM218 AHCCHM219 AHCCHM220 AHCCHM221 AHCCHM222 AHCCHM223 AHCCHM224 AHCCHM225 AHCCHM226 AHCCHM227 AHCCHM228 AHCCHM229 AHCCHM230 AHCCHM231 AHCCHM232 AHCCHM233 AHCCHM234 AHCCHM235 AHCCHM236 AHCCHM237 AHCCHM238 AHCCHM239 AHCCHM240	Participate in workplace communications Observe and report on weather Treat weeds Apply chemicals under supervision Care for health and welfare of livestock Handle livestock using basic techniques Identify and mark livestock Carry out regular livestock observations Treat plant pests, diseases and disorders Care for nursery plants Recognise plants		

Students may apply for Recognition of Prior Learning (RPL) and/or credit transfer before delivery, provided suitable evidence is submitted.

**Pathways to Industry - Skills gained in this course transfer to other occupations**

This qualification provides a general vocational outcome in agriculture.

The qualification enables individuals to select a livestock production, plant or livestock context as a job focus.

**Examples of occupations in the agricultural industry:**

- farm or station hand/labourer
- nursery assistant
- assistant farm or station worker
- shearing hand
- livestock worker
- assistant animal attendant/stockperson

**Mandatory HSC Course Requirements**

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

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

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

**Competency-Based Assessment**

In this course you will work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent you must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the unit of competency.

**Appeals and Complaints**

You may lodge a complaint or an appeal about a decision (including assessment decisions) by following the Appeals and Complaints Guidelines.

Course Cost: Preliminary - \$30 HSC - \$30

**Refunds**

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

A school-based traineeship is available in this course, for more information: <https://education.nsw.gov.au/public-schools/career-and-study-pathways/school-based-apprenticeships-and-traineeships>

Exclusions: VET course exclusions can be checked on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-5-learning-areas/vet/course-exclusions>

2024 Course Descriptor AHC20116 Certificate II in Agriculture  
 RTO - Department of Education - 90333, 90222, 90072, 90162

Version 0.10

Disclaimer: If you require accessible documents, please contact your VET Coordinator for support