

# OAK FLATS HIGH SCHOOL

## Year 11 Assessment Policy & Schedule Preliminary 2023



ASPIRE - ACHIEVE - SUCCEED



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# OVERVIEW OF ASSESSMENT PROCEDURES

## 1. Introduction

This document provides information relating to the assessment of Preliminary courses at Oak Flats High School.

## 2. Preliminary School based Course Assessment

School based assessment for Preliminary courses is carried out to measure a student's progress through a course and to assess a student's performance in those aspects of the course which may not be adequately assessed by a single examination at the conclusion of the course. In the case of an upheld misadventure appeal at the time of the Preliminary examinations, the moderated assessment grade will become the Preliminary grade for NESA.

## 3. The Assessment Program

The Preliminary Assessment Program will commence at the beginning of Term 1 and conclude at the end of Term 3. To coordinate the timing of assessment tasks in different courses, the following procedures will apply:

- Students will be provided with an assessment calendar which will outline the term and week for all Preliminary assessment tasks in all courses (see Assessment Calendar – page 12)
- Students will also be provided with an assessment schedule for each individual course specifying the various tasks (tests, assignments etc) and the weighting allocated for each task (see Subject Assessment Schedules– pages 13-35).

While the schedule is provided as a guide to when assessment tasks will occur, unforeseen circumstances may result in a change of dates for an assessment task. In these situations, teachers will negotiate with the cohort to reschedule a task. Students should expect at least two weeks' notice of the change of date for that assessment task.

## 4. The Assessment Program for Vocational Education and Training (VET) Courses

The VET courses offered at Oak Flats High School are category B Board Developed Courses.

The Board and Australian Quality Training Framework (AQTF) require that a competency-based approach to assessment is used and that a record is held by the school of the competencies achieved by each student. The purpose of assessment is to judge competence based on performance. A student is judged as either competent or not yet competent.

All courses have a **mandatory** work placement requirement. This means that students who do not complete 35 hours in their Preliminary year for each VET course studied are at risk of not receiving their ROSA.

The HSC examination for VET subjects is NOT compulsory but may be used only for ATAR calculations. Advice for VET course can be found on pages 36.

## 5. Assessment Marks and Rankings

Students will be provided with a grade and ranking in the cohort for each assessment task completed.

## 6. Satisfactory Completion of a Preliminary Course

The NSW Education Standards Authority (NESA) has stipulated that 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 the NSW Education Standards Authority.
- b. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school.
- c. achieved some or all of the course outcomes.

Students are expected to perform ALL tasks required and sit for ALL examinations scheduled as part of the assessment program in all courses they are studying.

The NSW Education Standards Authority requires that students MUST make a genuine attempt at tasks worth an accumulated value of more than 50% of available marks in a course to satisfy requirements for that course. If students do not meet this requirement the principal must indicate that the course has not been satisfactorily completed and apply the 'N' determination.

Satisfactory completion of a Preliminary course or its equivalent is a prerequisite for entry into an HSC course.

## 7. Attendance and Satisfactory Completion of a Course

Principals may determine that, as a result of absences, the course completion criteria might not be met. Students whose attendance is called into question will be required to prove to the principal's satisfaction, following a review of their performance, that they are meeting the course completion criteria. Clearly, absences will be regarded seriously by principals who must give students early warning of the consequences of such actions.

## 8. Non-Completion of Course Requirements – 'N' Determination

Students judged not to have satisfactorily met course requirements will have neither Assessment nor Examination marks reported.

When a candidate has not satisfied requirements for a course the Principal / Deputy Principal must:

Indicate to NESA that the student has not satisfactorily completed a course.

Advise the student of the determination, its consequences, and the student's right to a school review and subsequent appeal to the NESA.

If a student is at risk of not meeting the assessment requirements in a course, a warning must be given.

The Principal must:

- Advise the student, in writing, in time for the problem to be corrected and alert the student to the possible consequence of an 'N' determination.
- Advise the parent/guardian in writing if the student is under 18.
- Request from the student or parent/guardian a written acknowledgement of the warning.

- Retain a copy of the warning notice and other relevant documentation.
- Follow up letter – Outcome of appeal

## **9. Student Responsibilities**

### **(i) Assessment Schedule**

Students must:

- Make sure that they have a copy of the Assessment Policy and Schedule
- Present work according to the schedule of dates for assessment tasks.
- Be aware of the penalties for non or late submission of assessment tasks.
- Be aware of the procedure to be followed if absent when a task is to be submitted or completed in class.
- Satisfactorily explain all full and partial absences.
- Sign that they have received the Assessment Policy and Schedule

### **(ii) Presenting Work**

Students must:

- Present their own work – see section 14 malpractice of this document.
- Submit work in an appropriate format.
- Not interfere with the efforts of others.
- Maintain a back-up copy of work completed using a computer; a computer crash or other technological error will not necessarily be accepted as a reason for not completing or submitting a task. Where exceptional circumstances exist, an appeal can be made to the classroom teacher for consideration by the Assessment Review Panel, who will make a final determination.

## **10. Teacher Responsibilities**

Class teachers must:

- Ensure that students have a copy of the Assessment Schedule for their class.
- Follow the Assessment Schedule for their subject.
- Where possible, give students at least four weeks' notice of the date of an assessment task ensuring that absent students receive the information the next time the student attends the class; the notice should include outcomes to be assessed by the task, administrative information concerning the task, an outline of the nature of the task, and criteria by which the task will be assessed. It will be posted in the google classroom.
- Where an assessment task needs to be rescheduled, negotiate with students concerning a suitable date.
- Ensure that warning letters are issued for students not submitting tasks.
- Provide meaningful feedback in a timely manner.

## **11. Non-Completion of Assessment Tasks**

To satisfactorily complete a course, students will have completed all assessment tasks. In cases where a candidate hands in an assessment task after the due date without having successfully applied for an extension or Assessment task appeal form (see back of this document) the student will receive a mark of zero.

If a student does not submit a task or make a non-serious attempt, a non-attempt will be recorded, a 'N' Warning letter sent. They will receive zero for the task. If the student is on Work Placement at the time of an assessment task it must still be handed in on the nominated date. If they require extra time, they must apply to their teacher prior to the task being due. When a student fails to complete assessment tasks which contribute more than 50% of available marks, then the student will automatically be deemed to have not satisfactorily completed that course.

## **12. Absences and Extensions of Time**

If a student is absent when an assessment task or examination is to be carried out, they may apply for consideration. This application must be made in writing (see Assessment Task Appeal form – page 42) with supporting evidence to the class teacher within the time limits as indicated below and forwarded to the Assessment Review Panel. Please complete appealed form and submit it to your classroom teacher. The classroom teacher will discuss with their head teacher who will work with the Assessment review panel to make a decision.

### **(i) Absence from an Assessment Task**

When the Absence will be known in advance:

If a student knows that they will be unavoidably absent when an assessment task is to be carried out, they must complete an Application for Extension of Due Date form and submit it to their classroom teacher. Documentary evidence must be supplied to support their reasons for absence (see Application for Extension of Due Date – page 41).

This requirement also applies if the student will be absent while representing the school on sporting, cultural, or educational representative duties.

When the Absence was not known in advance:

If absent from school when an assessment task is carried out, students should provide documentary evidence (for example, a doctor's certificate or other valid explanation) to support their reason for absence within two days of returning to school to the classroom teacher of the subject (see Assessment Task appeal form – page 41). The classroom teacher will make a recommendation and forward the documentation to their head teacher for consideration of the Assessment Review Panel.

This will be considered by the Assessment Review panel and the decision to be forwarded to the student.

When no documentary evidence has been supplied to support an Absence:

Where a student does not provide acceptable documentary or other evidence to support the reasons for an absence then the student must still complete the task to be deemed satisfactory for the course. Please note that this work must be completed to a standard, as judged by the classroom teacher and Head Teacher, to be deemed a serious attempt. However, a zero mark will be allocated for Preliminary Assessment purposes.

### **(ii) Illness or misadventure during a task**

When a student has been ill or has been adversely affected during a particular task, it may be possible to apply for an extension of time or to complete a substitute task. In this case the student needs to complete a Request for Consideration form and submit it to the Class teacher (see Assessment Task appeal form – page 42).

If the Assessment Review Panel considers that a valid reason exists for non-completion of a task their decision will be forwarded to the student.

### **13. Granting an Assessment Appeal**

If an Assessment Appeal has been granted, then the Assessment Review Panel may:

- authorise an alternative task as soon as is reasonable and practical after the student's return
- grant an extension of time
- determine an alternative procedure

### **14. Malpractice**

Malpractice occurs when a student has been found to have copied another student's work whether in an examination or in set class or prepared assessment tasks. Malpractice also occurs when a student allows another student to copy their work or presents work from another source that is not theirs and claims it as their own.

If students take prohibited materials such as notes on programmable calculator, mobile phone, smart watches etc., into an examination room, they will be found guilty of malpractice and receive a mark of zero.

Cases of malpractice will be referred to the Principal. Any case of proven dishonesty or malpractice by a student in an assessment task may result in a zero mark being awarded for the task. Parents will be informed by N Warning letter by the classroom teacher in such cases.

Note: Students who seek to obtain an advantage before assessment tasks by taking periods or days off could be penalised. Such penalties will be determined by the Head Teacher of the subject concerned. Absences before a task's due date will require authentication as per non-attendance at examinations.

Students who misbehave during examinations or assessment tasks will be removed and will receive a mark of zero for the task.

Likewise, students who have plagiarised their assessment task will receive zero marks and a N Warning letter will be sent.

### **15. Invalid or Non-Discriminating Tasks**

In the case of a task not discriminating between students, being invalid or having problems associated with its administration, the School reserves the right to disallow (and omit) that task from the assessment program.

In these circumstances the School may add another task (with sufficient notice), and/or adjust the weightings accordingly. The School is responsible for investigating any possible malpractice.

### **16. Rights of Appeal / Misadventure**



In a case where a student feels that an error has been made in the marking of an assessment task, the student may appeal against the grade only at the time that information is supplied to the student by the classroom teacher. While the course teacher may deal with an informal appeal, students are advised to make appeals in writing.

Students whose performance in an examination has been affected by illness or unforeseen misadventure suffered immediately before or during an examination period, must appeal in writing to their classroom teacher (see Assessment Task Appeal form – page 42). The relevant Deputy Principal will rule whether to disregard the mark for that examination.

A student or their parent / guardian (if the student is under 18 years of age) may appeal against an N determination. Information regarding the appeal process and the time limit for the submission of the appeal will be supplied to the student or the parent / guardian at the time they are advised of the N determination.

Students cannot submit an appeal on the basis of:

- Difficulties in preparation or loss of preparation time – for example, as a result of ongoing illnesses
- Alleged deficiencies in tuition
- Long term illnesses such as glandular fever, unless a “flare-up” or exacerbation of symptoms occur during an examination period
- Misreading the assessment schedule/ Misreading examination instructions
- Misconduct, Malpractice or invalid task.

## **17. Assessment Disputes**

Disputes over an individual task must be resolved within 5 school days of the task being returned.

The Deputy Principal is the final arbiter in all assessment matters.

## **18. Change of Course / Late Enrolments**

For students changing courses, the Principal must be satisfied that they have satisfactorily completed the relevant Preliminary course (or equivalent), and that they will be able to complete all course requirements, including assessment.

When a student enrolls at the school after the assessment program has commenced, that student’s rank order in each subject will be determined on the basis of work done in the current school only.

## **19. Marks for Alternative Procedures / Extensions of Time**

In those cases where alternative procedures have been authorised (see Absences and Extensions of Time), the mark given for the task will be used as a basis on which to estimate the student’s rank order for the particular task. This is necessary, as a substitute task does not always duplicate the same conditions and content as the original task. When the position of the student has been established, the mark most appropriate for that position will be awarded and recorded.

Where an alternative task cannot be given, a mark will be allocated with the approval of the relevant Deputy Principal.

## **20. Moratorium on Assessment Task**

There will be an assessment “free” week - one week prior to all formal examinations.

## **21. Weighted and Non-Weighted Examinations**

All category A Preliminary courses at Oak Flats High School will require students to complete a non-weighted Semester 1 examination and a weighted final Preliminary examination. The non-weighted examination is an opportunity for students to practice examination technique and provide a valuable opportunity for teachers to provide students with feedback. All VET courses will be required to complete a final Preliminary examination.

## **22. Assessment Review Panel**

The Principal will select the members of the Assessment Review Panel. It will consist of at least two members: the relevant year group Deputy Principal and the Head Teacher of the subject concerned.

The Assessment Review Panel will:

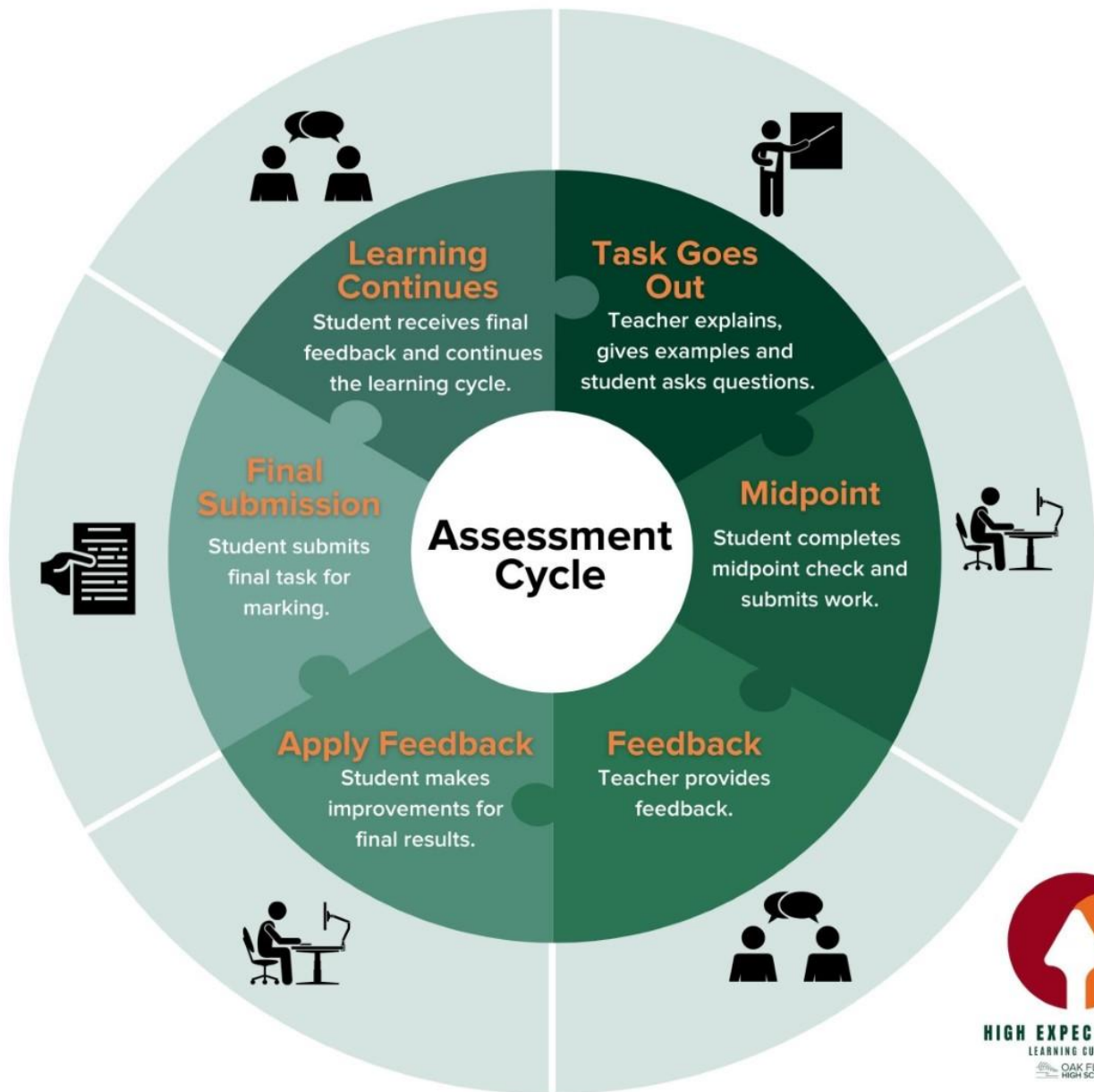
- Adjudicate on all Application for Extension of a Due Date forms submitted.
- Adjudicate on all Request for Consideration forms submitted.
  
- Adjudicate on all Assessment Task Appeal forms submitted.
- Review appeals against final assessment marks and ranks. (NB: Review of Assessment grading will consider the procedures and not involve reconsideration of the teacher’s judgment).

## **23. Further Information**

Further information relating to general issues may be obtained from the:

- Principal
- Deputy Principal
- Faculty Head Teachers

# **ASSESSMENT CYCLE VISUAL EVIDENCE**



# SCHEDULE OF ASSESSMENT TASK FOR YEAR 11 2023

WEEK	English Advanced	English Standard	English Studies	Mathematics Extension	Mathematics Advanced	Mathematics Standard 2	Biology	Chemistry (LIHS)	Investigating Science	Earth & Environmental Science	Marine Studies	Physics	Aboriginal Studies (LIHS)	Legal Studies	Modern History	Work Studies	Community & Family Studies	PDHPE	Sports, Lifestyle & Recreation	Industrial Technology - Timber	Photography, Video & Digital Imaging	Visual Arts	Visual Design
	TERM 1 - 2023																						
1																							
2																							
3																							
4																							
5																							
6																							
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8																							
9																							
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TERM 2 - 2023																							
1																							
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TERM 3 - 2023																							
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8	ASSESSMENT FREE WEEK																						
9	EXAMINATIONS																						
10	EXAMINATIONS																						

EXAMINATIONS -

ASSESSMENT TASK 1 TO GO OUT -

ASSESSMENT TASK TO BE SUBMITTED -

ASSESSMENT TASK 2 TO GO OUT -

ASSESSMENT FREE WEEK -

ASSESSMENT TASK 3 TO GO OUT -

## PRELIMINARY COURSES - ASSESSMENT SCHEDULES

Aboriginal Studies  
Category A  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 9	Term 2 Week 8	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Research Task Aboriginality &amp; the Land</b>	<b>Major Project Research &amp; Inquiry Methods</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	P1.1, P1.2 P2.1, P2.2 P3.2	P4.1 P4.2	P1.2, P1.3 P3.1, P3.2 P3.3, P4.3
Knowledge & understanding of content	10%	20%	10%
Investigation, analysis, synthesis & evaluation of information from a variety of sources & perspectives	5%	5%	5%
Research & inquiry methods, including aspects of the local community case study	5%	10%	5%
Communication of information, ideas & issues in appropriate forms	10%	5%	10%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

Category A  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 8	Term 3 Week 5	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Practical Task</b>	<b>Depth Studies</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	BIO11-2 BIO11-3 BIO11-5	BIO11-1, BIO11-2 BIO11-3, BIO11-4 BIO11-6, BIO11-7 BIO11-10, BIO11-11	BIO11-6 BIO11-8 BIO11-9 BIO11-10 BIO11-11
Skills in: • Working Scientifically	30%	20%	10%
Knowledge & understanding		20%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

Chemistry  
(LIHS)  
Category A  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 7	Term 2 Week 6	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Research Investigation</b>	<b>Depth Study Practical Investigation &amp; Report</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	CH11/12-4 CH11/12-5 CH11/12-6 CH11/12-7 CH11-8	CH11/12-1 CH11/12-2 CH11/12-3 CH11/12-4 CH11/12-6 CH11/12-7	CH11/12-1, CH11/12-2 CH11/12-4, CH11/12-5 CH11/12-6, CH11/12-7 CH11-8, CH11-9 CH11-10, CH11-11
Knowledge & understanding	10%	10%	20%
Skills in:	20%	20%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>

Community & Family Studies  
 Category A  
 Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 10	Term 2 Week 8	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Resource Management Case Study</b>	<b>Individuals Groups Analysis</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	P1.1, P1.2, P3.2, P6.1	P2.1, P2.3, P3.2	P1.1 – P7.4
Skills	10%	5%	10%
Knowledge & understanding	20%	30%	25%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>35%</b>	<b>35%</b>



Earth & Environmental Science  
 Category A  
 Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 6	Term 2 & 3 Week 10 & 1	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Practical Task</b>	<b>Depth Study</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	EES11-1, EES11-4, EES11-5, EES11-7	EES11-2, EES11-3, EES11-6, EES11-7 EES11-9	EES11-1 -11
Skills in: <ul style="list-style-type: none"> <li>Working Scientifically</li> </ul>	30%	20%	10%
Knowledge & understanding		20%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

English Advanced  
Category A  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 9	Term 2 Week 9	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Reading to Write Portfolio of Work</b>	<b>Narratives that Shape our World. Multimodal Presentation</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	EA11-1, EA11-3 EA11-4, EA11-5	EA11-2, EA11-7 EA11-8, EA11-9	EA11-1, EA11-2 EA11-3, EA11-4 EA11-5, EA11-6 EA11-7, EA11-8 EN11-9
Skills in: <ul style="list-style-type: none"> <li>Responding to Texts &amp; Communication of Ideas Appropriate Audience, Purpose &amp; Context Across all Modes</li> </ul>	15%	15%	15%
Knowledge & understanding	20%	20%	15%
<b>Total Weighting 100%</b>	<b>35%</b>	<b>35%</b>	<b>30%</b>

English Standard  
Category A  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 9	Term 2 Week 9	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Imaginative Text Portfolio Reading to Write: Transition to Senior English</b>	<b>Multimodal Presentation Contemporary</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	EN11-1, EN11-3, EN11-4, EN11-5, EN11-9	EN11-1, EN11-2, EN11-3, EN11-7, EN11-8	EN11-1, EN11-3, EN11-4, EN11-5, EN11-6, EN11-7,
Skills in	15%	20%	25%
Knowledge & understanding	15%	20%	15%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

English Studies  
Category C  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 2 Week 9	Term 3 Week 6	Term 3 Week 9 & 10
<b>Task Title</b>	<b>English &amp; The Experience of Travel Multimodal Task</b>	<b>Portfolio of Work</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	EN11-2, EN11-6, EN11-9, EN11-10	EN11-1, EN11-3 EN11-4, EN11-6 EN11-7, EN11-10	ALL OUTCOMES
Skills in: <ul style="list-style-type: none"> <li>• Comprehending Texts</li> <li>• Communicating Ideas</li> <li>• Using Languages Accurately, Appropriately &amp; Effectively</li> </ul>	15%	20%	15%
Knowledge & understanding	15%	20%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

Industrial Technology – Timber  
Category A  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 8	Term 3 Week 7	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Project 1 with related management folio</b>	<b>Project 2 with related management folio</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	P1.2, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 5.1, 5.2	P2.1, 2.2, 3.1, 3.3, 4.1, 4.2, 4.3, 6.1, 6.2	P1.1, 1.2, 2.1, 4.3, 6.1, 6.2, 7.1, 7.2
Knowledge & understanding of course content	10%	15%	5%
Knowledge and skills in the design, management, communication and production of a major project	20%	25%	25%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

Investigating Science  
Category A  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 8	Term 2 Week 10	Term 3 Week 9 & 10
<b>Task Title</b>	<b>The Effect of PH</b>	<b>Theories &amp; Laws</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	INS11-1 INS11-3 INS11-7 INS11-8 INS11-9	INS11-1 INS11-3 INS11-5 INS11-7 INS11-11	INS11-5 INS11-6 INS11-7 INS11-10 INS11-11
Skills in: <ul style="list-style-type: none"> <li>• Critical thinking</li> <li>• Research</li> <li>• Analysing</li> <li>• Communicating</li> </ul>	25%	25%	10%
Knowledge & understanding	5%	15%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

Legal Studies  
Category A  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 8	Term 2 Week 9	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Media File Research</b>	<b>Written/Oral Report</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	P1 P2 P6 P8 P9	P4 P5 P6 P7	P3, P4 P5, P6 P7, P9 P10
Topics	Core 1 - The Legal System	Core 11 - The Individual & the Law	Core 111 - Law in Practice
Skills	15%	5%	15%
Knowledge & understanding	5%	10%	20%
Values & Attitudes	10%	15%	5%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>

Marine Studies  
Category C  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 8	Term 2 Week 8	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Model &amp; Report</b>	<b>Life in the Sea Presentation</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	1.1 1.2 3.4 5.4	1.1 2.3 3.3	1.2, 1.4, 1.5, 2.1, 4.1, 4.2, 5.2
Skills	20%	20%	15%
Knowledge & understanding	10%	20%	15%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>



Mathematics Advanced  
 Category A  
 Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 9	Term 2 Week 6	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Term 1 Test (open book)</b>	<b>Team 2 Assignment</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	MA11-1 MA11-8 MA11-9	MA11-2 MA11-3 MA11-6	All Outcomes
Understanding, fluency & communication	15%	15%	20%
Problem-solving reasoning & justification	15%	15%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>

Mathematics Extension  
 Category A  
 Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 10	Term 2 Week 7	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Term 1 Test</b>	<b>Term 2 Assignment</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	ME11-2 ME11-6 ME11-7	ME11-1 ME11-4 ME11-8	All Outcomes
Understanding, fluency & communication	15%	15%	20%
Problem-solving reasoning & justification	15%	15%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>

Mathematics Standard  
(Pathway 2)  
Category A  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 9	Term 2 Week 8	Term 3 Week 9 & 10
<b>Task Title</b>	<b>In Class Test (open book)</b>	<b>Investigation</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	MS11-3, MS11-4, MS11-9, MS11-10	MS11-1, MS11-6, MS11-9, MS11-10	All Outcomes
Understanding, fluency & communication	15%	15%	20%
Problem-solving reasoning & justification	15%	15%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>

Modern History  
Category A  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 8	Term 2 Week 10	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Source Analysis</b>	<b>Historical Investigation</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	MH11-3 MH11-6 MH11-7 MH11-9 MH11-10	MH11-2 MH11-3 MH11-4 MH11-5 MH11-8 MH11-9	MH11-1 MH11-3 MH11-4 MH11-5 MH11-6 MH11-9
Knowledge & understanding	10%	5%	25%
Historical skills in the analysis & evaluation of sources & interpretations	10%	5%	5%
Historical inquiry & research	5%	10%	5%
Communication of historical understanding in appropriate forms	5%	10%	5%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>

Personal Development, Health & Physical Education  
 Category A  
 Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 10	Term 2 Week 10	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Core 1 Presentation</b>	<b>Core 2 Lab/Prepared Questions</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	P2 P3 P4 P15	P7-9 P11 P17	P1-12 P15-17
Skills	20%	15%	15%
Knowledge & understanding	10%	20%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>35%</b>	<b>35%</b>

Photography, Video and Digital Imaging  
Category C  
Preliminary Assessment Schedule

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 9	Term 2 Week 10	Term 3 Week 7
<b>Task Title</b>	<b>Making</b>	<b>Making &amp; Historical &amp; Critical Study</b>	<b>Making</b>
<b>Outcomes Assessed</b>	M2-M3 CH1	M1 M5 CH2 CH4	M4 M5 CH1
Making	10%	25%	35%
Historical & Critical Study	5%	20%	5%
<b>Total Weighting 100%</b>	<b>15%</b>	<b>45%</b>	<b>40%</b>

Physics  
Category A  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 2 Week 2 & 3	Term 2 & 3 Week 10 & 1	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Research Task</b>	<b>Depth Study</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	PH11-2 PH11-3 PH11-4 PH11-7	PH11-1 PH11-4 PH11-5 PH11-7 PH11-10	PH11-1 - 11
Skills in <ul style="list-style-type: none"> <li>Working Scientifically</li> </ul>	20%	25%	15%
Knowledge & understanding	10%	5%	25%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>

Sports, Lifestyle & Recreation  
 Category C  
 Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 7 - 10	Term 2 Week 8	Term 3 Week 8
<b>Task Title</b>	<b>Games &amp; Sports Application</b>	<b>Resistance Training</b>	<b>First Aid</b>
<b>Outcomes Assessed</b>	1.1 1.3 4.1 4.4	1.1, 1.3 2.1, 3.1 3.2, 4.1 4.4, 4.5	1.3 2.5 3.6 4.4 4.5
Skills in	15%	15%	20%
Knowledge & understanding	15%	15%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>



Visual Arts  
Category A  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 2 Week 2	Term 2 Week 7	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Essay &amp; Bow 1</b>	<b>Bow 2 &amp; Artist Scaffolds x2</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	P10 P8	P1 P2 P6 P9	P4 P5 P6 P7
Critical & Historical Stray	10%	10%	30%
Practical	25%	25%	
<b>Total Weighting 100%</b>	<b>35%</b>	<b>35%</b>	<b>30%</b>

Visual Design  
Category C  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 10	Term 2 Week 4	Term 3 Week 7
<b>Task Title</b>	<b>Signage World</b>	<b>Character Design T-Shirts</b>	<b>Putt Putt Course</b>
<b>Outcomes Assessed</b>	Product Design DM3 DM4 CH1 CH2	Wearable Design DM1 DM2 CH4	Interior/Exterior Design DM5 DM6 CH1
Critical & Historical Stray	10%	10%	10%
Designing & making	20%	25%	25%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>35%</b>	<b>35%</b>

Work Studies  
Category C  
Preliminary Assessment Schedule 2023

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 8	Term 2 Week 9	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Resume &amp; Job Application</b>	<b>Multimedia Presentation</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	P1 P2 P3 P4	P1 P2 P5 P6	P3 P5 P6 P7 P8 P9
Core: My Working Life	30%		10%
In The Workplace		25%	5%
Performing Work Task	5%	5%	20%
<b>Total Weighting 100%</b>	<b>35%</b>	<b>30%</b>	<b>35%</b>

## HSC VET COURSE - ASSESSMENT SCHEDULE

Assessment in VET courses is competency based. This means that you need to demonstrate that you have gained, and can apply the specific knowledge and skills for the unit of competency to be deemed competent in that unit. Evidence of competence will be collected in a variety of ways including written tasks, practical demonstration, portfolio or assignments.

You may be deemed 'Competent' if performance in all required assessment activities is satisfactory or Not Yet Competent if you are still developing skills and/or your performance is at an unsatisfactory level. There is no pass or fail. This means that a course mark is not allocated. For this reason, the assessment schedule for HSC VET courses is in a different format to other Board Developed Courses. Formal assessment will be scheduled only when you have developed the necessary skills, and underpinning knowledge to demonstrate competency.

Your trainer will keep a record of units of competency achieved. You may request to see this record at any time to determine your progress. Alternately you will be supplied with a competency log for maintaining a record of units achieved. You are entitled to seek advice about options for further training and assessment for competencies 'not yet achieved'. You will also receive a report from the school each semester indicating competencies achieved to date.

**The achievement of units of competency**, will lead to a Certificate at AQF level I, II or III or a Statement of Attainment (SOA) towards the AQF qualification. A transcript will be issued by the NSW Education Standards Authority (NESA) on behalf of Public Schools NSW Wagga Wagga, Registered Training Organisation (RTO) 90333 for successful completion.

**Recognition of Prior Learning (RPL)** is available by submitting evidence of skills and knowledge relevant to the unit/s of competency for assessment by your trainer.

**Credit Transfer** will be given for units of competency previously achieved with another RTO.

**Work placement is a mandatory HSC component in some courses** and must be completed during the course. **(Refer to the specific course assessment summary for more detailed information).**

Note

- you will not be permitted to participate in a work placement if you are not deemed 'work ready' by your trainer.
- an 'N' determination will be issued if work placement is not satisfactorily completed. This means that the course will not count towards your HSC pattern of study. However, you will still receive a Statement of Attainment which indicates the units of competency achieved towards the qualification.
- the scheduled date for work placement is shown in the course assessment summary.

**HSC Examination is only available in some VET courses. (Refer to the specific course assessment summary for more detailed information).**

- Optional for students completing the 240 hour course and is intended for Australian Tertiary Admissions Rank (ATAR) purposes only. (Refer to the specific course assessment summary for more detailed information).
- Independent of the competency based assessment requirements for the Australian Qualifications Framework (AQF) VET qualification. The satisfactory completion of the course will still appear on your HSC if the optional exam is not undertaken.

If you intend to use your VET course towards the calculation of the ATAR, the school must submit an estimated mark of your likely performance in the HSC. This will only be used in the case of an illness/misadventure appeal. Students whose HSC pattern of study makes them eligible to receive an ATAR must sit the trial exam.



**2023 CONSTRUCTION COURSE DESCRIPTOR**  
**CPC20220 Certificate II in Construction Pathways + Statement of Attainment**  
**towards CPC20120 Certificate II in Construction**  
 Public Schools NSW Wagga Wagga, RTO 90333

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

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

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

By enrolling in a VET qualification with Public Schools NSW, Wagga Wagga, RTO 90333 you are choosing to participate in a program of study that will provide you the best possible direction towards a nationally recognised qualification. To receive this AQF VET qualification, you must meet the assessment requirements of CPC20220 Certificate II in Construction Pathways, (Release 6) <https://training.gov.au/Training/Details/CPC20220> and the requirements for the Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3) <https://training.gov.au/Training/Details/CPC20120> as outlined in the TAS.

You will also be expected to complete all requirements relevant to the HSC and adhere to the requirements of NESA. This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. A statement of attainment towards the qualification is possible if at least one unit of competency is achieved.

**Recommended Entry Requirements**

Students complete a VET Enrolment Form, supplying their USI and be assessed for learning support (eg LLN Robot) before the commencement of any training and assessment. Students must have completed All My Own Work before enrolling in this qualification and be work ready before work placement. Students selecting this course should be interested in working in a construction environment. They should be able to carry out manual activities eg lifting, carrying and shifting loads of materials and have the ability to use hand and power tools. They should be able to use a personal digital device including a personal computer or laptop.

**Units of Competency**

**Core Units**

<u>CPCCWHS2001</u>	Apply WHS requirements, policies and procedures in the Construction Industry
<u>CPCCOM1012</u>	Work effectively and sustainably in the Construction Industry
<u>CPCCOM1013</u>	Plan and organise work
<u>CPCCVE1011</u>	Undertake a basic construction project
<u>CPCCOM1015</u>	Carry out measurement and calculations

Refer to the TAS for the qualification packaging rules.

**Elective Units**

<u>CPCCCM1011</u>	Undertake basic estimation and costing
<u>CPCCOM2001</u>	Read and interpret plans and specifications
<u>CPCCCA2002</u>	Use carpentry tools and equipment
<u>CPCCCA2011</u>	Handle carpentry materials
<u>CPCCCM2006</u>	Apply basic levelling procedures
<u>CPCCCM2005</u>	Use construction tools and equipment
<u>CPCCWHS1001</u>	Prepare to work safely in the construction industry

Delete two options not delivered before use and delete this row.

Option 1 CPCCBL2001 Handle and prepare bricklaying and blocklaying materials  
 CPCCBL2002 Use bricklaying and blocklaying tools and equipment

Option 2 CPCCWF2002 Use wall and floor tiling equipment  
 CPCCCM2013 Undertake basic installation of wall tiles

Option 3 CPCCJN2001 Assemble components  
 CPCCJN3004 Manufacture and assemble joinery components

**White Card**

CPCCWHS1001 - 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
- Bricklaying
- Joinery
- builder's 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.

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

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**

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

**Appeals and Complaints**

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

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

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

A school-based traineeship is available in this course, CPC20220 Certificate II in Construction Pathways, 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-6-learning-areas/vet/course-exclusions>

2023 Course Descriptor Construction Public Schools NSW Wagga Wagga, RTO 90333      V1.2 Updated March 2022      Disclaimer: If you require accessible documents, please contact your VET coordinator for support

**2023 ENTERTAINMENT INDUSTRY COURSE DESCRIPTOR**  
**Statement of Attainment towards CUA30420 Certificate III in Live Production and Technical Services or CUA30420 Certificate III in Live Production and Technical Services**  
 Public Schools NSW, Wagga Wagga, RTO 90333

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

Course: <b>Entertainment Industry</b> Board Developed Course (240 hour) (Statement of Attainment course) or 240 hour + 60 specialisation study (delete course not delivered and ensure in black)	2 or 4 Preliminary and/or HSC units in total Category B for Australian Tertiary Admission Rank (ATAR) Statement of Attainment course) or 2 or 5 Preliminary and/or HSC units in total (delete course not delivered)
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By enrolling in a VET qualification with Public Schools NSW, Wagga Wagga, RTO 90333, you are choosing to participate in a program of study that will provide you the best possible direction towards a nationally recognised qualification. To receive this AQF VET qualification, you must meet the assessment requirements of CUA30420 - Certificate III in Live Production and Technical Services (Release 1).

You will also be expected to complete all requirements relevant to the HSC and adhere to the requirements of NESA. This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all 15 competencies. A statement of attainment towards the qualification is possible if at least one unit of competency is achieved.

#### Recommended Entry Requirements

Students complete a VET Enrolment Form, supplying their USI and be assessed for learning support (eg LLN Robot) before the commencement of any training and assessment. Students must have completed All My Own Work before enrolling in this qualification and be work ready before work placement. Students selecting this course should be interested in working in the entertainment industry. They should be able to use a personal digital device including a personal computer or laptop.

#### Units of Competency

<b>Core</b> CUAIN311 Work effectively in the creative arts industry CUAIN314 Plan a career in the creative arts industry. <b>Electives</b> CPCCWHS1001 Prepare to work safely in the construction industry CUASOU306 Operate sound and reinforcement systems CUAWHS312 Apply work health and safety practices CUALGT311 Operate basic lighting CUASTA311 Assist with production for live performances CUAVSS312 Operate vision systems CUASMT311 Work effectively backstage during performances CUASTA212 Assist with bump in bump out of shows CUASOU331 Undertake live audio operations SITXCCS006 Provide service to customers	<b>*Additional units required for 60-hour specialisation study (SS)– Contact the RTO if delivering</b> <b>Delete if not delivering SS</b> <b>Core</b> CUAPPR314 Participate in collaborative creative projects BSBPEF301 Organise personal work priorities <b>Elective</b> CUALGT314 Install and Operate follow spots  Online White Card courses are NOT recognised by the Department of Education.
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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

Working within the Live production and Technical Services Industry involves:	<ul style="list-style-type: none"> <li>▪ teamwork</li> <li>▪ using digital technologies</li> <li>▪ creating documents</li> </ul>
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#### Examples of occupations in the Live Production and Technical Services Industry:

There are many career choices across the entertainment industry. Some jobs are highly creative or technical, while others are management or customer service oriented. Expertise in technical production is sought after in a range of live performance and event contexts. Key industry priorities are to ensure maintenance and improvement of technical skills and expand capacity to utilise opportunities offered by digital technology, as well as training and development for a new generation of skilled workers to meet workforce needs. Examples are: Front of House Assistant, Technical Assistant (Productions), Special Effects Assistant, Assistant Sound Technician, Follow Spot Operator, Runner, Props Assistant, Technical Production Assistant (Remote Area), Sound Assistant, Assistant Scenic Artist, Stagehand, Lighting, Audio and Staging Assistant, Production Crew, Stage Door Attendant, and Lighting Systems Technician. It also provides a pathway to other roles in similar work environments.

#### 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. The HSC specialisation study includes an additional 60 hours of course work.

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

The Higher School Certificate examination for Entertainment Industry 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

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

#### Appeals and Complaints

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

Course Cost: Preliminary - \$xxxx      HSC - \$xxxx	<b>Refunds</b>
School Specific equipment and associate requirements for students	Refund Arrangements on a pro-rata basis. Please refer to your school refund policy.

A school-based traineeship is available in this course, for more information: <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-6-learning-areas/vet/course-exclusions>

2023 Course Descriptor Statement of Attainment towards CUA30420 Certificate III in Live Production and Technical Services or CUA30420 Certificate III in Live Production and Technical Services Public Schools NSW, Wagga Wagga, RTO 90333 V1.2 Updated March 2022 *Disclaimer: If you require accessible documents, please contact your VET coordinator for support.*

## 2023 HOSPITALITY COURSE DESCRIPTOR

### SIT20316 Certificate II in Hospitality

Public Schools NSW Wagga Wagga, RTO 90333

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

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

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

By enrolling in a VET qualification with Public Schools NSW, Wagga Wagga, RTO 90333 you are choosing to participate in a program of study that will provide you the best possible direction towards a nationally recognised qualification. To receive this AQF VET qualification, you must meet the assessment requirements of SIT20316 Certificate II in Hospitality (Release 2) <https://training.gov.au/Training/Details/SIT20316>  
You will also be expected to complete all requirements relevant to the HSC and adhere to the requirements of NESA. This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. A statement of attainment towards the qualification is possible if at least one unit of competency is achieved.

#### Recommended Entry Requirements

Students complete a VET Enrolment Form, supplying their USI and be assessed for learning support (eg LLN Robot) before the commencement of any training and assessment. Students must have completed All My Own Work before enrolling in this qualification and be work ready before work placement. Students selecting this course should be interested in working in a hospitality environment. They should be able to use a personal digital device including a personal computer or laptop.

#### Units of Competency

##### Core

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

##### Electives

SITXFSA001	Use hygienic practices for food safety
SITHFAB004	Prepare and serve non-alcoholic beverages
SITHFAB005	Prepare and serve espresso coffee
SITHFAB007	Serve food and beverage
SITHCCC001	Use food preparation equipment
SITXFSA002	Participate in safe food handling practices
BSBSUS201	Participate in environmentally sustainable work practices
BSBCMM201	Communicate in the workplace

Refer to the TAS for the qualification packaging rules

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

Working within the hospitality industry involves

- organising information and records in both paper and electronic forms
- customer (client) service
- teamwork
- using technologies
- creating documents

#### Examples of occupations in the hospitality industry:

- café attendant
- catering assistant
- food and beverage attendant

#### Mandatory HSC Course Requirements

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

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

The Higher School Certificate examination for Hospitality 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

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

#### Appeals and Complaints

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

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

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

A school-based traineeship is available in this course, for more information: <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-6-learning-areas/vet/course-exclusions>

2023 Course Descriptor SIT20316 Certificate II in Hospitality Public Schools NSW Wagga Wagga, RTO 90333      V1.2 Updated March 2022  
*Disclaimer: If you require accessible documents, please contact your VET coordinator for support*





## 2023 PRIMARY INDUSTRIES COURSE DESCRIPTOR

## AHC20116 Certificate II in Agriculture

Public Schools NSW Wagga Wagga, RTO 90333

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

Course: **Primary Industries**

Board Developed Course (240 hour)

2 or 4 Preliminary and/or HSC units in total

Category B for Australian Tertiary Admission Rank(ATAR)

By enrolling in a VET qualification with Public Schools NSW, Wagga Wagga, RTO 90333 you are choosing to participate in a program of study that will provide you the best possible direction towards a nationally recognised qualification. To receive this AQF VET qualification, you must meet the assessment requirements of AHC20116 Certificate II in Agriculture (Release 7) <https://training.gov.au/Training/Details/AHC20116>

You will also be expected to complete all requirements relevant to the HSC and adhere to the requirements of NESA. This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. A statement of attainment towards the qualification is possible if at least one unit of competency is achieved.

**Recommended Entry Requirements**

Students complete a VET Enrolment Form, supplying their USI and be assessed for learning support (eg LLN Robot) before the commencement of any training and assessment. Students must have completed All My Own Work before enrolling in this qualification and be work ready before work placement. Students selecting this course should be interested in working in an agricultural environment. They should be able to use a personal digital device including a personal computer or laptop.

**Units of Competency****Core**

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

**Electives**

AHCWRK205 Participate in workplace communications  
AHCWRK201 Observe and report on weather  
AHCPMG201 Treat weeds  
AHCCHM201 Apply chemicals under supervision

Remove the cluster you are not delivering either Healthy Livestock or Healthy Plants.

**Healthy Livestock**

AHCLSK202 Care for health and welfare of livestock  
AHCLSK205 Handle livestock using basic techniques  
AHCLSK206 Identify and mark livestock  
AHCLSK204 Carry out regular livestock observations

OR

**Healthy Plants**

AHCPCMG202 Treat plant pests, diseases and disorders  
AHCNSY202 Care for nursery plants  
AHCPCM201 Recognise plants

Optional Clusters – remove the clusters you are not delivering please refer to the TAS

AHCMOM202 Operate tractors  
AHCMMOM304 Operate machinery and equipment  
AHCLSK211 Provide feed for livestock  
AHCLSK209 Monitor water supplies  
AHCINF202 Install, maintain and repair farm fencing  
AHCINF201 Carry out basic electric fencing operations  
AHCNSY203 Undertake propagation activities  
AHCNSY201 Pot up plants  
AHCNSOL202 Assist with soil or growing media sampling and testing  
AHCLSK316 Prepare livestock for competition  
AHCBSIO201 Inspect and clean machinery for plant, animal and soil

**Refer to the TAS**

Remove units if not qualified to deliver

Delete all writing in red and the clusters you do not deliver.

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 primary industries:**

- farm or station hand/labourer
- shearing hand
- nursery assistant
- livestock worker
- assistant farm or station 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.

**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**

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

**Appeals and Complaints**

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

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

School Specific equipment and associate requirements for students

**Refunds**

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

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

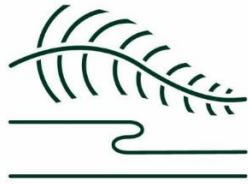
**Exclusions:** VET course exclusions can be checked on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>

2023 Course Descriptor AHC20116 Certificate II in Agriculture Public Schools NSW Wagga Wagga, RTO 90333

V1.2 Updated March 2022

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# OAK FLATS HIGH SCHOOL

## APPLICATION FOR EXTENSION OF A DUE DATE

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

Course: \_\_\_\_\_

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

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

Due Date: \_\_\_\_\_

Length of Extension Required: \_\_\_\_\_

New Due Date: \_\_\_\_\_

Reasons: \_\_\_\_\_

\_\_\_\_\_

*(Please attach evidence to support reasons eg: Medical Certificate)*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

*(office use only)*

Teacher Recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Head Teacher recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVED**

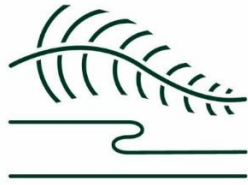
**NOT APPROVED**

\_\_\_\_\_

\_\_\_\_\_

*Head Teacher*

*Deputy Principal*



# OAK FLATS HIGH SCHOOL

## ASSESSMENT TASK APPEAL FORM

Reason for Appeal (please tick)

- absent for task       illness or misadventure       late submission
- application for extension of time / exceptional circumstances

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Roll Class: \_\_\_\_\_

Course Name: \_\_\_\_\_ Class: \_\_\_\_\_

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

Assessment Task: \_\_\_\_\_

(Due) Date of Task: \_\_\_\_\_ Date of return to the school (if absent) \_\_\_\_\_

Date Task was submitted: \_\_\_\_\_

Reason(s) supporting application: \_\_\_\_\_

If have attached a Medical Certificate for Doctor. YES / NO

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

- DETERMINATION: Zero marks to be awarded
- Task to be accepted with no penalty
- Missed task to be completed on \_\_\_\_\_ date
- Alternative task to be completed on/by \_\_\_\_\_ date
- Extension of time granted, due on/by \_\_\_\_\_ date
- Estimate to be awarded

Determination Endorsed: \_\_\_\_\_ Date: \_\_\_\_\_

*Assessment Panel*

Parent Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

