

HIGHER SCHOOL CERTIFICATE 2023



INFORMATION AND ASSESSMENT PROCEDURES



Westfields Sports High School
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Westfields Sports High School, acknowledges the traditional custodians of the land of the Cabrogal Clan of the Darug nation. We strive to promote greater understanding of and respect for Aboriginal and Torres Strait Islander peoples and cultures.

VISION STATEMENT

At Westfields Sports High School we are committed to developing a culture of high expectation and high achievement where every student is able to achieve their individual best in scholarship, citizenship, sport and the arts. We strive to ensure all members of the Westfield Sports community are known, valued, and cared for as individuals and that their strengths, achievements, and needs are recognised, supported, and celebrated. Students at Westfields Sports will be provided with the skills, experiences, and motivations to allow them to become effective life-long learners as they move beyond school. They will be equipped with the skills of critical analysis and advocacy to ensure they are a positive voice of change in their world.

SCHOOL EXECUTIVE STAFF

Senior Executive

Principal	Mr A Rogers
Deputy Principal	Mr D Barrett
Deputy Principal	Ms C Gagic
Deputy Principal	Mr A Larkin
Deputy Principal	Ms D Zanet
Director of Sport	Ms J Kenny

Head Teachers

Administration	Mr C King	History	Ms K Padovan
Administration	Mr V Profilio	Home Economics	Ms M Kanellos
Secondary Studies	Ms A Leone/Ms R Sowaid (R)	IA/Computing	Mr M Hoad
Student Wellbeing TSP	Ms K Gibb/ Mr. T Weeden(R)	Languages/EALD	Ms L Zappia (R)
Student Wellbeing	Mr D Footit	Mathematics	Mr P Prasad
Teaching & Learning, Students	Mr B Mathison	Physical Education	Ms K Bennett (R)
Teaching & Learning, Staff	Mr M Bennett	Science	Mr N Roby
Creative & Performing Arts	Ms M Holden	Social Science	Ms E Kimbel /Ms E Jaajaa (R)
English	Mr J Deligiorgakis		

Wellbeing Team

Year 12 Adviser	Mr T Danaskos
Year 12 Assistant Adviser	Ms K Carneiro
PPC Coordinator	Ms M de Brabander
Careers Adviser	Ms S Borg
School Counsellor	Mr R Brown
School Counsellor	Ms L Nguyen
School Counsellor	Ms.J Driscoll
Student Support Officer	Mr G Ripoll
Community Liaison Officer	Mr D Folau
SRC Coordinators	Ms M Bui
	Ms W Thai

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KEY DATES

2023 TERM DATES

Term 1 commences for Year 12 studentsMonday 30th January
Term 1 concludesThursday 6th April (11 weeks)

Term 2 commencesWednesday 26th April
Term 2 concludesFriday 30th June (10 weeks)

Term 3 commencesTuesday 18th July
Term 3 concludes for Year 12 studentsMonday 19th September (10 weeks)
(Graduation Day)

Semester 1 Exam Period	Parent Teacher Evening
Term One Weeks 10 and 11	Tuesday June 13 Term 2 Week 8

TRIAL EXAMINATIONS/HSC EXAMINATIONS

The dates for the examination periods are accurate at time of printing.

Exam	Start	Complete
Trial HSC Examinations	Term 3 Week 3 – Mon 31/7/23	Term 3 Week 4 – Fri 11/8/23
HSC Examinations Commence	Term 4 Week 2 Thu – 12/10/23	
HSC Written Examination Timetable Release	Term 2 Week 2 Wed – 26/4/23	

Dates for HSC **LANGUAGE ORAL EXAMINATION** and important dates for **PRACTICAL AND PERFORMANCE EXAMINATIONS** can be found on the NESAs website.

Responsibilities of Senior Students at WSHS

- Complete all course outcomes to an acceptable standard (work with diligence and sustained effort).
- Recognise your important role as a leader of the student body and be a positive role model in all aspects of school life.
- Be punctual to school, all classes and roll call. High standards of attendance are also essential whilst at TAFE and Work Placement. Sports students must attend school and all other school related commitments regularly (attendance rates below 85% may result in being made ineligible to represent Westfields Sports).
- Participate in all school activities.
- Always wear full school uniform. Acceptable standards of dress and behaviour must be maintained whilst representing the school on excursions and sporting visits.
- Take a much greater degree of control over your own learning and in doing so give your education a high personal priority.
- Demonstrate acceptable behaviour in the classroom. Treat teachers, your fellow students and the learning process with the utmost respect.
- Ensure that you are present for every assessment task. School procedures must be followed for missed tasks.
- Accept that you are enrolled here by choice. Other options are available. Persistent breaches of school rules will require you to exercise the alternative choices available to you. This particularly relates to - attendance (as a guide, absence of more than 5 whole days or five lessons from one subject in a term would be a cause for significant concern), participation in class, keeping up to date with work, respectful behaviour to staff and other students and actively supporting the rights of teachers to teach and students to learn. Parents of students at risk may be required to attend an Academic Review at the school.
- Make positive and productive use of study periods by being in the designated study areas and focused on schoolwork.
- Make active use of all the support networks available to you in the school.
- Read and comply with the requirements of the Senior Assessment Policy.

TSP Students must also abide by the Talented Sport Code of Behaviour Student Contract - Expectations. A copy is provided to TSP students on enrolment.

Minimum Standards

All students in NSW are required to show a minimum standard of literacy and numeracy to receive the High School Certificate.

Students will need to sit 3 online tests of reading, writing and numeracy for everyday life. Students will have 2 opportunities, per year, to pass each of the tests from Year 10 until a few years after the HSC.

If students pass the online test of reading, writing and numeracy they will show they have met the HSC minimum standard.

Please refer to the following timeline for the scheduling of the minimum standard testing at Westfields Sports High School:

YEAR GROUP	TERM
YEAR 10	
• Year 10 Enrichment Week	Term 4
Year 11	
• At the end of the Preliminary Examinations • Numeracy will be conducted during Math classes	Term 4 Weeks 1 -3
Year 12	
• AT THE END OF THE TRIAL EXAMINATIONS • NUMERACY WILL BE CONDUCTED DURING MATH CLASSES	ONGOING

All testing will take place on the computers in the school library. Computers will be booked during this time for the minimum standard testing.

Students will need to see the Head Teacher Secondary Studies, in the Learning Centre Staffroom for test information/scheduling and results.

Note: The HSC Minimum Standard is part of an effort to improve the literacy and numeracy outcomes for students.

“It is the responsibility of the student to ensure they take up the opportunities available to them to complete the minimum standards.” - NESA

REQUIREMENTS FOR THE AWARD OF THE HSC

If you wish to be awarded the HSC:

You must have satisfactorily completed courses that meet the pattern of study required by NESA for the award of the Higher School Certificate. This includes the completion of the practical, oral or project works required for specific courses and the assessment requirements for each course.

- You must have sat for and made a serious attempt at the Higher School Certificate examinations.
- You must study a minimum of 12 units in the Preliminary course and a minimum of 10 units in the HSC course. Both the Preliminary course and the HSC course must include the following:
 - at least 6 units from NESA Developed Courses including at least 2 units of a NESA Developed Course in English
 - at least three courses of 2 units value or greater
 - at least four subjects.
 - At most 6 units of courses in science can contribute to Higher School Certificate eligibility.
- The NESA publication, *studying for the New South Wales Higher School Certificate – An Information Booklet for Year 10 Students*, contains all the HSC rules and requirements you will need to know.
- If you wish to receive the Australian Tertiary Admission Rank (ATAR), you must study a minimum of 10 NESA Developed units in the HSC Course. The booklet, *University Entry Requirements 2022 Year 12 Booklet*, published by UAC and available at the end of July 2022, will contain important information about entry to university courses, course prerequisites and other information to assist your choice of HSC courses for study in Years 11 and 12 in preparation for university entry.
- If you do not wish to receive an ATAR, the rest of your courses may be made up from NESA endorsed courses once you have studied six units from NESA developed courses.

ASSESSMENT PROCEDURES 2023

Higher School Certificate Assessment

HSC candidates have received two marks for each subject listed on their HSC certificate. One of these marks reflects the final examination performance and the other is a moderated school assessment reflecting the student's achievement throughout their Higher School Certificate course. Your school assessments will measure your performance throughout each of your courses. In Year 12, your HSC course assessment marks are submitted to the NSW Education Standards Authority (NESA). Your school-based assessment marks are worth 50% of your HSC.

Assessment Guidelines

NESA supervises the Preliminary and HSC courses in New South Wales. NESA prepares syllabi, oversees the production of the examination papers, the marking of the papers and the provision of the Higher School Certificate. NESA has also produced guidelines for all schools on every subject examined by the HSC. These guidelines outline the basis on which the school assessment mark should be calculated. NESA has provided teachers with a framework for producing assessment schedules covering the course areas and skills to be assessed in both the Preliminary and HSC courses.

Assessment Tasks

At Westfields Sports High School, each faculty prepares an assessment schedule for its HSC courses. These schedules require students to complete various tasks of a physical, written, oral, graphic and numerical nature. Each schedule contains no more than **FOUR** assessable tasks, although the number and type of assessable task may differ from subject to subject.

For the most part HSC assessable tasks start in Term 4 of Year 11 and continue until just before the HSC examination. The main purpose of the tasks is to determine a rank and spread of achievement amongst the students in each subject.

Moderation of School Assessment

Towards the end of Term 3 in year 12, the school assessment marks are sent into NESA. NESA will note the spread and order of marks. The school assessment marks of the whole group of students at Westfields Sports High School are then moderated by the whole group's final examination marks in each subject. This moderation might have the effect of changing the actual assessment mark but the order (rank) and relative difference between students (the spread) remains the same. Apart from this moderation, the school assessment results, and the final examination marks are separate and have no other direct influence on each other.

Assessment Schedules

Each of the Assessment Schedules included indicates the type of task, which will be required to complete the school assessment. They also indicate the relative value or weight of each of the tasks with reference to the total assessment value. Also included is the predicted time when each will take place. Students will be informed well in advance and in writing of any change to the assessment schedules. It is the intention of the teachers at our school, that the students will have a continual assessment load rather than being overloaded at any one time.

Non-Assessable Tasks

Since there are only a limited number of tasks in each of the assessment schedules, it is important to realise that to gain competence in the skills required to complete these tasks and the HSC examination there will be other tasks required from the student. These tasks will not be directly included in calculating the total assessment. However, if students do not attempt these non-assessable tasks, they will not only have missed important practice and feedback from their teachers, but they place their candidature for the HSC in jeopardy for not having satisfactorily completed the subject.

Progressive Assessments

Student assessments are progressive. This means that the mark for each new task will be added to the marks of the previous tasks. This reflects their overall achievement in the course. For this reason, it is quite possible that most students will end up with assessment marks, which are quite different to their examination marks.

Rankings

Towards the end of Term 3 in Year 12, students will be given their final progressive ranking for each subject. It is important that students understand that the school is not allowed to give them the final assessment mark, which it submits to NESAC, but the school will keep them informed of their ranking within subjects.

Presenting an Assessable Task

Students are required to complete an Assessment Notification Cover Sheet for all submitted tasks. In convenient cases and as added security students are advised to keep a copy of the submitted task. In those cases, where an exam is the assessable task, the teacher will keep a record of the students present. It is the student's responsibility to ensure that the whole of an assessment task is presented at the due time.

Failure to Submit an Assessment Task

To have studied a course satisfactorily a candidate is expected to have attempted all assessment tasks. If a student fails to submit an assessment task and the school recognises a valid reason (medical or approved leave), then he/she may be given a substitute task by their teacher. In case of illness, students must notify the school by phone the day the task is due and present the Deputy Principal with a **Doctor's Certificate** and **Doctor's Assessment** of their fitness to sit the task on their first day back at school. It is important to note that a medical certificate will support an application for a substitute task but does NOT GUARANTEE its granting.

Where practical, leave must be applied for in advance of the task completion date. Prior approval for late submission of an assessment task must be sought from the Head Teacher of the faculty concerned, and the Deputy Principal. Students attending special sporting events will continue to use the procedure set in place for obtaining prior approval for late submission. See the attached form *Absent from Assessment Task Form* (Blue Form – see pg20). This form should be completed before the absence from an assessable task. Only in exceptional circumstances would the Deputy Principal consider approval after the due date. Students, individually, are responsible for these matters. They should not expect teachers to remind them. Students should note that teachers are not permitted to adjust marks for illness or misadventure. Assessment is restricted to actual achievement of the set tasks. Only in exceptional cases can the School Principal authorise an estimate.

If appropriate evidence is not presented and neither is the task, then the student will be awarded zero marks for that task. If a student fails to complete a number of assessable tasks, which total 50%, or more of the final assessment mark, then the Principal must certify that the course has not been studied satisfactorily. In such a case, the student will be deemed to have failed the course and will not receive either an assessment mark or an examination mark for that subject on his/her Higher School Certificate. This may mean that the candidate will not receive a certificate if he/she has not completed at least 10 units in the HSC course. In the case of 3 or 4 unit courses, candidates who fail to meet the assessment requirements for the common (2 or 3 unit) part of the subject will not receive a result in the course at all.

Malpractice

It is expected that any assessable task submitted will be the student's own work. In the event of malpractice (cheating) being detected, the task in question will be awarded zero and the assessable task regarded as a non-attempt. Students who willingly share whole or part of an assessable task

also run the risk of having their task designated a non-attempt. All HSC malpractice will be recorded and reported to NESAs.

Attendance and Punctuality

It should be noted that students whose attendance or punctuality is poor might leave themselves liable for exclusion from eligibility to sit for the HSC.

Reporting

There will be two formal reports for students: One at the middle of the year after the Semester One Assessment Period, and again at the end of Term 3 after the Trial HSC Examinations. Each time the parents will receive an official report from each subject giving the latest examination mark. Teachers will also provide comments about the student's progress in the subject. If there is any concern about a student's performance at any time, then the parents will be notified by letter.

Review of Assessments

It is important for students and parents to understand that NESAs has specifically stated that a teacher's judgment of the worth of individual assessment tasks, as reflected in the mark or grade awarded will not be subject to review as part of this process.

If any questions arise regarding the assessable tasks, then the students are encouraged to discuss the matter with their teacher. If, after consultation with their teacher there is still a problem, students should consult the Head Teacher of the faculty concerned.

If, after students have collected their rank order card from NESAs, they feel that any of these rankings is significantly different to their expectations based on earlier feedback from their teachers, they can then request a review of their assessment rankings. This request must be made on a form available from Deputy Principal, Mr D Barrett.

'N' Determinations

You will receive an 'N' determination in a course if you do not:

- i. follow the course developed or endorsed by NESAs,
- ii. apply yourself with diligence and sustained effort to the set tasks and experiences provided in the course by the school, and
- iii. achieve some or all the course outcomes.

Satisfactory completion of courses is judged, among other things, by your attendance and level of achievement in class, the proportion of assignments, homework, etc. completed and your level of achievement.

If the Principal determines that you are in danger of not completing a course satisfactorily, you will be warned in writing in time for you to correct the problem and satisfactorily complete the course. Parents are required to return acknowledgement of receipt of such notification to the Head Teacher of the subject concerned.

If you are deemed to not to have completed a course, you will receive an 'N' beside the course on your Record of Achievement Part A and this may mean that you are not eligible for the Award of Higher School Certificate in that year.

Technology

If a student completes an assessment task using technology ¹, then it is the student's responsibility to:

- i. take the required steps to learn and be able to use such technology,
- ii. ascertain the **compatibility** of the technology² for such a purpose,
- iii. **plan** for the availability and supply of such things as thumb drives, paper and toner for the printer, and
- iv. take steps to back up their own files and data.

Students can NOT use the failure or incompatibility of technology to justify the failure to submit an assessment task.

It is a student's responsibility to **plan** for all eventualities including the non-availability of school computers, printers, scanners, cameras, or other supplies, and make their own provisions to safeguard, protect³ and backup their own data and files.

Students must also submit hard copies of digital work. This means students are to negotiate with their teachers or follow the faculty policies concerning printing work that exists as web pages or as presentations. It is unreasonable to expect that students will print huge numbers of pages, where a sample could suffice. Teachers and faculties have the right to restrict the amount of printing carried out on the schools' printers. Teachers also have the right to specify how a work is to be presented. Students are not to take for granted that teachers can or will mark their work from thumb drives or web sites. Teachers cannot be expected to be responsible for work presented digitally when it is well known that thumb drives may not open and web servers can go down. Teachers are not to be expected to print a student's work when it is the student's responsibility.

If students plan their work accordingly then teachers may be willing to accommodate their needs.

¹ e.g. computers, scanners, digital cameras,

² e.g. hardware, software, interface,

³ e.g. virus attack, operating system failure, computer failure.

Illness and Misadventure

School Based Assessments and Examinations

If you become ill or suffer an accident that affects your exam performance or prevents you from handing in an assessment, you should contact the school at the first available opportunity on your return to school. You must contact Deputy Principal, Mr Barrett to explain your situation with evidence such as Doctor's Certificates or Police Accident/Event Number. You will then be issued a 'Blue Form' and must report to the Head Teacher of the subject. A decision will then be made on the make-up assessment/examination or whether marks are issued.

HSC Examinations

If you become ill or suffer an accident that affects your exam performance, you should submit an Illness/ Misadventure Application Form available at the Exam Centre or through the Deputy Principal, Mr Barrett. If you are at school, you must inform the Presiding Officer when entering the exam room.

It is important that you attend the exams where possible even if you believe your performance in the exam will be affected. If you cannot attend an exam because of illness or misadventure, notify the school principal immediately. You should never risk harm in order to attend an exam or attend an exam against medical advice.

You must obtain documentary evidence generally on the day of the exam to support your illness/ misadventure application. If you did not sit the exam, this evidence must indicate why you were unable to attend. Read more in the HSC Rules and Procedures guide.

Emergency Disability Provisions

If you have an accident or an illness just before an examination, emergency provisions can be arranged. You should immediately notify Deputy Principal, Mr Barrett.

Arriving late to the exam

If you are late to an exam advise Deputy Principal, Mr Barrett, immediately and make your way to the Exam Centre as soon as possible.

Misreading the exam timetable

If you miss an exam because you have misread the timetable, contact Deputy Principal, Mr Barrett, immediately.

Application Process

Once you have obtained your evidence, completed the form, and handed it in to the school, the Deputy Principal, Mr Barrett, will submit your application to the NSW Education Standards Authority (NESA) for processing. A panel will review your application and the supporting documentation before deciding to uphold or decline each component in your application. Members of the panel will review your statements, the medical or misadventure evidence, plus the Presiding Officer and Principal's statements before deciding. Each examination or component is treated independently, which is why it is important to have comprehensive evidence for each affected component.

Results of Application

In the case of most Board Developed Courses, if your application is upheld, you will be awarded the higher of your examination mark and a mark derived from your assessment mark or unaffected components of your examination. In the case of the optional VET HSC Examinations, if your application is upheld you will receive your examination mark or a mark derived from an estimate submitted by your school, whichever is higher.

If your application is declined, you will be awarded the mark you achieved in the examination. If you were absent from an examination and your Illness/Misadventure Application is declined, you will not receive any result in that course. This could mean that you become ineligible for the award of the Higher School Certificate.

Attendance (Students)

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

In New South Wales, all children from 6 years of age are legally required to attend school or be registered for home schooling. After they complete year 10 (ROSA), until they turn 17 years of age, students then have the following options to be engaged in:

- full time further education and training such as TAFE, traineeship, apprenticeship
- full time, paid employment of an average 25 hours per week or
- a combination of both

There is a strong correlation between student attendance and academic success. Westfields Sports actively pursues strategies that enhance and improves student attendance.

School sport is a compulsory part of the school curriculum and Westfields Sports requires students to be in attendance and active in their participation in school sport.

Parent/Carer Responsibilities

Parents or carers are responsible for making sure that their children comply with the above legal requirements.

School Responsibilities

Westfields Sports helps to ensure the safety, welfare and wellbeing of all its students and supports parents by monitoring student attendance and helping to address issues when they emerge.

Schools have to keep accurate records of student attendance and reasons for any absences. The Principal, through its staff, is responsible for accepting or not accepting a parent's explanations for their child's absences.

When the school has unsuccessfully tried a wide range of strategies to help resolve a student's non attendance, schools can request assistance from regional attendance officers of the NSW Department of Education for additional support.

Roll Marking

- Roll Marking is held during every lesson Westfields Sports.

Formal Roll Marking

- A formal, second Roll Marking is held on Mondays at 11.25am for Juniors and 11.43am for Seniors.
- On Tuesdays to Fridays the second formal Roll Marking periods are as follows: 10.48am for Juniors and 11.06am for Seniors.
- Pathways students are not required to attend Roll Call and sign in via the Front Office.
- During Roll Call, teachers are required to record students who are not physically present. Students who are on school business are listed on the Out of Class (OOC) List and are marked as present automatically.
- Staff involved with school business are responsible for reporting the absence of students to the front office staff.
- Parents and carers are notified of all student absences via a text message, each day.
- The Head Teacher Administration (Attendance) monitors students with attendance concerns and in partnership with parents and carers works to ensure an improvement. Some strategies available to the Head Teacher Administration are as follows:
 - Student interviews
 - After School Detentions
 - Parent/Carer letters of concern

- Parent / Carer interviews
 - Attendance Monitoring Cards
 - School-based Attendance Improvement Plans
 - Report chronic non attendees to the Home School Liaison Officer (HSLO) for departmental intervention
 - Repeating of an academic year.
- Classroom teachers are to maintain a class roll, that is marked online each lesson of the school day. Each staff member is expected to report Truants, as per school procedures (see Truancy pg.17).

Absences from School

Short Leave

- Students who have been absent from school for a short time are expected to produce a letter of explanation or sms text from parents or carers to explain their absence on their return to school. It is a legal requirement that all student absences are explained, within 7 days of the student's absence.
- Proforma notes for parents/caregivers are available from Roll Call Teachers and in the student diary.
- When a note is received the explanation is entered onto the Absentee Slip by the Roll Call Teacher and returned to the Front Office for processing. Codes used include: "S" (sick), "L" (leave), "MC" (medical certificate) and "UA" (unacceptable reason given). The administration staff enter absences onto Gateway.
- Attendance data is frequently used by the executive staff and the HSLO to monitor student attendance and therefore must be accurate.

Extended Leave

- Parents wishing to apply for leave greater than 10 days but less than 100 days, need to apply via the Head Teacher Administration (Attendance) and supply details about the leave, including dates, reasons, itinerary, visas etc. An **Extended Leave - Travel** form is to be completed. This form is available from the Head Teacher Administration (Attendance) or on the school website. This period of leave **will** count towards the student's total number of days absent.
- The Head Teacher Administration (Attendance) will confirm approved Travel Leave by issuing parents with a **Certificate of Extended Leave - Travel**. The Principal has the right to decline a parents' application for extended leave. Parents will be notified in writing.
- Parents wishing to apply for leave greater than 100 days, must apply via the Director, Educational Leader.
- Access to Distance Education **must** be considered when leave exceeds 50 days.
- Teachers will be notified when **Extended Leave - Travel** is granted.

Leave

- Students representing at club, state, or national levels in their TSP (Talented Sports Program) must apply for Sport Leave.
- Parents wishing to apply for Sport Leave, need to apply via the Director of Sport and supply details about the leave, including dates, type of representation, itinerary, flight details etc.
- The Director of Sport will notify the teachers of the student taking leave and request work be provided for the duration of the Sport Leave.
- The Director of Sport will confirm Sport Leave approval via email, to the student's DoE email account.

Attendance at Exams

Student attendance at every exam is recorded. Students will be seated in their courses, in alphabetical order. This process is coordinated by the Head Teacher Administration (Timetable).

An overview is as follows:

- Students complete an attendance slip.
- One supervising teacher collects the attendance slips and returns them to the Head Teacher of the exam completed.
- The slips are checked by the KLA Head Teacher.
- Absences are then communicated to the front office to be recorded on attendance system.

Early Finish / Late Start - Seniors Only

Some senior students may be participating in TAFE courses and as a result may have periods at school when they do not have a scheduled class. Likewise for students who drop a course moving into year 12.

If the “free period” occurs at the beginning of the day, students are permitted to arrive at school late but before their first scheduled class.

If the “free period” occurs later on in the day, students are permitted to leave school at the conclusion of their classes.

Students with an Early Finish and/or Late Start are required to complete the relevant permission note seeking permission to leave early or start late. Once checked and processed, the Head Teacher Administration (Attendance) will issue these students with an Early Leavers Pass which must be shown to the office staff for late arrival or early departure from the school. Students will not be permitted to leave the school’s grounds unless the pass is shown.

If a student needs to leave school to attend TAFE they will be given a pass with the day and time they need to leave. This process will be coordinated by the Careers Adviser and Head Teacher Administration (Attendance).

Early Leavers

- Students needing to leave school during school hours **must** see a Deputy, first thing in the morning, with a parent /carer’s note.
- Students will be issued with a signed Early Leavers pass to show staff before leaving school.
- Gateway and **Attendance 2 Go** are automatically updated.

Early Marks from Class

- Under **no** circumstances should staff allow students to leave class early.

Lateness to School

- Students who are late to school must report to the Front Office where they will be issued with a Late Note.
- Students are not permitted into class, once lessons have commenced, unless they have a Late Note.
- Students sign in at the Front Office with their school issued ID Card.
- Latenesses are automatically recorded on Gateway and on the school’s Electronic Roll Marking system, **Attendance 2 Go**.
- Students who are late twice in one week, automatically receive a negative referral.
- Students who are late three times in one week, automatically receive an Afternoon School Detention, issued by the Head Teacher Administration (Attendance).
- Student lateness will also be accumulated across the term. Students who are late more than 10 times in the term will be automatically referred to the HT Administration for an Afternoon School Detention and lateness card monitoring.
- Students with chronic lateness will be dealt with by the Head Teacher Administration (Attendance) and may include the use of a Lateness Card, parent contact, afternoon detentions or suspension from school.

Perfect Attendance

- Each term, students who have maintained 100% attendance are awarded with a parent letter and certificate.
- Students who attain a 100% attendance for the academic year are presented with an award at the school's Presentation Awards Night.

Students Leaving School Grounds

- Only the Principal, Deputies or their delegates may give permission for a student to leave the school's grounds. Any student who is given permission to leave school grounds will do so with their parents/ carers endorsement.
- Under **no** circumstances are staff permitted to allow a student to leave the school grounds.

Sick Students

If a student becomes sick throughout the school day his/her teacher must issue them with a "pink" note and send them to one of the Deputies, in the Front Office.

The Deputy will deem if the student needs to go home or needs to lie in sick bay for a period of time. Once at the Office an entry will be made on Gateway and the student will be placed on the Out of Class List, with an entry and exit time.

If a student needs to go home, the front office will contact parents and make the appropriate arrangements for them to go home.

Truancy

Truancy is the unauthorised absence from class or school. It is a serious matter and is treated as such. Each lesson teachers are expected to mark their class roll electronically using Attendance 2 GO, on Gateway. Staff must report any student truancy by selecting the "Red T" after 12pm. This process automatically cross checks the Out of Class Lists, Sick Bay and Early Leaver entries.

The names of any students missing from class, without a suitable explanation, will be forwarded via Attendance 2 Go, to the Head Teacher Administration.

If the Head Teacher Administration determines that the student has truanted, the student will be interviewed and one of the following strategies used:

- Afternoon detention
- Parent contact
- Attendance card
- Parent interview
- Deputy interview

A student who truant a whole day will be immediately placed on an attendance card for a minimum of two weeks and their parents will be informed.

Plagiarism

Definition

Plagiarism means presenting the ideas and words of others as if they were your own. Creating your own work and using the work of others, which you have acknowledged, is not plagiarism.

What you must do to avoid plagiarism:

1. You must give a reference if you take a fact or idea directly from someone else.
2. If you use the exact words of your source (if you quote), then you must enclose the whole quotation in inverted commas. If you do not use quotation marks, you can be accused of plagiarism.

3. Use your own words if you take information from other sources.

The school reserves the right to award a zero mark to work that **contains any plagiarism at all**.

Referencing

Referencing is a way of acknowledging the work of others which you have used in you task or assignment. The order for documenting references for books, journals and periodicals is as follows:

- author's surname and initials
- year of publication
- title of publication in italics with maximal capitalisation
- title of series, volume number, edition, if applicable
- editor, reviser, compiler or translator, if other than the author
- publisher
- place of publication
- page number or numbers, if applicable.

For example

Popper, K.R. 1961, *The Poverty of Historicism*, Routledge & Kegan Paul, London.

Online (electronic) material

For electronic media (World Wide Web) the order for references is as follows:

- author's surname and initials
- date of publication
- date of revision in parentheses in day-month-year format
- date accessed in parentheses in day-month-year format
- title of article in single quotation marks with minimal capitalisation
- title of work in italics with maximal capitalisation
- address of site, written on a separate line if necessary to avoid hyphenation, which can cause confusion.

For example, a World Wide Web site may be quoted like this:

Harris, R. 2018 (updated 11 October 2018, accessed 15/11/2018), *Evaluating Internet Research Sources*, <https://www.virtualsalt.com/evalu8it.htm>

Teaching and Learning Centre. UNE. The University of New England Style Guide. (Last modified 15/11/2018)

<https://www.une.edu.au/research/hdr/my-study/writing-a-literature-review/acknowledging-sources/guides>

Outcomes

For a full explanation of outcomes, refer to the syllabus stated and/or exam or assessment task notification.

Absent Form Assessment Task

WESTFIELDS SPORTS HIGH SCHOOL

ABSENT FROM ASSESSMENT TASK

Senior assessment tasks are a compulsory and necessary component of the ROSA (Record of School Achievement), Preliminary and Higher School Certificate qualifications. Absence from an assessment task could be an indication of a student's non serious attempt, placing at risk the award of the ROSA, Preliminary or the Higher School Certificate qualification.

It is the responsibility of a student who fails to submit an assessment task to make an application for consideration under the published rules of the Assessment Procedures.

The Assessment Procedures documents are available on the school website:

<https://westfields-h.schools.nsw.gov.au>

1. STUDENT SECTION

Please print clearly

Full Name:		Year/Roll Call:	
Task:	[] Assessment Task - [] Examination / Test		
Date of Task:			
Class:		Subject:	
Reason for absence/not submitting the task:			
Student Signed:		Date:	

2. HEAD TEACHER

To be completed by the KLA Head Teacher

Recommendation:	[] Submit task / test with no penalty	Date:	
	[] Submit task / test - zero mark	Date:	
Comment:			
Student Signed:		Date:	

3. DEPUTY PRINCIPAL

To be returned and completed by Mr Barrett and filed

Date Received:			
Prior approval granted:	[] YES - [] NO		
School Advised of Absence:	[] YES - [] NO		
Medical Certificate provided: <small>Copy to be provided to the From Office</small>	[] YES - [] NO		
Signed:		Date:	

Office Only:

Upon submission and a recommendation determined, Mr Barrett (Deputy) will email confirmation to the following:

- KLA Head Teacher
- Classroom Teacher
- Student, via DoE email

A welfare entry will also be recorded on Gateway

[] Entered Online

Date: _____

Mr Barrett: _____

Assessment Notification Cover Sheet

Westfields Sports High School

406A Hamilton Rd, Fairfield West NSW 2165 Phone: 9604 3333

Assessment Notification Cover Sheet

This form must be attached to your Assessment Task

Student Name:		
Faculty:		
Course Name:		
Class:		
Task Name:		
Teacher:		
Stage:		
Weighting:		
Due Date:		<small>Yrs 10, 11 and 12 - Non submission, zero (see WSHS Assessment Policy) Yrs 7, 8 and 9 - 10% deduction, per school day, to a maximum of 50% Late Assessment Tasks for years 10, 11 and 12, may be submitted to the Front Office in the Assessment Box</small>
SUBMISSION INSTRUCTIONS:		
Attachments Include:		
OUTCOMES TO BE ASSESSED:		

STATEMENT OF AUTHENTICITY AND ACADEMIC INTEGRITY

I certify that:

- the planning, development, content and presentation of this task is my own work in every respect
- it has not been copied from another person's work or from books or from the internet or any other source
- I have used appropriate research methods and have not used the words, ideas, designs, skills or workmanship of others in the task or its development without appropriate acknowledgement

Student Signature: _____

Date: ____/____/____

STAFF USE ONLY

Date Received:		Signed:	
Received By:			

MARKING GUIDELINES	
CRITERIA	GRADE
<p>A coherent, sustained and well-reasoned argument is represented which may acknowledge that other points of view are possible. All relevant aspects of content are comprehensively explained and interpreted in relation to the question. The significance of examples is explained and used to strongly support the arguments. Points of view are complex and logical and reveal a highly developed understanding of the topic.</p>	<p>A 17-20</p>
COMMENT:	
<p>A coherent and reasoned argument is represented and sustained. All relevant aspects of content are thoroughly explained and more conventionally interpreted in relation to the question. Examples are explained and used to support a successful argument that address most aspects of the question. Points of view are accomplished and logical and reveal a well-developed understanding of the topic.</p>	<p>B 13-16</p>
COMMENT:	
<p>A reasoned argument is represented and generally sustained. Most relevant aspects of content are broadly explained and more conventionally interpreted in relation to the question. Examples are generally explained and used to support an argument that addresses some aspects of the question. Points of view are reasonably clear and logical and reflect a good understanding of the topic.</p>	<p>C 9-12</p>
COMMENT:	
<p>An argument is represented but is unevenly sustained. Aspects of content are represented but explanations are superficial and may not be related to the question. Examples are described in an obvious way and are connected and reflect a foundational understanding of the topic.</p>	<p>D 4-8</p>
COMMENT:	
<p>Comments are offered that may relate to some aspects of the question. Ideas are identified and may be explored to some extent in an isolated way. Points of view are not supported and reflect a limited understanding of the topic.</p>	<p>E 1-3</p>
<p>Years 7, 8 and 9 - Non submission or late A 10% deduction will be calculated, per school day, to a maximum of 50% for tasks submitted late. All tasks must be handed in by the end of the school day. Assessment Tasks not submitted on the due date may be submitted to the Front Office.</p>	<p>-10% per day</p>
COMMENT:	
<p>Years 10, 11 and 12 Absence from an assessment task could be an indication of a student's non serious attempt, placing at risk the award of the ROSA, Preliminary or the Higher School Certificate qualification. It is the responsibility of a student who fails to submit an assessment task to make an application (Blue Form) for consideration under the published rules of the Assessment Procedures.</p>	<p>0</p>

CREATIVE & PERFORMING ARTS FACULTY

Dance

Outcomes assessed are taken from the following Syllabus Document:	NESA STAGE 6 DANCE SYLLABUS
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Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Core Composition	H3.1, H3.2, H3.4	Term 1 Week 9 20-24/03/2023	15
Assessment Task 2 Semester 1 Examination Major Study and Core Appreciation	H3.1, H3.2, H4.1, H4.2, H4.3	Term 1 Weeks 10 and 11	35
Assessment Task 3 Core Performance	H1.2	Term 2 Week 5 22-26/05/2023	20
Assessment Task 4 Trial HSC Examination	H1.1, H1.3, H2.1, H2.2, H3.3, H3.4, H4.3, H4.4*	Term 3 Weeks 3 and 4	30
	*Teachers will select the appropriate outcomes based on the Major Study option selected by each student.		
Weighting			100%

Drama

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 DRAMA SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Individual Progress Task	H1.2, H1.3, H1.5, H3.1, H3.3	Term 4 Week 8	15
Assessment Task 2 Semester 1 Examination Studies in Drama and Theatre Practical Workshop and Written Exam	H2.1, H2.2, H3.1, H3.2, H3.3	Term 1 Weeks 10 and 11	30
Assessment Task 3 Group Performance Progress	H1.1, H1.2, H1.3, H1.4, H2.1, H2.2, H2.3	Term 2 Week 9 20-22/06/2023	25
Assessment Task 4 Trial HSC Examination	H1.4, H1.6, H1.7, H2.1, H2.2, H3.2	Term 3 Weeks 3 and 4	30
Weighting			100%

Music

Outcomes assessed are taken from the following Syllabus Document: **NESA MUSIC 1 SYLLABUS**

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Elective 1	H2, H3, H5, H7, H10, H11	Term 4 Week 8 29/11 – 01/12/22	10
Assessment Task 2 Semester 1 Examination Elective 2 Aural Written/Core Musicology	H1. H2, H3, H4, H5, H6, H7, H8, H9, H10, H11	Term 1 Weeks 10 and 11	30
Assessment Task 3: Elective 3 Core Composition	H1. H2, H3, H4, H5, H6, H7, H8, H9, H10, H11	Term 2 Week 4 15-19/05/2023	30
Trial HSC Examination Core Performance Elective 1 & 2 and Aural Analysis	H1. H2, H3, H4, H5, H6, H7, H8, H9, H10, H11	Term 3 Weeks 3 and 4	30
Weighting			100%

Visual Arts

Outcomes assessed are taken from the following Syllabus Document:

NESA 2 UNIT VISUAL ARTS SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Body of Work Review/Progress	H2, H3, H4, H6	Term 1 Week 3 06/02/2023	20
Assessment Task 2 Semester 1 Examination	H7, H8, H9, H10	Term 1 Weeks 10 and 11	20
Assessment Task 3 Body of Work Progress / Near completion	H1, H3, H4, H5, H6	Term 3 Week 1 24/07/2023	30
Assessment Task 4 Trial HSC Examination	H7, H8, H9, H10	Term 3 Weeks 3 and 4	30
Weighting			100%

ENGLISH FACULTY

Advanced English

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 ADVANCED ENGLISH SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Common Module: Texts and Human Experiences Extended Response	EA12-1, EA12-2, EA12-3, EA12-6, EA12-7	Term 4 Week 8 2/12/2022	20
Assessment Task 2 Semester 1 Examination	EA12-1, EA12-3, EA12-5, EA12-6, EA12-8	Term 1 Weeks 10 and 11	30
Assessment Task 3 Module C: The Craft of Writing Composition and Reflection	EA12-2, EA12-3, EA12-4, EA12-5, EA12-7, EA12-9	Term 2 Week 4 17/05/2023	20
Assessment Task 4 Trial HSC Examination Paper 1: Common Module Paper 2: Module A, Module B and Module C (5%)	EA12-1, EA12-3, EA12-4, EA12-5, EA12-6, EA12-7, EA12-8	Term 3 Weeks 3 and 4	30
Weighting			100%

Standard English

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 STANDARD ENGLISH SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Common Module: Texts and Human Experiences Extended Response	EN12-1, EN12-2, EN12-3, EN12-4, EN12-6, EN12-7	Term 4 Week 8 2/12/2022	20
Assessment Task 2 Semester 1 Examination	EN12-1, EN12-3, EN12-5, EN12-7, EN12-8	Term 1 Weeks 10 and 11	30
Assessment Task 3 Module C: The Craft of Writing Composition Task	EN12-1, EN12-2, EN12-3, EN12-4, EN12-5, EN12-9	Term 2 Week 4 17/05/2023	20
Assessment Task 4 Trial HSC Examination Paper 1: Common Module Paper 2: Module A, Module B and Module C (5%)	EN12-1, EN12-3, EN12-4, EN12-5, EN12-6, EN12-7	Term 3 Weeks 3 and 4	30
Weighting			100%

English Extension 1

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 ENGLISH EXTENSION SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Common Module: Literary Worlds Imaginative response and reflection	EE12-2, EE12-4, EE12-5	Term 4 Week 9 08/12/2022	40
Assessment Task 2 Semester 1 Examination	EE12-1, EE12-2, EE12-3, EE12-4	Term 1 Weeks 10 and 11	30
Assessment Task 3 Trial HSC Examination	EE12-1, EE12-2, EE12-3, EE12-4,	Term 3 Weeks 3 and 4	30
Weighting			100%

English Extension 2

Outcomes assessed are taken from the following Syllabus Document: **NESA STAGE 6 ENGLISH EXTENSION SYLLABUS**

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Viva Voce	EEX12-1, EEX12-4, EEX12-5	Term 4 Week 9 07/12/22	30
Assessment Task 2 Literature Review	EEX12-1, EEX12-2, EEX12-3, EEX12-4	Term 2 Week 1 26/04/2023	35
Assessment Task 3 Critique of the Creative Process	EEX12-1, EEX12-2, EEX12-3, EEX12-4, EEX12-5	Term 2 Week 10 28/06/2023	35
Weighting			100%

English Studies

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 ENGLISH STUDIES SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Common Module: Text and Human Experiences Extended Response	ES12-1, ES12-4, ES12-5 ES12-6, ES12-8	Term 4 Week 8 2/12/2022	20
Assessment Task 2 Semester 1 Examination	ES12-3, ES12-5, ES12-7, ES12-8, ES12-9	Term 1 Weeks 10 and 11	20
Assessment Task 3 Collection of Classwork	ES12-1, ES12-4, ES12-5, ES12-7, ES12-10	Term 3 Week 9 15/09/2023	30
Assessment Task 4 Trial HSC Examination Common Module, Elective Module, Writing Skills	ES12-2, ES12-3, ES12-4, ES12-5, ES12-9	Term 3 Weeks 3 and 4	30
Weighting			100%

English as an Additional Language/Dialects (EALD)

Outcomes assessed are taken from the following Syllabus Document:

NESA ENGLISH EALD STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Multimodal Presentation Module A: Texts and Human Experiences	EAL12-1A, EAL 12- 1B, EAL 12-3, EAL 12-5, EAL 12-6, EAL 12-7, EAL 12-8	Term 4 Week 10 14/12/22	25
Assessment Task 2 Semester 1 Exam Critical Response Essay Module C: Close Study of Text	EAL12-1A, EAL12-3, EAL12-5, EAL12-6, EAL12-7, EAL 12-8	Term 1 Weeks 10 and 11	25
Assessment Task 3 Discursive Essay Focus on Writing	EAL12-2, EAL12-3, EAL12-5, EAL12-6, EAL12-7, EAL 12-9	Term 2 Week 8 14/06/2023	25
Assessment Task 4 Trial HSC Examination Modules A, B and C	EAL12-1A, EAL12-3, EAL12-5, EAL12-6, EAL12-7, EAL 12-8	Term 3 Weeks 3 and 4	25
Weighting			100%

HISTORY FACULTY

Ancient History

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 HSC ANCIENT HISTORY SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Ancient Societies: Spartan society to the Battle of Leuctra 371 BC Research Task and Test of Limited Scope	AH12-8, AH12-9	Term 4 Week 8 03/12/22	20
Assessment Task 2 Semester 1 Examination	AH12-6, AH12-10	Term 1 Weeks 10 and 11	30
Assessment Task 3 The Greek World 500–440 BC Research Essay	AH12-3, AH12-5	Term 2 Week 8 15/06/23	20
Assessment Task 4 Trial HSC Examination	AH12-1, AH12-2, AH12-4, AH12-7	Term 3 Weeks 3 and 4	30
Weighting			100%

Modern History

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 HSC MODERN HISTORY SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Core Study: Power and Authority in the Modern World 1919–1946 Test of Limited Scope	MH12-6, MH12-7	Term 4 Week 8 06/12/22	20
Assessment Task 2 Semester 1 Examination	MH12-3, MH12-9	Term 1 Weeks 10 and 11	25
Assessment Task 3 Conflict in Indochina 1954-1979 Test of Limited Scope	MH12-1	Term 2 Week 9 20/06/23	25
Assessment Task 4 Trial HSC Examination	MH12-2, MH12-4, MH12-5, MH12-9	Term 3 Weeks 3 and 4	30
Weighting			100%

Society and Culture

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 HSC SOCIETY AND CULTURE SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Social and Cultural Continuity and Change Test of Limited Scope	H1, H5, H9	Term 4 Week 9 07/12/22	35
Assessment Task 2: Semester 1 Examination	H3, H10	Term 1 Weeks 10 and 11	35
Assessment Task 3 Trial HSC Examination	H1, H2, H10	Term 3 Weeks 3 and 4	30
NOTE: As part of the PIP Certification process stipulated by NESA students will have their PIP checked throughout the year to ensure they have met the required outcomes before submission.			
Weighting			100%

History Extension

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 HSC HISTORY EXTENSION SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Historical Process (proposal, process log, annotated sources)	HE12-1, HE12-2, HE12-4	Term 1 Week 3 10/02/2023	30
Assessment Task 2: History Project Essay	HE12-1, HE12-2, HE12-3, HE12-4	Term 3 Week 1 21/07/2023	40
Assessment Task 3 Trial HSC Examination	HE12-1, E12-3, HE12-4	Term 3 Weeks 3 and 4	30
Weighting			100%

HOME ECONOMICS FACULTY

Community & Family Studies

Outcomes assessed are taken from the following Syllabus Document:

NESA COMMUNITY & FAMILY STUDIES STAGE 6

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Parenting & Caring Practical & Analysis Task	H3.2, H5.2, H7.2	Term 4 Week 8 30/11/2022	30
Assessment Task 2 Semester 1 Examination	H2.1, H2.2, H2.3, H3.2, H3.4, H4.2, H5.1, H5.2, H6.1	Term 1 Weeks 10 and 11	20
Assessment Task 3 Independent Research Project	H 4.1, H 4.2	Term 2 Week 9 22/06/2023	20
Assessment Task 4 Trial HSC Examination	H1.1, H2.2, H2.3, H3.1, H3.3, H4.2, H5.1, H6.2	Term 3 Weeks 3 and 4	30
Weighting			100%

Exploring Early Childhood

Outcomes assessed are taken from the following Syllabus Document:

NESA EXPLORING EARLY CHILDHOOD STAGE 6

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Play and the Developing Child Practical & Report Task	1.3, 2.1, 2.4, 6.2	Term 4 Week 9 05/12/2022	30
Assessment Task 2 Semester 1 Examination	1.2, 1.3, 1.4, 2.4, 3.1, 4.1, 4.2, 4.3, 6.2	Term 1 Weeks 10 and 11	20
Assessment Task 3 Food and Nutrition Research/ Practical Task	1.4, 1.5, 6.1	Term 2 Week 8 16/06/2023	30
Assessment Task 4 Trial HSC Examination	1.3, 1.4, 1.5, 6.1, 6.2	Term 3 Weeks 3 and 4	20
Weighting			100%

Food Technology

Outcomes assessed are taken from the following Syllabus Document:

NESA FOOD TECHNOLOGY SYLLABUS STAGE 6

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Australian Food Industry Research Task	H1.2, H1.4, H3.1	Term 4 Week 9 6/12/2022	20
Assessment Task 2 Semester One Examination	H1.1, H4.2, H1.2, H1.4, H3.1	Term 1 Weeks 10 and 11	20
Assessment Task 3 Food Product Development Practical & Research Task	H 1.1, H 1.3, H 1.4, H 3.2, H 5.1	Term 2 Week 8 15/6/2023	30
Assessment Task 4 Trial HSC Examination	H 1.1, H 1.3, H 1.4, H 3.1, H 4.2, H 5.1	Term 3 Weeks 3 and 4	30
Weighting			100%

INDUSTRIAL ARTS FACULTY

Engineering Studies

Outcomes assessed are taken from the following Syllabus Document:

NESA ENGINEERING STUDIES SYLLABUS STAGE 6

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Civil Structures-Video Production	H3.1, H3.2, H3.3, H5.1, H5.2	Term 1 Week 2 03/03/23	25
Assessment Task 2: Semester 1 Examination	H1.1, H1.2, H1.3, H2.1, H3.1, H3.2, H3.3, H4.1, H4.2, H4.3, H5.1, H5.2, H6.1, H6.2, H7.1, H7.2	Term 1 Weeks 10 and 11	25
Assessment Task 3: Engineering Drawing	H1.2, H2.1, H3.1, H3.2, H3.3, H4.1, H4.3, H6.1	Term 2 Week 7 15/06/23	25
Assessment Task 4: Trial HSC Examination	H1.1, H1.2, H1.3, H2.1, H3.1, H3.2, H3.3, H4.1, H4.2, H4.3, H5.1, H5.2, H6.1, H6.2, H7.1, H7.2	Term 3 Weeks 3 and 4	25
Weighting			100%

Timber/Multimedia/Graphics

Outcomes assessed are taken from the following Syllabus Document:

NESA INDUSTRIAL TECHNOLOGY SYLLABUS STAGE 6

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Project Research, Design and Management	H3.1, H3.2, H3.3, H5.1, H5.2	Term 4 Week 7 25/11/22	20
Assessment Task 2: Semester 1 Examination	H1.1, H1.2, H1.3, H2.1, H3.1, H3.2, H3.3, H4.1, H4.2, H4.3, H5.1, H5.2, H6.1, H6.2, H7.1, H7.2	Term 1 Weeks 10 and 11	20
Assessment Task 3: Major Project Presentation	H1.2, H2.1, H3.1, H3.2, H3.3, H4.1, H4.3, H6.1	Term 2 Week 7 09/06/22	30
Assessment Task 4: Trial HSC Examination	H1.1, H1.2, H1.3, H2.1, H3.1, H3.2, H3.3, H4.1, H4.2, H4.3, H5.1, H5.2, H6.1, H6.2, H7.1, H7.2	Term 3 Weeks 3 and 4	30
Weighting			100%

MATHEMATICS FACULTY

Mathematics Standard 1

Outcomes assessed are taken from the following Syllabus Document:

NESA MATHEMATICS STANDARD STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: In-class Assessment (Prepared A4 Sheet)	MS1-12-1, MS1-12-6	Term 4 Week 9 06/12/2022	20
Assessment Task 2: Semester 1 Examination	S1-12-1, MS1-12-3, MS1-12-4	Term 1 Weeks 10 and 11	30
Assessment Task 3: In-class Assessment (HSC Reference Sheet)	MS1-12-9, MS 1-12-10, MS 1-12-5	Term 2 Week 8 16/06/2023	20
Assessment Task 4: Trial HSC Examination	MS1-12-1 to MS1-12-10	Term 3 Weeks 3 and 4	30
Weighting			100%

Mathematics Standard 2

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 MATHEMATICS STANDARD SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: In-class Assessment (Prepared A4 Sheet)	MS 2-12-4, MS 2-12-6, MS 2-12-10	Term 4 Week 9 06/12/2022	20
Assessment Task 2: Semester 1 Examination	MS 2-12-1, MS 2-12-3, MS 2-12-4	Term 1 Weeks 10 and 11	30
Assessment Task 3: In-class Assessment (HSC Reference Sheet)	MS 2-12-8, MS 2-12-9	Term 2 Week 8 16/06/2023	20
Assessment Task 4: Trial HSC Examination	MS 2-12-1 to MS 2-12-10	Term 3 Weeks 3 and 4	30
Weighting			100%

Mathematics Advanced

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 MATHEMATICS ADVANCED SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: In-class Assessment (Prepared A4 Sheet)	MA 12-1, MA12-3, MA12-6, MA12-7, MA12-9, MA12-10	Term 4 Week 9 06/12/2022	20
Assessment Task 2: Semester 1 Examination	MA 12-1, MA12-2, MA12-3, MA12-4, MA12-5, MA12-6, MA12-7, MA12-9, MA12-10	Term 1 Weeks 10 and 11	30
Assessment Task 3: In-class Assessment (HSC Reference Sheet)	MA12-2, MA12-3, MA12-4, MA12-5, MA12-6, MA12-7, MA12-9, MA12-10	Term 2 Week 8 16/06/2023	20
Assessment Task 4: Trial HSC Examination	MA 12-1, MA12-2, MA12-3, MA12-4, MA12-5, MA12-6, MA12-7, MA12-8, MA12-9, MA12-10	Term 3 Weeks 3 and 4	30
Weighting			100%

Mathematics Extension 1

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 MATHEMATICS EXTENSION 1 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: In-class Assessment (Prepared A4 Sheet)	ME12.1, ME12.2, ME12.4, ME12.6, ME12.7	Term 4 Week 10 12/12/2022	30
Assessment Task 2: Semester 1 Examination	ME12.3, ME12.4, ME12.5, ME12.6, ME12.7	Term 1 Weeks 10 and 11	35
Assessment Task 3: Trial HSC Examination	ME12.1, ME12.2, ME12.3, ME12.4, ME12.5, ME12.6, ME12.7	Term 3 Weeks 3 and 4	35
Weighting			100%

Mathematics Extension 2

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 MATHEMATICS EXTENSION 2 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: In-class Assessment (Prepared A4 Sheet)	MEX12.1, MEX12.2, MEX12.4, MEX 12.5	Term 4 Week 9 06/12/2022	20
Assessment Task 2: Semester 1 Examination	MEX12.5, MEX12.7, MEX12.8	Term 1 Weeks 10 and 11	30
Assessment Task 3: In-class Assessment (HSC Reference Sheet)	MEX12.3, MEX12.6, MEX12.7, MEX 12.8	Term 2 Week 8 16/06/2023	20
Assessment Task 4: Trial HSC Examination	MEX12.1, MEX12.2, MEX12.3, MEX12.4, MEX 12.5, MEX12.6, MEX12.7, MEX12.8	Term 3 Weeks 3 and 4	30
Weighting			100%

PDHPE FACULTY

PDHPE

Outcomes assessed are taken from the following Syllabus Document:

NESA PDHPE STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Factors Affecting Performance Investigative Task	H8, H11, H16, H17	Term 4 Week 8 28/11/2022	20
Assessment Task 2: Semester 1 Examination	H7, H8, H9, H10, H11	Term 1 Weeks 10 and 11	25
Assessment Task 3: Health Priorities in Australia Topic test Offline exam	H1, H2, H3, H4, H5, H14	Term 2 Week 9 19/06/2023	25
Assessment Task 4: Trial HSC Examination	H1-H17	Term 3 Weeks 3 and 4	30
Weighting			100%

Sport Lifestyle & Recreation

Outcomes assessed are taken from the following Syllabus Document:

NESA SPORT LIFESTYLE AND RECREATION STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Games Applications 1- Practical Assessment	3.1	Term 1 Week 5	25
Assessment Task 2: Semester 1 Examination	1.2, 2.5	Term 1 Weeks 10 and 11	20
Assessment Task 3: Games & Sports Applications 2 - Practical Assessment	3.1	Term 2 Week 10	25
Assessment Task 4: Trial HSC Examination	1.2, 1.5, 2.5	Term 3 Weeks 3 and 4	30
Weighting			100%

SCIENCE FACULTY

Biology

Outcomes assessed are taken from the following Syllabus Document: **HSC STAGE 6 BIOLOGY SYLLABUS**

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Research Task	BIO11/12-6, BIO11/12-7, BIO11/12-13	Term 4 Week 7 25/11/22	20
Assessment Task 2: Depth Study	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-14BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO12-12	Term 2 Week 7 06/06/2023	30
Assessment Task 3: Semester 1 Examination	BIO11/12-6, BIO11/12-7, BIO11/12-13 BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO12-12, BIO11/12-6, BIO11/12-7, BIO11/12-13	Term 1 Weeks 10 and 11	20
Assessment Task 4: Trial HSC Examination	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4,BIO11/12- 14BIO11/12-4, BIO11/12-5, BIO11/12-6,BIO12-12BIO11/12-6, BIO11/12-7, BIO11/12-13	Term 3 Weeks 3 and 4	30
Weighting			100%

Chemistry

Outcomes assessed are taken from the following Syllabus Document:

HSC STAGE 6 CHEMISTRY SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Depth Study	CH12-1, CH12-2, CH12-3, CH12-4, CH12-5, CH12-6, CH12-7,CH12-12	Term 4 Week 8 29/11/2022	20
Assessment Task 2: Semester 1 Examination	CH11/12-4, CH11/12-5, CH11/12-6, CH11/12-7, CH12-12,CH11/12-1, CH11/12-2, CH11/12-3, CH11/12-5, CH12-13	Term 1 Weeks 10 and 11	30
Assessment Task 3: Research Task	CH11/12-4, CH11/12-5, 7.6.1, 7.6.2	Term 2 Week 9 19/06/2023	20
Assessment Task 4: Trial HSC Examination	CH11/12-4, CH11/12-5, CH11/12-6, CH11/12-7, CH12-12,CH11/12-1, CH11/12-2, CH11/12-3, CH11/12-5, CH12-13,CH11/12-5, CH11/12-6, CH11/12-7, CH12-14, CH11/12-3,CH12-15	Term 3 Weeks 3 and 4	30
Weighting			100%

Earth and Environmental Science

Outcomes assessed are taken from the following Syllabus Document:

HSC STAGE 6 EARTH AND ENVIRONMENTAL SCIENCE SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Research Task	EES11/12-6, EES11/12-7	Term 4 Week 8 02/12/2022	20
Assessment Task 2: Depth Study	EES11/12-1, EES11/12-2, EES11/12-3, EES11/12-4, EES11/12-7, EES11/12-5, EES11/12-6	Term 1 Week 6 03/03/2023	30
Assessment Task 3: Semester One Examination	EES11/12-6, EES11/12-7, EES 11/12-3 EES11/12-4, EES11/12-5, EES11/12-6, ESS12-12, EES12-12, BIO12-13, EES12-14	Term 1 Weeks 10 and 11	20
Assessment Task 4: Trial HSC Examination	EES11/12-6, EES11/12-7, EES 11/12-3 EES11/12-4, EES11/12-5, EES11/12-6, ESS12-12, EES12-12, ESS12-13, EES12-14, EES12-15	Term 3 Weeks 3 and 4	30
Weighting			100%

Investigating Science

Outcomes assessed are taken from the following Syllabus Document:

HSC STAGE 6 INVESTIGATING SCIENCE SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Research Task	INS11/12-6, INS11/12-7	Term 4 Week 8 02/12/2022	30
Assessment Task 2: Semester 1 Examination	INS11/12-6, INS11/12-7, INS 11/12-3 INS11/12-4, INS11/12-5, INS11/12-6, INS12-12, INS12-12, INS12-13, INS12-14	Term 1 Weeks 10 and 11	20
Assessment Task 3: Depth Study	INS11/12-1, INS11/12-2, INS11/12-3, INS11/12-4, INS11/12-7, INS11/12-5, INS11/12-6,	Term 2 Week 7 09/06/2023	20
Assessment Task 4: Trial HSC Examination	INS11/12-6, INS11/12-7, INS11/12-3 INS11/12-4, INS11/12-5, INS11/12-6, INS12-12, INS12-12, INS12-13, INS12-14, INS12-15	Term 3 Weeks 3 and 4	30
Weighting			100%

Physics

Outcomes assessed are taken from the following Syllabus Document:

HSC STAGE 6 PHYSICS SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Depth Study	PH11/12-1, PH11/12-2, PH11/12-3, PH11/12-4,PH11/12-14,PH11/12-4, PH11/12-5, PH11/12-6	Term 4 Week 9 07/12/2022	30
Assessment Task 2: Semester 1 Examination	PH11/12-6, PH11/12-7, PH11/12-13 PH11/12-4, PH1/12-5,PH11/12-6, PH12-12, PH11/12-6, PH11/12-7, PH11/12-13	Term 1 Weeks 10 and 11	20
Assessment Task 3: Practical Examination	PH11/12-1, PH11/12-2, PH11/12-3, PH11/12-4,PH11/12-5,PH11/12-6	Term 2 Week 5 24/05/2023	20
Assessment Task 4: Trial HSC Examination	PH11/12-1, PH11/12-2, PH11/12-3, PH11/12-4, PH11/12-14PH11/12-4, PH11/12-5, PH11/12-6, PH12-9,PH12-10, PH12-11, PH12-12, PH12-14, PH12-15	Term 3 Weeks 3 and 4	30
Weighting			100%

SOCIAL SCIENCE FACULTY

Business Studies

Outcomes assessed are taken from the following Syllabus Document:

NESA BUSINESS STUDIES STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Operations Short Answers and Essay	H5, H8	Term 4 Week 10 15/12/22	20
Assessment Task 2: Semester 1 Examination	H4, H9	Term 1 Weeks 10 and 11	30
Assessment Task 3: Finance Case Study	H10	Term 2 Week 10 26/06/2023	20
Assessment Task 4: Trial HSC Examination	H3, H4, H6, H9	Term 3 Weeks 3 and 4	30
Weighting			100%

Economics

Outcomes assessed are taken from the following Syllabus Document:

NESA ECONOMICS STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Problem Set Short Answer	H8, H11	Term 4 Week 7 24/11/2022	15
Assessment Task 2: Semester 1 Examination	H3, H4, H	Term 1 Weeks 10 and 11	30
Assessment Task 3: Research Task & In-class Essay	H5, H6	Term 2 Week 6 29/05/2023	25
Assessment Task 4: Trial HSC Examination	H1, H4, H5	Term 3 Weeks 3 and 4	30
Weighting			100%

Legal Studies

Outcomes assessed are taken from the following Syllabus Document:

NESA LEGAL STUDIES STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Crime Research and Analysis	H1, H7, H8	Term 4 Week 9 05/12/2022	20
Assessment Task 2: Semester 1 Examination	H1, H2, H4, H9	Term 1 Weeks 10 and 11	25
Assessment Task 3: Family Law Essay	H4, H9	Term 2 Week 9 19/06/2023	25
Assessment Task 4: Trial HSC Examination	H1, H5, H9, H10	Term 3 Weeks 3 and 4	30
Weighting			100%

Work Studies

Outcomes assessed are taken from the following Syllabus Document:

NESA WORK STUDIES STAGE 6 CONTENT ENDORSED COURSE SYLLABUS


Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Budgeting and Finance (Hand in Task)	5, 7	Term 1 Week 3 07/02/2023	25
Assessment Task 2: Semester 1 Examination	1, 8	Term 1 Weeks 10 and 11	25
Assessment Task 3: Self-Employment Group Project Issue: Term 2 Week 5 23.05.2022	3, 6	Term 2 Week 9 20/06/2023	20
Assessment Task 4: Trial HSC Examination	2, 4	Term 3 Weeks 3 and 4	30
Weighting			100%

VOCATIONAL EDUCATION & TRAINING

Assistant Dance Teaching

PUBLIC SCHOOLS NSW ULTIMO 90072 ASSISTANT DANCE TEACHING – BOARD ENDORSED COURSE ASSESSMENT SCHEDULE- HSC TRANSITION 2022 Preliminary Year 2022 - HSC 2023 QUALIFICATION: Preliminary SOA towards CUA30313 Certificate III in Assistant Dance Teaching HSC Transition to CUA30320 Certificate III in Assistant Dance Teaching Training Package: CUA Creative Arts and Culture (Release 5.1)										NESA courses Prelim 2 U X 1 YR and HSC 3 U x 1 YR = 300 hours 2023 HSC 65338 LMBR UI Code: 12CUA30320165338B
TERM	UOC CODE	Unit of Competency	Mapping for HSC Transition	AOQ STATUS	NESA STATUS 2022 HSC ONLY	INDICATIVE HSC HOURS	Assessment Task Cluster & Methods of Assessment	HSC requirements - Exam estimate mark & weighting		
Prelim 2021 NESA Course: 65334	4-5 UOCs Entered for Preliminary Course in 2022 = 115-135 HSC Indicative Hours								300 Indicative Hours over X 2 years	
	CUADTM411 CUAWHS403 BSBWHS201 SISCCR0302 A	Teach basic dance technique Incorporate anatomy and nutrition principles into skill development Contribute to health and safety of self and others Apply legal and ethical instructional skills	At the end of the 2021 Preliminary Course outcomes are recorded on NESA Schools Online for these units e.g. “Achieved” or “Not Achieved”. Students should have achieved some outcomes in order to gain a Statement of Attainment toward CUA30313. The outcome “Continuing” should not be used. The superseded UOCs should be re-entered to NESA Schools Online for HSC 2022 students in the new qualification CUA30320 Certificate III in Assistant Dance Teaching					35 hrs Work placement		
	2 PRELIMINARY UOCs from 2022 course are Credit Transfer in CUA30320									
	CUADTM411 CUAWHS413 BSBWHS211 CHCLEG003 HLTAID003	Teach basic dance technique Incorporate anatomy principles into skill development Contribute to health and safety of self and others Manage legal and ethical compliance Provide First Aid (May have also been completed)	EQ NE* EQ NE NE	E C C C C	E M M M M	(45) (40) (15) (15) (20)	Assessment of the equivalent units (EQ) was completed in the 2021 Prelim Course. Students who were competent in the equivalent units are granted Credit Transfer (CT) to the new CUA units. Students deemed Not Yet Competent need to be successfully reassessed in the Preliminary units before they can be deemed Achieved. Gap assessment is required in the HSC course for units deemed Not Equivalent (NE) unless specified*.			
Term 4, 2021 – Term 5 2022	9-10 HSC UOCs = 160 - 180+ HSC Indicative Hours								35 hrs Work placement	
	CHCECE006 CUACHR311 CUAMLT211	Support behaviour of children and young people Develop basic dance composition skills Develop musical ideas and knowledge		C E C	C E C	25 20 20	Cluster C: Workplace Assessment Role Play, Portfolio of Evidence and Practical Observation			
Term 6, 2022	SISFFIT007 CUADTM311	Instruct group exercise sessions Assist with dance teaching		E C	E C	30 30	Cluster D: The Dance Class TBC Direct Observation, written questioning, product based assessment			
Term 7, 2022	CUAIND314 CUADLT311 CHCLEG003	Plan a career in the creative arts industry Develop basic dance analysis skills Manage legal and ethical compliance GAP ASSESSMENT REQUIRED		E C C	E C M	15 20 N/A	Cluster E: The Dance Critic Written questioning, product assessment, portfolio GAP ASSESSMENT REQUIRED for Manage legal and ethical compliance - Questions included in Cluster E			
Term 4	HLTAID01 1	Provide First Aid (standalone unit to be delivered by an external RTO)		C	C	20	Credit transfer for this unit when delivered by another RTO. The school retains the Statement of Attainment from the external RTO for each student. Insert name of RTO that delivered:			
NESA requires students to study a minimum of 300 hours to meet Preliminary and HSC requirements.			Total hours 295+			This course is a VET Board Endorsed Course and does not count towards the ATAR. No HSC exam in this course.				


Business Services

<div>  <div> PUBLIC SCHOOLS NSW ULTIMO RTO 90072 BUSINESS SERVICES CATEGORY B BOARD DEVELOPED COURSE ASSESSMENT SCHEDULE Preliminary Year 2022 - HSC 2023 QUALIFICATION: BSB20115 Certificate II in Business Training Package: BSB Business Services (version 6.1) </div> </div>							NESA Course Code: 2 U X 2 YR - 26101 2023 HSC Exam: 26199 LMBR UI Code: 12BSB20115226101B
TERM	UOC CODE	Unit of Competency	AQF Core/Elective	HSC STATUS	HSC INDICATIVE	Assessment Task Cluster & Methods of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
Term 1	7 PRELIMINARY UOCs						240 Indicative Hours over 2 yrs
	BSBWHS201 BSBWOR204	Contribute to health and safety of self and others Use business technology	C E	M E	15 15	Cluster A: At the Office Written task, scenario, observation of practical work, risk assessment	35 hrs Work placement
Term 2	BSBCUS201 BSBCMM201	Deliver a service to customers Communicate in the workplace	E E	M E	15 15	Cluster B: Service with a Smile Scenario, written task, presentation, role play	40 % Preliminary Exam
Term 3	BSBSUS201 BSBINM202 BSBWOR202	Participate in environmentally sustainable work practices Handle mail Organise and complete daily work activities	E E E	M E E	15 10 15	Cluster C: It's in the Post Scenario, written task, case studies, self-assessment	
Term 3-4	7 HSC UOCs						
	BSBITU307 BSBITU211	Develop keyboarding speed and accuracy Produce digital text documents	E E	E E	25 20	Cluster D: Fast and On Task Written task, teacher observation, portfolio of evidence, product assessment	35 hrs Work placement 60% Trial HSC Exam
Term 5-6	BSBITU212 BSBINM201 TLIP2029	Create and use spread sheets Process and maintain workplace information Prepare and process financial documents	E E E	E M M	15 20 20	Cluster E: Minding Your Own Business Written task, scenario, observation of practical work, portfolio of evidence	The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
Term 7	BSBINN201 BSBIND201	Contribute to workplace innovation Work effectively in a business environment	E E	M M	15 25	Cluster F: Back to the Future Written task, case study, scenario	
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total hours 240			Units of competency from the HSC focus areas will be included in the optional HSC examination.	

Construction

PUBLIC SCHOOLS NSW ULTIMO 90072										NESA course code 2 U X 2 YR - 26201 2023 HSC Exam: 26299 LMBR UI Code: 12CPC20220126201B
CONSTRUCTION CATEGORY B BOARD DEVELOPED COURSE ASSESSMENT SCHEDULE - HSC TRANSITION 2023										
QUALIFICATION: Preliminary course SOA toward CPC20211 Certificate II in Construction Pathways; HSC course transition to: CPC20220 - Certificate II in Construction Pathways (Release 6) & SOA towards CPC20120 Certificate II in Construction (Release 3)										
Training Packages: Prelim: CPC08 Construction, Plumbing and Services (v9.7); HSC: CPC Construction, Plumbing and Services Training Package (v6.4)										
TERM	UOC CODE	Unit of Competency	Mapping for HSC Transition	AQF STATUS	NESA STATUS 2022	HSC ONLY	INDICATIVE HSC HOURS	Assessment Task Cluster & Methods of Assessment	HSC requirements - Exam estimate mark & weighting	
Prelim 2021	7 UOCs Completed for Preliminary Course in 2022 = 100 HSC Indicative Hours								240 Indicative Hours 2 units X 2 years Preliminary 35 hrs Work placement 40% Preliminary Exam	
	CPCCWHS1001 CPCCCM1013A CPCCOHS2001A	Prepare to work safely in the construction industry Plan and organise work Apply OHS requirements, policies and procedures in the construction industry	At the end of the Preliminary Course, students will have an outcome recorded on NESA Schools Online for these units e.g. “Achieved” or “Not Achieved”. The students should have achieved some outcomes in order to gain a Statement of Attainment toward CPC20211 Certificate II in Construction Pathways. The outcome “Continuing” must not be used. The superseded UOCs should be re-entered to NESA Schools Online for HSC 2022 students in the new qualifications CPC20220 - Certificate II in Construction Pathways (R6) and SOA towards CPC20120 Certificate in Construction (R3).							
	CPCCCA2002B CPCCCA2011A CPCCOM1014A CPCCCM1012A	Use carpentry tools and equipment Handle carpentry materials Conduct workplace communication Work effectively and sustainably in the construction industry								
	6 PRELIMINARY UOCs from 2022 course are Credit Transfer in CPC20220 (CP) and 1 UOC is Credit Transfer in a SOA towards CPC20120 (C)									
	CPCCWHS1001 CPCCCM1013 CPCCWHS2001	Prepare to work safely in the construction industry Plan and organise work Apply WHS requirements, policies and procedures in the construction industry	- Eq Eq	E- Imp C-CP C-CP	M M M	(10) (10) (15)	Students who successfully completed assessment of the equivalent units in the 2021 Preliminary Course are given Credit Transfer (CT) to the new CPC units. Students deemed Not Yet Competent in 2021 will need to be reassessed and deemed competent in the Preliminary units before they can be deemed competent in the new UOCs.			
	CPCCCA2002 CPCCCA2011 CPCCCM1014 CPCCCM1012	Use carpentry tools and equipment Handle carpentry materials Conduct workplace communication Work effectively and sustainably in the construction industry	Eq Eq Eq Eq	E-B E-B C-C C-CP	M E M M	(10) (20) (10) (25)				
	8 HSC UOCs – 6 UOCs in CPC20220 (CP) and 2 UOCs in a SOA towards CPC20120 (C) = 150 OR 155 HSC Indicative Hours									
Term 4, 2021 – Term 4/5 2022	CPCCCM1011 CPCCVE1011 CPCCCM2006 CPCCCM1015 CPCCCM2001	Undertake basic estimation and costing Undertake a basic construction project Apply basic levelling procedures Carry out measurements and calculations Read and interpret plans and specifications	E-I C-CP E-I C-CP C-C	E E E M M	25 25 15 20 20	Cluster E: TBC Training can be undertaken from term 1 onwards to develop student skills and collect evidence to contribute to assessment				
								The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision		
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total Hours: 250/255			Units of competency from the HSC focus areas will be included in the optional HSC examination.				

Hospitality – Food and Beverage

 PUBLIC SCHOOLS NSW ULTIMO RTO 90072 HOSPITALITY- FOOD AND BEVERAGE CATEGORY B BOARD DEVELOPED COURSE ASSESSMENT SCHEDULE Preliminary Year 2022 - HSC 2023 QUALIFICATION: SIT20316 Certificate II in Hospitality (Release 2) Training Package: SIT Tourism, Travel and Hospitality (Release 1.2)							NESA Course Code 2 U X 2 YR – 26511 2023 HSC Exam: 26589 LMBR UI Code 12SIT20316126511B
Term	Unit Code	Units Of Competency	AQF CORE/ ELECTIVE	HSC STATUS	HSC INDICATIV E Hrs.	Assessment Task Cluster & Method of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
9 PRELIMINARY UOCs						Evidence will be collected during the Preliminary and HSC Course for the Unit of Competency: SITHIND003 Use hospitality skills effectively	240 Indicative Hours over 2 years
Term 1	SITXFSA001 SITXWHS001 SITHCCC003	Use hygienic practices for food safety Participate in safe work practices Prepare and present sandwiches	E C E	M M E	10 15 10	Cluster A: Getting Ready for Work (as a Sandwich Artist) Scenario, written task, case study, observation of practical work	35 hrs Work placement
Term 2 & 3	SITXFSA002 SITHCCC002 BSBSUS201	Participate in safe food handling practices Prepare and present simple dishes Participate in environmentally sustainable work practices	E E E	E E E	15 20 15	Cluster B: Sustainable Kitchen Practices Scenario, written task, case study, observation of practical work	50% Prelim Yearly Exam
Term 3	SITHFAB004 SITXCOM002 SITXCOM001	Prepare and serve non-alcoholic beverages Show social and cultural sensitivity Source and present information	E C E	S E E	15 10 10	Cluster C: Working Relationships Scenario, written task, case study, role play, observation of practical work NOTE: person with THREE years' Industry Experience must be involved in assessment.	
6 HSC UOCs							35 hrs Work placement 50% HSC Trial Exam
Term 4 – 6	SITXCCS003 SITHFAB005 SITHFAB007 SITHIND003	Interact with customers Prepare and serve espresso coffee* Serve food and beverage Use hospitality skills effectively	C E E C	S S S E	15 15 40 20	Cluster D: Café Culture Role play, written questioning, observation of practical work, student reflection, portfolio of evidence NOTE: person with THREE years' Industry Experience must be involved in assessment. *Final assessment is to occur during term 4 as per the assessment schedule. Training can be undertaken from term 1 onwards to develop student skills and collect evidence to contribute to assessment.	The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
Term 7	BSBWOR203 SITHIND002	Work effectively with others Source and use information on the hospitality industry	C C	M M	15 20	Cluster E: Working in the Hospitality Industry Written questioning, student reflection	
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total Hours 245		Units of competency from the HSC focus areas will be included in the optional HSC examination.		

Retail Services

PUBLIC SCHOOLS NSW ULTIMO RTO 90072 RETAIL SERVICES CATEGORY B BOARD DEVELOPED COURSE ASSESSMENT SCHEDULE Preliminary Year 2022 - HSC 2023 QUALIFICATION: SIR30216 Certificate III in Retail (Release 4) Training Package: SIR Retail Services (Release 5)							NESA course code 2 U X 2 YR - 26911 2023 HSC Exam: 26999 LMBR UI Code: 12SIR30216126911B
TERM	Unit Code	Units Of Competency	AQF CORE/ ELECTIVE	HSC STATUS	HSC INDICATIVE HOURS	Assessment Task Cluster & Methods of Assessment	HSC requirements - Exam estimate mark & weighting to total 100%
Term 1	7 PRELIMINARY UOCs						240 Indicative Hours over 2 years
	SIRXWHS002 SIRXIND002	Contribute to workplace health and safety Organise and maintain a store environment	C E	M E	15 10	Cluster A: Safety and Spotless Written task, online quiz, practical and teacher observation	
Term 1-2	SIRXIND001 SIRXCOM002	Work effectively in a service environment Work effectively in a team	C C	M M	20 15	Cluster B: Working in the industry Research, self/peer assessment, simulation, presentation	35 hrs Work placement
Term 2-3	SIRXCEG001 SIRXCEG002 SIRXCEG003	Engage the customer Assist with customer difficulties Build customer relationships and loyalty	C C C	M E E	20 20 20	Cluster C: Customer Service Teacher observation, written task, portfolio of evidence	40% Preliminary Exam
Term 4-5	7 HSC UOCs						35 hrs Work placement
	SIRXSLS001 SIRXSLS002 SIRXRSK001	Sell to the retail customer Follow point of sale procedures Identify and respond to security risks	C E C	M M M	15 15 15	Cluster D: Sales & Security Questioning, scenario, role play	
Term 5-6	SIRRMER001 SIRXPDK001	Produce visual merchandise displays Advise on products and services	E E	S S	20 20	Cluster E: Retail General Selling Scenario, direct observation of practical work, written questioning	The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
Term 7	SIRRINV002 SIRRINV001	Control stock Receive and handle retail stock	E E	E E	20 15	Cluster F: Stock Control Written questioning, scenario, direct observation of practical work	
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total hours 245			Units of competency from the HSC focus areas will be included in the optional HSC examination.	

Sport Coaching

PUBLIC SCHOOLS NSW ULTIMO RTO 90072 SPORT COACHING – CERTIFICATE III BOARD ENDORSED COURSE ASSESSMENT SCHEDULE Preliminary Year 2022 - HSC 2023 QUALIFICATION: SIS30519 Certificate III in Sport Coaching Training Package: SIS Sport, Fitness and Recreation (Version 4)							NESA Course: 50418 LMBR UI Code: (11 or 12) SIS30519150418
TERM	Unit Code	Units Of Competency	AQF COR E/	HSC STS	HSC IND	Assessment Task Cluster & Methods of Assessment	HSC requirements
Term 1-2	4 Preliminary UOC's						240 Indicative hours over 2 years
	HLTWHS001 SISXIND006	Participate in workplace health and safety Conduct sport, fitness and recreation events	C E - E	C E	15 30	Cluster A: Tournament Time Direct Observation, Product Based Method and Questioning.	
Term 2-3	SISSSCO002 SISSCO005	Work in community coaching role Continuously improve coaching skills and knowledge	C C	C C	30 25	Cluster B: The Community Coach Research and Questioning, Portfolio of Evidence and Classroom Discussion	50% Prelim Yearly Exam
Term 3-4	6 HSC UOCs						Minimum 35 hrs mandatory work placement 50% HSC Trial Exam
	SISSSOF002	Continuously improve officiating skills and knowledge	E-E	E	15	Cluster C: (Complete 2 of the 3 elective options) 1) Officiating in Sport – Online and Student Developed Quiz, Portfolio of Evidence and Consultation Form, Officiating and Evaluation 3) Strength and Conditioning – Fitness Portfolio, Session Plan and Fitness Diary, Session Delivery and Evaluation	
	SISXCAI009	Instruct strength and conditioning techniques	E-E	E	25		
Term 5-6	SISSSCO003 BSBRSK401	Meet participant coaching needs Identify risk and apply risk management processes	C C	C C	30 25	Cluster D: Coaching the Individual Direct Observation, Product Based Method and Questioning.	
Term 7	SISSSCO012	Coach sports participants up to an intermediate level	E-A	E	30	Cluster E: Next Level Coaching Direct Observation, Product Based Method and Questioning.	
Stand alone Unit	HLTAID003	Provide First Aid (to be delivered by an external RTO OR approved trainer from RTO 90072 ONLY)	C	C	20	Cluster F: First Aid Approved trainers will have access to the IVET learners' platform for RTO 90072 delivery and assessment OR Credit Transfer when this unit is delivered by another RTO. Please ensure school retains the Statement of Attainment from the external RTO for each student	
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total hours: 240/245/250			This course is a VET Board Endorsed Course and does not count towards the ATAR. No HSC exam in this course.	