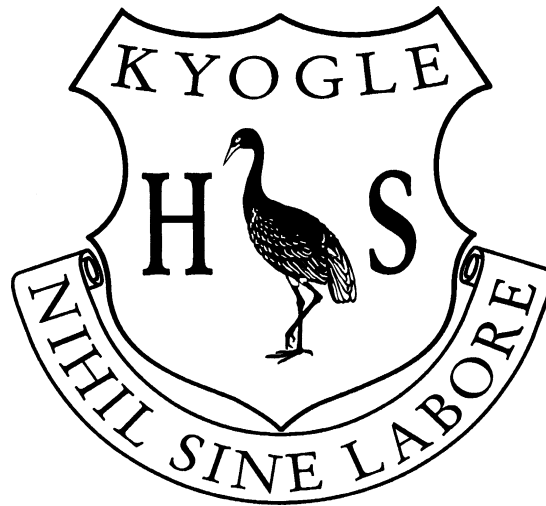


KYOGLE HIGH SCHOOL



SENIOR STUDENT GUIDE TO **PRELIMINARY HSC ASSESSMENT**

Year 11

2024

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PRELIMINARY & HSC COURSE ASSESSMENT GUIDELINES FOR STUDENTS

The following school statement should be read in conjunction with “HSC Rules and Procedures Guide”, published by the NSW Educational Standards Authority each year. This is available to all students. It is issued by NESA. The publication is available through the link found on the NESA website at [NESA HSC Rules and Procedures](#)

1. What are assessment tasks?

These are tasks set in each Preliminary and HSC course that will assess your achievement of course outcomes.

For Preliminary courses this assessment will be used to determine if you have satisfactorily completed the course.

For HSC courses the assessment will be used for both the determination of satisfactory study and the compilation of a mark that will appear on your HSC.

2. When will I be assessed?

An assessment schedule will be published for all courses. Specific dates will be issued by subject teachers. You will be provided with at least two weeks’ notice before the due date of the task. There should not be any assessment task scheduled or due during the one week prior to the trial exams. If you have been absent, it is your responsibility to check if an assessment task notice has been given by your teacher.

3. How many tasks will I have to complete?

For each 2 Unit course the maximum recommended number (including exams) is three tasks. For each 1 Unit course the maximum recommended number is three.

4. Submitting tasks completed at home.

The task is to be completed and handed to your class teacher by 9.15am on the day the task is due. If your teacher is absent, hand it to the Head Teacher.

5. What happens if the task is handed late or I am absent from an assessment task?

You will be awarded zero marks for the assessment task, unless a successful illness & misadventure appeal has been made to your teacher within one school day on your return to school. Each time you miss an assessment task your teacher will issue a Letter of Warning with a request for completion of the task by a set date.

6. What if a task’s due date is changed?

You will be notified of these two weeks ahead of time and in writing.

7. How do I claim illness/misadventure?

If you are genuinely sick or have suffered a misadventure and cannot complete the required assessment task, a parent or caregiver should contact the teacher with the details prior to the time the assessment task is due. You will then need to complete “Assessment Appeal Form” and follow the procedures outlined below.

Our Assessment Appeals process will follow NESAs rules. The Illness/Misadventure Appeals process does not cover:

- Difficulties in preparation or loss of preparation time
- Alleged deficiencies in teaching
- Loss of study time or facilities prior to the formal study vacation
- Misreading of the timetable
- Misreading of exam instructions
- Entering or sitting the wrong exam
- Long-term illnesses (for example glandular fever, asthma and epilepsy) unless you can show it recurred suddenly and unexpectedly during the exam period
- Conditions for which you have been granted disability provisions, unless you have further difficulties
- Conditions for which you should have applied for disability provisions
- Courses where you are a self-tuition student
- Attending sporting or cultural events

(5.5 Applying for Illness/Misadventure. NESAs)

8. What happens if assessment tasks are not completed?

It is your responsibility to follow NESAs requirements. If you do not complete 50% of the value of the assessment tasks the 'N' indicator will be applied, and you have not satisfactorily studied that course at the Preliminary or HSC level.

9. Do I only have to complete assessment tasks?

While the importance of assessment tasks cannot be underestimated, you are also required to apply yourself with diligence and sustained effort to all set tasks. This includes the completion of class work, homework and revision tasks.

In all courses students need to show sufficient evidence that they have satisfactorily completed the course by meeting the course completion criteria:

- a. followed the course
- b. applied yourself with diligence and sustained effort to the set tasks and experiences that the school provided in the course
- c. achieved some or all of the course outcomes."

(4.2 Completing Your Courses NESAs)

Not meeting the above course criteria through class absences and inconsistent application can result in a Letter of Warning and a request to complete incomplete course work.

Failure to complete the requested work can lead to an "N" indicator.

10. What is an 'N' indicator?

An 'N' (non-award) indicator reported to NESAs will mean that you have not satisfactorily studied the course. This will normally mean that you do not receive your Preliminary or HSC accreditation and that the course will have to be repeated or an additional 2 unit course completed in order to satisfy the requirements of the qualification.

11. How many 'N' letters of Warning will the school issue me before I am reported to NESAs for an 'N' indicator in a subject?

A minimum of 2 Letters of Warning, issued by your subject teacher, can lead to an 'N' indicator being reported to NESAs for that subject. The Principal will interview you and give you your final warning at this stage.

12. If I am studying by Distant Education can I be issued with an ‘N’ indicator?

Yes. All institutions delivering Preliminary and HSC subjects operate under the same NESAs rules.

13. Do Vocational Training & Education (VET) courses delivered by school, TAFE or another provider have the same assessment provisions as general subjects?

Yes, with additional provisions.

In the case of VET courses, all course tasks will contribute to your assessment for each competency. Daily attendance in lessons will be essential. As in general subjects, ‘Letters of Warning’ procedures and ‘N’ indicators can be applied to all VET courses regardless of the institution delivering the course.

Work Placement is a mandatory component of all VET *framework* courses.

Non-completion of Work Placement at either the Preliminary or HSC level will result in NESAs issuing an ‘N’ award for unsatisfactory completion of the course. Students, not satisfactorily completing Work placement for the negotiated dates, should make an illness/misadventure appeal.

A ‘Letter of Warning’ and a request to complete the placement by a new negotiated date will be issued.

14. How can I keep track of my overall assessment achievement?

Your teacher can give you your current course assessment rank. Your assessment rank for each course will be reported on your end-of-Semester school reports. This will be based on the assessment tasks completed at the time of the Semester exam. Your final rank in a Preliminary or HSC course will be based on the marks you received in all assessment tasks, weighted according to the course assessment schedule.

15. Rank order notice for the HSC courses

After the last HSC exam you can apply to your school or view “Students Online” (NESAs) for a rank order notice. These sources will list your assessment rank for all subjects. If you disagree with this rank you may appeal to the Principal for a review of your assessment in that course.

In this review the school will consider whether it:

1. Weighted its assessment tasks in line with the NESAs requirements
2. Complied with its stated assessment program when deciding your final assessment mark
3. Miscalculated or made a clerical error when deciding your assessment mark

(5.6 Appeal an Assessment Rank NESAs)

If this appeal is declined you can then appeal to the NESAs.

16. Can I use my examination provisions in class assessment tasks?

Yes. If you are asked to complete any class assessment task under exam conditions then you are entitled to use your exam provisions. You should liaise with the L.A.S.T. teacher, at the beginning of each year to ensure that your teachers are aware of your exam provisions.

17. What happens if I cheat or plagiarise?

You will be awarded zero marks for the assessment tasks if you have been found to cheat or plagiarise in the task. You may appeal a faculty decision by presenting your case to the Principal using The “Assessment Appeal” Form within one school day of being informed of the faculty decision.

18. How can I ensure that the work is my own?

Work is your own when you are

- a. honest & ethical; honest about what is your own work and about where you got the information
- b. listing all your sources, correctly citing each source.
- c. using your own words to communicate what you learnt.

(1.1 All MY Own Work NESAS)

Malpractice includes:

- copying part or all of someone else's work and presenting it as your own
- using material directly from books, journals, CDs or the internet without giving its source
- building on someone else's ideas without giving their source
- buying, stealing or borrowing someone else's work and presenting it as your own
- submitting work that someone else, like a parent, coach or subject expert, substantially contributed to
- using someone else's words, ideas, designs or work in projects and performance tasks without giving their source
- paying someone to write or prepare material
- breaching school exam rules
- cheating in an HSC exam
- using non-approved aids in an assessment task
- giving false reasons for not handing in work by the due date
- helping another student to engage in malpractice

(2.1 Understanding Malpractice NESAS)

At Kyogle High School, malpractice also includes preparing for an assessment task by missing prior classes on the day the assessment task is due.

19. What do I need to know about examination procedures?

All examination rules and procedures are outlined in "HSC Rules and Procedures Guide" issued by NESAS. You are required to read this information. The HSC examination rules and procedures also apply to school exams. Additional school rules will be explained to you at the start of an examination period.

20. If I am unsure of an assessment issue who should I approach?

Speak to your class teacher about any assessment task issue. The Principal can assist you with appeals and course completion issues.

STUDENT GUIDE TO ASSESSMENT APPEALS

Lodging an appeal

You have the right to lodge an appeal against your assessment result in the case of

- Illness & misadventure (tasks submitted late, not attended or performance-affected).
- Accusation of malpractice (tasks involving cheating or plagiarism).

Procedures

- Lodge an appeal by completing the "Assessment Appeals" form and handing to your teacher within *one school day* after your return to school.
- Attach documentary evidence to your Assessment Appeals form. Examples include
 - The date, time & name of the person your parent/caregiver contacted by phone or in writing prior to the due date/time of the assessment task (*prior notice is a strongly recommended action for students to undertake*).
 - Written statement from parent/caregiver fully explaining the situation.
 - Written statement from an independent witness.
 - Doctor's Certificate.
- Attend an appeal meeting. In consultation with the Head teacher, the teacher will review your Assessment Appeal and documentary evidence to uphold or dismiss your appeal. The teacher will complete a school statement and hand you a copy.
- For an upheld appeal, complete the negotiated action.
- For a dismissed appeal, decide if you will proceed with a further appeal to the Principal. You must submit your written appeal statement to the Principal *within one school day* of the Faculty decision. You may have a support person of your choice at this appeal.
- Contact NESA if you decide to appeal the Principal's decision.

The school will deal with an appeal within 5 working days from the registered date of receipt of the appeal. Documentation for appeals will be held in your files.

Outcomes of the Appeal

If upheld, the teacher will take the following action

- Negotiate a new completion date and require you to
- Complete the same assessment task
- Complete an alternative assessment task
- Give you an estimated mark to maintain your rank position in the course in the case that the task cannot be replicated

If the appeal is upheld, the mark you achieve by this action will be recorded.

If the appeal is dismissed, you will be awarded zero marks for this assessment task. You will still be required to complete the task.

A 'Letter of Warning' that includes corrective action will be issued to students for all assessment tasks not completed/submitted or attempted at the due date/time.

For Advice

Speak to your teacher or the relevant Head Teacher first.

Advice on all appeal matters can also be sought from the Principal.

**KYOGLE HIGH SCHOOL
ASSESSMENT APPEAL SUBMISSION**

Student: _____	Year: _____	Subject: _____
Date of assessment task: _____	Type of task: _____	

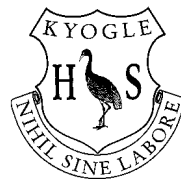
Teacher has:	<input type="checkbox"/> previously discussed assessment progress with student	<input type="checkbox"/> witnessed student working on assessment
	<input type="checkbox"/> read/seen drafts of assessment	

Reasons for seeking an extension of time: Complete details in either section 1 or section 2

1. Illness: <i>(A medical certificate is required. Attach the certificate to this form)</i> Please state the circumstances of your absence in terms of, for example, the number of days sick before a task or absence on the day. Also state any other reason an extension may be considered, for example, inability to write due to a broken wrist.	
_____ _____	
Student signature: _____	Parent/Carer: signature: _____
Head Teacher signature: _____	Date: _____
<i>The Head Teacher will discuss details with the Principal if appropriate and then inform the student of the outcome before placing this form in the student's file</i>	

2. Misadventure or unforeseen circumstances: Please give details of the reason(s) you are seeking an extension.	
_____ _____	
Student signature: _____	Parent/Carer: signature: _____
Teacher recommendation:	
_____ _____	
Teacher signature: _____	Date: _____
Head Teacher's Recommendation:	
_____ New date due: _____	
<input type="checkbox"/> recommendation to approve misadventure appeal	<input type="checkbox"/> recommendation NOT to approve misadventure appeal
H.T. signature: _____	Date: _____

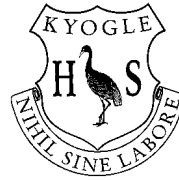
Panel decision: <input type="checkbox"/> appeal approved <input type="checkbox"/> appeal not approved
Comment: _____
Signature: _____ Date: _____
<i>After completing this section the Panel will inform the Head Teacher of the action following discussions with student and teaching staff as required. This form to be placed on the student's file</i>



ENGLISH

English Advanced Group 3

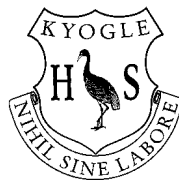
Component	Weightings %		Task 1	Task 2	Task 3
Nature of task		Timing	Term 1 Week 10	Term 2 Week 9	Term 3 Week 9/10
		Task	Imaginative composition/ Reflection piece	Multimodal	Examination
		Outcomes	EA11-1 EA11-3 EA11-5 EA11-9	EA11-2 EA11-4 EA11-6 EA11-8	EA11-1 EA11-3 EA11-5 EA11-7 EA11-8
Knowledge and understanding of course content	50		15	15	20
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes.	50		15	15	20
Total	100		30	30	40



ENGLISH

English Standard Group 3

Component	Weightings %		Task 1	Task 2	Task 3
		Timing	Term 1 Week 10	Term 2 Week 9	Term 3 Week 9/10
		Task	Imaginative composition/ Reflection piece	Multimodal	Examination
Outcomes	EN11-1 EN11-5 EN11-9	EN11-2 EN11-4 EN11-7	EN11-3 EN11-6 EN11-8		
Knowledge and understanding of course content	50		15	15	20
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes.	50		15	15	20
Total	100		30	30	40

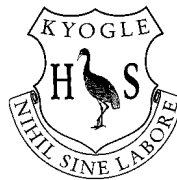


ENGLISH

English Studies

Group 3

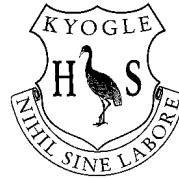
Component	Weightings %		Task 1	Task 2	Task 3
		Timing	Term 1 Week 10	Term 2 Week 9	Term 3 Week 7
		Task	Written Report	Multimodal	Portfolio
		Outcomes	ES 11-1 ES 11-4 ES 11-5 ES 11-6	ES 11-2 ES 11-6 ES 11-7 ES 11-8	ES 11-1 ES 11-4 ES 11-5 ES 11-7 ES 11-9 ES 11-10
Knowledge and understanding of course content	50		15	15	20
Skills in comprehending texts, communicating ideas and using language accurately, appropriately and effectively	50		15	15	20
Total	100		30	30	40



MATHEMATICS

Mathematics Advanced Group 4

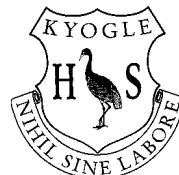
Component	Weightings %		Task 1	Task 2	Task 3
		Timing	Term 1 Week 10	Term 2 Week 8	Term 3 Week 9/10
		Task	Topic Test	Trigonometry Assessment	Examination
		Outcomes	MA11-1 MA11-2 MA11-9	MA11-3 MA11-4 MA11-8 MA11-9	MA11-1 MA11-2 MA11-3 MA11-4 MA11-5 MA11-6 MA11-7
Understanding Fluency and Communicating	50		15	15	20
Problem Solving, Reasoning and Justification	50		15	15	20
Total	100		30	30	40



MATHEMATICS

Mathematics Standard Group 4

Component	Weightings %		Task 1	Task 2	Task 3
		Timing	Term 1 Week 10	Term 2 Week 8	Term 3 Week 9/10
		Task	Topic Review	Investigation	Examination
		Outcomes	MS11-1 MS11-2 MS11-6 MS11-10	MS11-3 MS11-4 MS11-6 MS11-8 MS11-9 MS11-10	MS11-1 to MS11-10
Understanding, Fluency and Communicating	50		15	15	20
Problem Solving, Reasoning and Justification	50		15	15	20
Total	100		30	30	40

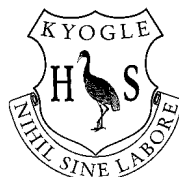


SCIENCE

Biology

Group 1

Component	Weightings %		Task 1	Task 2	Task 3
		Timing	Term 1 Week 11	Term 2 Week 10	Term 3 Week 9/10
		Task	Depth Study	Practical	Examination
		Outcomes	BIO11/12-1 BIO11/12-2 BIO11/12-4 BIO11/12-5 BIO11/12-6 BIO11/12-7 BIO11-10 BIO11-11	BIO11/12-1 BIO11/12-3 BIO11/12-4 BIO11/12-7 BIO11-8	BIO11-8 BIO11-9 BIO11-10 BIO11-11
Working Scientifically	60		25	25	10
Knowledge and Understanding	40		10	10	20
Total	100		35	35	30

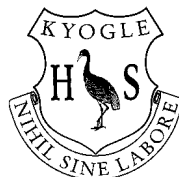


SCIENCE

Physics

Group 6

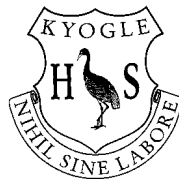
Component	Weightings %		Task 1	Task 2	Task 3
			Term 2 Week 1	Term 3 Week 2	Term 3 Week 9/10
			Task	In Class - Practical Task	Yearly Examination
			Content Area	Module 4	Module 1-4
			Outcomes	PH11/12-1 PH11/12-2 PH11/12-3 PH11/12-4 PH11/12-5 PH11/12-6 PH11/12-7 PH11-8 PH11-9	PH11/12 1-7 And PH11 8-11
Skills in Working Scientifically	60		20	30	10
Knowledge and Understanding	40		10	10	20
Total	100		30	40	30



SCIENCE

Investigating Science Group 1

Component	Weightings %		Task 1	Task 2	Task 3
		Timing	Term 1 Week 7	Term 2 Week 10	Term 3 Week 9/10
		Task	Practical Report	Depth Study	Examination
		Outcomes	INS11/12-1 INS11/12-3 INS11/12-4 INS11/12-5 INS11/12-7 INS11-8 INS11-9	INS11/12-1 INS11/12-2 INS11/12-4 INS11/12-5 INS11/12-6 INS11/12-7 INS11-10	INS11/12-1 to 7 And INS11- 8 to 11
Skills in Working Scientifically	60		20	30	10
Knowledge and Understanding	40		10	10	20
Total	100		30	40	30

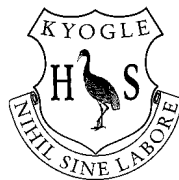


HUMAN SOCIETY AND ITS ENVIRONMENT

Modern History

Group 6

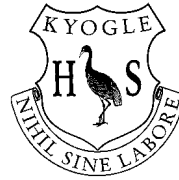
Component	Weightings %		Task 1	Task 2	Task 3
		Timing	Term 1 Week 9	Term 2 Week 7	Term 3 Week 9/10
		Task	Research Essay	Historical Investigation	Examination
		Outcomes	MH11-6, MH11-7, MH11-9, MH11-10	MH11-2, MH11-5, MH11-8, MH11-9	MH11-1, MH11-3, MH11-4, MH11-7, MH11-10
Knowledge and understanding of course content	40		10	5	25
Historical skills in the analysis and evaluation of sources and interpretations	20		10	5	5
Historical inquiry and research	20		10	10	-
Communication of historical understanding in appropriate forms	20		5	10	5
Total	100		35	30	35



HUMAN SOCIETY AND ITS ENVIRONMENT

Business Studies Group 2

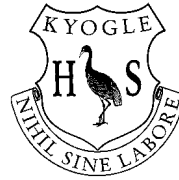
Component	Weightings %		Task 1	Task 2	Task 3
Nature of tasks		Timing	Term 1 Week 8	Term 2 Week 8	Term 3 Week 9/10
		Task	Media file & Business report	Business Plan	Examination
		Outcomes	P1, P2, P3, P7	P4, P6, P8, P9	P1, P2, P3, P4, P5, P6, P8, P9, P10
Knowledge and understanding of course content	40		10	10	20
Stimulus-based skills	20				20
Inquiry and research	20		10	10	
Communication of business information, ideas and issues in appropriate forms	20		5	15	
Total	100		25	35	40



PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

Community and Family Studies Group 5

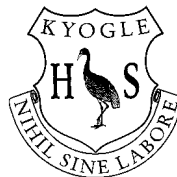
Component	Weightings %		Task 1	Task 2	Task 3
			Term 1 Week 7	Term 2 Week 6	Term 3 Week 9/10
			Research + Interview	Case Study	Examination
			P1.1, P1.2, P4.2, P5.1, P6.1	P2.1, P2.3 P4.1, P4.2, P6.2	P1.1-P6.2
Knowledge and Understanding of course content	40		10	10	20
Skills in critical thinking, research methodology, analysing and communicating	60		20	25	15
Total	100		30	35	35



PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

PDHPE Group 6

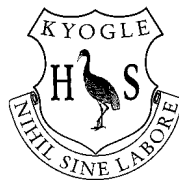
Component	Weightings %		Task 1	Task 2	Task 3
		Timing	Term 1 Week 8	Term 2 Week 10	Term 3 Week 9/10
		Task	The Body in Motion In Class Response	Better Health for Individuals Take Home Task	Examination
		Outcomes	P7, P8, P9, P16, P17	P2, P4, P6, P15, P16	P1-12, P15-17
Knowledge and understanding of course content	40		15	15	10
Skills in critical thinking, research, analysis and communicating	60		20	20	20
Total	100		35	35	30



PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

Sport, Lifestyle and Recreation Group 1

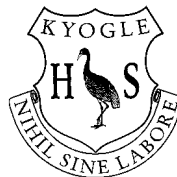
Component	Weightings %		Task 1	Task 2	Task 3
		Timing	Term 1 Week 9	Term 2 Week 6 - 10	Term 3 Week 7
		Task	Resistance Training Program Analysis	Practical Training Sessions	First Aid Analysis
		Outcomes	1.2, 2.2, 2.3, 3.2, 3.3, 4.1	1.1, 1.3, 2.1, 3.1, 4.1, 4.4	1.3, 3.6, 4.3, 4.5
Modules: Fitness & Resistance Training	25		25		
Module: Games & Sport Applications 1	25			25	
Module: First Aid & Sports Injuries	25				25
Module: Individual Games & Sport Applications	25		10	10	5
Total	100		35	35	30



CREATIVE AND PERFORMING ARTS

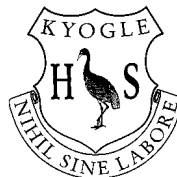
Visual Arts Group 2

Component	Weightings %		Task 1	Task 2	Task 3
		Timing	Term 1 Week 8	Term 3 Week 1	Term 3 Week 9/10
		Task	Vanitas Painting and Essay	Body of Work Identity & VAPD	Examination
		Outcomes	P.2, P.4, P.5 P.7, P.8, P.10	P.1, P.3, P.5, P.6	P.7, P.8, P.9, P.10
Art Making	50		15	35	
Art Criticism and Art History	50		20		30
Total	100		35	35	30



TECHNICAL AND APPLIED STUDIES
Industrial Technology – Timber / Metal
Group 2

Component	Weightings %		Task 1	Task 2	Task 3
		Timing	Term 1 Week 8	Term 2 Week 9	Term 3 Week 6
		Task	Preliminary Project Design/Management/ Communication	Industry Case Study	Preliminary Project - Production
		Outcomes	P2.1, P3.1, P3.2, P5.1, P5.2	P1.1, P1.2, P6.2, P7.1, P7.2	P2.2, P3.2, P4.1, P4.2, P4.3, P6.1
Knowledge and understanding of course content	40		15	15	10
Knowledge and skills in the management, communication and production of projects	60		15	15	30
Total	100		30	30	40



TECHNICAL AND APPLIED STUDIES

Design and Technology

Group 5

Component	Weighting %		Task 1	Task 2	Task 3
		Timing	Term 1 Week 9	Term 2 Week 6	Term 3 Week 6
		Task	Preliminary Project 1	Designer Case Study	Preliminary Project 2
		Outcomes	P3.1, P4.1, P4.2, P4.3, P5.1, P5.2, P5.3, P6.2	P1.1, P2.1, P2.2, P6.1	P3.1, P4.1, P4.2, P4.3, P5.1, P5.2, P5.3, P6.2
Knowledge and understanding of course content.	40		10	10	20
Knowledge and skills in designing, managing, producing and evaluating a major design project.	60		20	20	20
Total	100		30	30	40

HSC & PRELIMINARY VOCATIONAL EDUCATION & TRAINING (VET) ASSESSMENT POLICY

The following assessment information applies to:

- 2U Manufacturing and Engineering (240 hours) – Preliminary & HSC
- 2U Certificate II Hospitality Food and Beverage (240 hours) – Preliminary & HSC
- 2U Certificate II Primary Industries (240 hours) – Preliminary & HSC

Competency-Based Assessment as advised by NESAs

- Assessment is **competency** based rather than based on an accumulation of marks. Students will be assessed progressively throughout the course on the learning outcomes for each unit of competency.
- Each unit of competency will be assessed using a variety of strategies such as: practical demonstration, verbal questioning and response, interviews, assignments and worksheets, reports, role play, oral presentations, and practical, verbal and written tests.
- Achievement of learning outcomes will be recorded in a student log which forms a permanent record of the competencies attained by students.

Competency based assessment **must** be used for each VET course. Assessment of competencies is criterion referenced, which means that a student's performance is judged against a prescribed industry standard, not against the performance of other students.

Competency based assessment is based on the requirements of the workplace and will include problem solving, and the capacity to apply skills and knowledge in both familiar and new situations. **Students will be judged as either competent or not yet competent.**

Higher School Certificate

For Preliminary HSC requirements, students must provide evidence that they have:

- Followed the specified course
- Demonstrated that they have applied themselves to the set tasks and experiences with diligence and sustained effort
- Undertaken the mandatory work placement Achieved some or all of the course objectives.

HSC Examinations

Students in Year 11 may be requested to sit for practice examinations for the HSC examinations and achievement of competencies in the Preliminary Course.

Work Placement

Work Placement is a mandatory NESAs requirement for each VET course. The minimum 70 hours must be completed by:

- a) 35 hours within in time-frame of the Preliminary course
- b) 35 hours within the time-frame of the HSC course.

A non-award will be issued by the NESAs if work placement requirement is not completed within the above time-frames.

This NESAs requirement does not affect the achievements of an AQF qualification.

It is noted that a Work Placement period is set for week 4/5, Term 2 at KHS. Students who undertake Work Placement outside this timeslot must gain approval from the Principal.

Australian Qualifications Framework Qualifications

For an AQF Certificate qualification a student must:

- Demonstrate competence in ALL units of competency as required for the qualification
- Have had the assessment undertaken by a qualified industry assessor (usually your teacher) A student not achieving an AQF qualification may be eligible for an AQF Statement of Attainment for the units assessed by the teacher as competent.

Accreditation

Students will gain dual accreditation; Australian Qualifications Framework (AQF) and NSW Education Standards Authority (NESAs) Awards.

INDUSTRY-BASED LEARNING

Students are required to meet with the teacher twice per Term in Week 3 and Week 7 each Term. At the beginning of the year, the meeting dates will be scheduled during a negotiated study period. All meetings are compulsory.

At the meetings students are expected to submit their Work Diary recording their attendance and log entries for each day worked. During discussion students will also be expected to evaluate their performance and set improvement goals.

- Students will be assessed on attendance
- Quality of the work diary
- Depth of understanding of workplace issues, capacity to plan and achieve improvement goals.

Students meeting requirements will be assessed as satisfactory after meeting the Preliminary Award in Industry Based Learning.

Please Note: Additional information will be given to students regarding their particular VET course requirements once they are received from the relevant training organisation.

PRELIMINARY ASSESSMENT GROUP MAP

Subject Line Groups:

Group 1 – Biology, Investigating Science, SLR

Group 2 – Visual Art, Business Studies, Industrial Technology Metal, Industrial Technology Timber

Group 3 – Advanced English, Standard English, English Studies

Group 4 – Advanced Mathematics, Standard Mathematics

Group 5 – Community and Family Studies, Design and Technology, Modern History, Primary Industries

Group 6 – Hospitality, PDHPE, Physics

WEEK	TERM 1	TERM 2	TERM 3
1		Physics (6)	Visual Arts (2)
2			Physics (6)
3			
4			
5			
6		CAFS (5) Design & Tech (5)	ITT & ITM (2) Design & Tech (5)
7	Investigating Sci (1) CAFS (5)	Modern History (5)	English Studies (3) SLR (1)
8	Business (2) Visual Arts (2) PDHPE (6) ITT & ITM (2)	Business (2) Maths Advanced (4) Maths Standard (4)	
9	Modern History (5) Design & Tech (5)	English Advanced (3) English Standard (3) English Studies (3) ITT & ITM (2)	Exam Block
10	English Advanced (3) English Standard (3) English Studies (3) Maths Advanced (4) Maths Standard (4)	Investigating Sci (1) PDHPE (6) SLR (1) Biology (1)	Exam Block
11	Biology (1)		

The information below shows available weeks for assessment.

