



# HIGHER SCHOOL CERTIFICATE

## STUDENT HANDBOOK

# 2010

*This booklet includes information on:*

- REQUIREMENTS FOR STUDY FOR 2009 HSC
- SATISFACTORY COMPLETION OF A COURSE
- ATTENDANCE
- ASSESSMENT
- COLLEGE ASSESSMENT APPEAL PANEL
- HIGHER SCHOOL CERTIFICATE EXAMINATIONS
- TRIAL HIGHER SCHOOL CERTIFICATE
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- STUDENT APPEALS
- FREQUENTLY ASKED QUESTIONS
- HSC ASSESSMENT





## Notes

BDC	-	Board Developed Course
CEC	-	Content Endorsed Course
VET	-	Vocational Education and Training Course

# STUDENT HANDBOOK

## INTRODUCTION

This handbook has been developed to assist you to successfully complete the Higher School Certificate. The College will provide you with support and encouragement to meet your educational needs and goals. Some of the information given is advice and other information relates to **mandatory** requirements. 'Mandatory' means that the conditions must be met for you to complete the course. Failing to meet mandatory requirements in a particular course may lead to a N Determination for that course. This has serious consequences and depending on your pattern of courses, may make you ineligible for the Higher School Certificate in that year. You should read the section on **Satisfactory Completion of a Course** carefully and ensure that you understand the requirements.



## 1. REQUIREMENTS FOR STUDY FOR 2009 HSC

The Higher School Certificate rules require you to have satisfactorily completed a minimum of 12 Units of study in the Preliminary course and 10 Units of study in the HSC course. These courses will include:

- At least 2 Units of English
- At least 6 Units of Board Developed courses
- At least three 2 Unit courses

## 2. SATISFACTORY COMPLETION OF A COURSE

The following is a guide to inform you of the basic requirements needed to complete HSC Courses at the Illawarra Senior College.

2.1 The requirements for the completion of a course are that you:

- **complete Assessment Tasks which contribute more than 50% of the available marks.** This means that you must make a serious attempt at more than half the total mark value of formal tasks as set out in the HSC Assessment Schedule for each course.
- **attend classes** on a regular basis. In order to follow the course you need to be in class and participate in the learning experiences provided.
- **you must also meet some or all of the course outcomes.** These are the syllabus outcomes that guide both you and your teachers as to the knowledge and skills you should gain from the course. By completing Assessment Tasks and attending class you should meet at least some of the course outcomes.

TO MAXIMISE YOUR PERFORMANCE IN THE HIGHER SCHOOL CERTIFICATE YOU SHOULD MAKE YOUR BEST EFFORT IN EACH OF THE ABOVE AREAS.

### 2.2 ATTENDANCE

It is the college's expectation that you attend all time-tabled lessons except if you are ill or if approved leave has been granted by the Principal. Teachers at the college are well aware that sometimes lessons will be missed and are fully supportive of students wishing to catch up on missed work. However, the consequences of poor attendance are serious and continued poor attendance can put course completion in jeopardy.

### 2.3 NON-SERIOUS STUDENT

The college requires you to make a serious attempt to meet course requirements. If you demonstrate that you have been unsatisfactory in your participation in a course then you could have your enrolment at the college terminated. eg; a documented pattern of non-satisfactory completion, non-serious attempts to meet course objectives or a serious level of non-attendance to scheduled classes.

## 2.4 SUPPORT IN MEETING COURSE REQUIREMENTS

A deteriorating level of attendance has significant implications on your ability to meet course requirements. The more classes that you miss the more course work you miss and this is bound to become a concern so in such a situation your teacher will discuss this with you. Following such discussions, in order to meet satisfactory requirements the college may;

- interview you to negotiate a course of action
- require you to catch up on missed tasks
- require you to attend sessions outside of regular time-tabled classes in order to catch up on work
- make phone contact and/or interview you with parent/guardians if you are under 18

## 2.5 WARNING LETTERS

If your performance in a subject starts to become a concern, the class teacher may interview you or issue a Student Causing Concern letter. The purpose of both these measures is to identify a problem and put in place measures designed to improve your performance in that subject.

The issuing of a N-Determination warning letter does not necessarily mean that you will not be allowed to complete your Higher School Certificate in that subject. The Board of Studies requires all schools and colleges to officially warn you if you are in danger of getting a N-Determination in a subject. The primary purpose of the letter is to give you the opportunity to address the area of concern so that you will complete that subject at the Higher School Certificate. In most cases the issuing of a warning does not lead to an N-Determination because the area of concern is addressed by the student.

The process that the College follows for the issuing of a warning letter is;

- **Letter 1** - you are issued with the first formal warning
- **Letter 2** - you are issued with the second formal warning
- **Letter 3** - you are issued with the third formal warning and you are interviewed by the Principal

Warning letters are designed to inform you that there is a concern about your progress in the course. There are a number of things you can do if you are issued with a Warning letter:

- Discuss the matter with your teacher and/or the Head Teacher of that subject
- Seek advice from your Support teacher and /or Senior Studies Coordinator
- Seek support from the Counsellor

Warning letters mean that there are issues that need to be sorted out. The college will support you in doing this. **Seek help and advice so you can get back on track.**

With the first two warnings you are given detailed information about what the issue/s is/are and what steps you need to take to address the issue/s. However the interview with the Principal after the third letter will result in either:

- a) a negotiated program with you in order for you to continue in the subject
- b) recommend that the N-Determination be proceeded with. An N-Determination means that you are excluded from that particular course and this will also appear on your HSC transcript.

There are **TWO** areas for the issuing of N-Determination warnings:

1. **HSC ASSESSMENT TASKS**

If you do not attempt or make a serious attempt at an HSC Assessment Task then you can be issued an N-Determination Warning Letter

2. **COURSE REQUIREMENTS**

If you are not meeting the course requirements of a subject then you can be issued a N-Determination Warning Letter.

3. **ASSESSMENT**

3.1 **STUDENT RESPONSIBILITIES**

- (a) See section 2. **SATISFACTORY COMPLETION OF A COURSE** (page 2)
- (b) Extension course students will be assessed with 2 Unit students on common components of the course. Extension course students will be assessed separately for their Extension course work.
- (c) **All assessment tasks must be submitted by the due date and time.**  
  
If a task is not submitted by the due date and time then you may make an appeal for illness or mis-adventure.  
If you are seeking such consideration, you **MUST** complete the College Illness and Misadventure Form (*Appendix 2*) and follow the College Assessment Appeal Panel procedures. In the case of illness a medical certificate should accompany your Illness and Misadventure Form.
- (d) A separate Illness and Misadventure Form **MUST** be submitted for each task missed.
- (e) You can be awarded a Zero mark for tasks not submitted on time.
- (f) If you are away when a take-home Assessment Task was due, you **MUST** submit the task on the first day you return to college or if it was a task to be completed in class time then you **MUST** be prepared to do that task on the first day you return to the College, irrespective of the outcome of the Illness and Misadventure Appeal
- (g) You will be awarded a Zero mark for tasks which are not your own work.
- (h) If you do not seriously attempt Assessment Tasks which accumulate to more than 50% of the available marks you will automatically receive an N-Determination in that subject.
- (i) Computer Generated Tasks

All assessment tasks (except where otherwise explicitly stated) **MUST** be submitted in a hard copy on or before the due date. If you are using a computer to generate a task then we recommend:

- use a back-up disk
  - use a program compatible with College facilities
  - keep records of draft material.
- (j) When you submit an HSC Assessment Task you are strongly advised to use the College Submission of Assessment Material cover sheet to ensure that you have a receipt for that task. *(See Appendix 3)*
- (k) If you have concerns about the schedule of tasks you should discuss this situation with your teacher/s and/or Senior Studies Coordinator
- (l) An appeal can be lodged to the Principal about decisions affecting assessment tasks upon the return of the tasks.

### 3.2 COLLEGE RESPONSIBILITIES

Each faculty will develop an Assessment Program for the courses it offers.

The Assessment Program will:

- Set tasks which will then be used to measure course outcomes in each component of the course
- Provide a schedule of when assessment tasks are to take place
- Specify values for each of those tasks
- Inform you of the requirements for each course
- Ensure that Assessment Tasks are **not** set or due during the week prior to either the Half Yearly or Trial Examinations
- Allow for Assessment Tasks to be set in Term 4 of the year prior to the HSC
- Ensure that, except where agreed to by the Deputy Principal, no Assessment Tasks will be set after the Trial HSC

The College will make available to you:

- access to information regarding the HSC through the Deputy Principal, Senior Studies Coordinator, Careers Adviser and the Board of Studies.
- after the HSC examination, your individual rank in each subject.

### 3.3 TEACHER RESPONSIBILITIES

- (a) Notify the class in writing at least **two weeks** in advance of the actual date and specific nature of each Assessment task, including the outcomes being assessed and the marking guidelines/criteria that are applied to this task.
- (b) Keep records of each student's performance on each task
- (c) Provide students with meaningful information on their progress for each task which could include student's ranking within the College group and how student performance related to the course outcomes set for that task

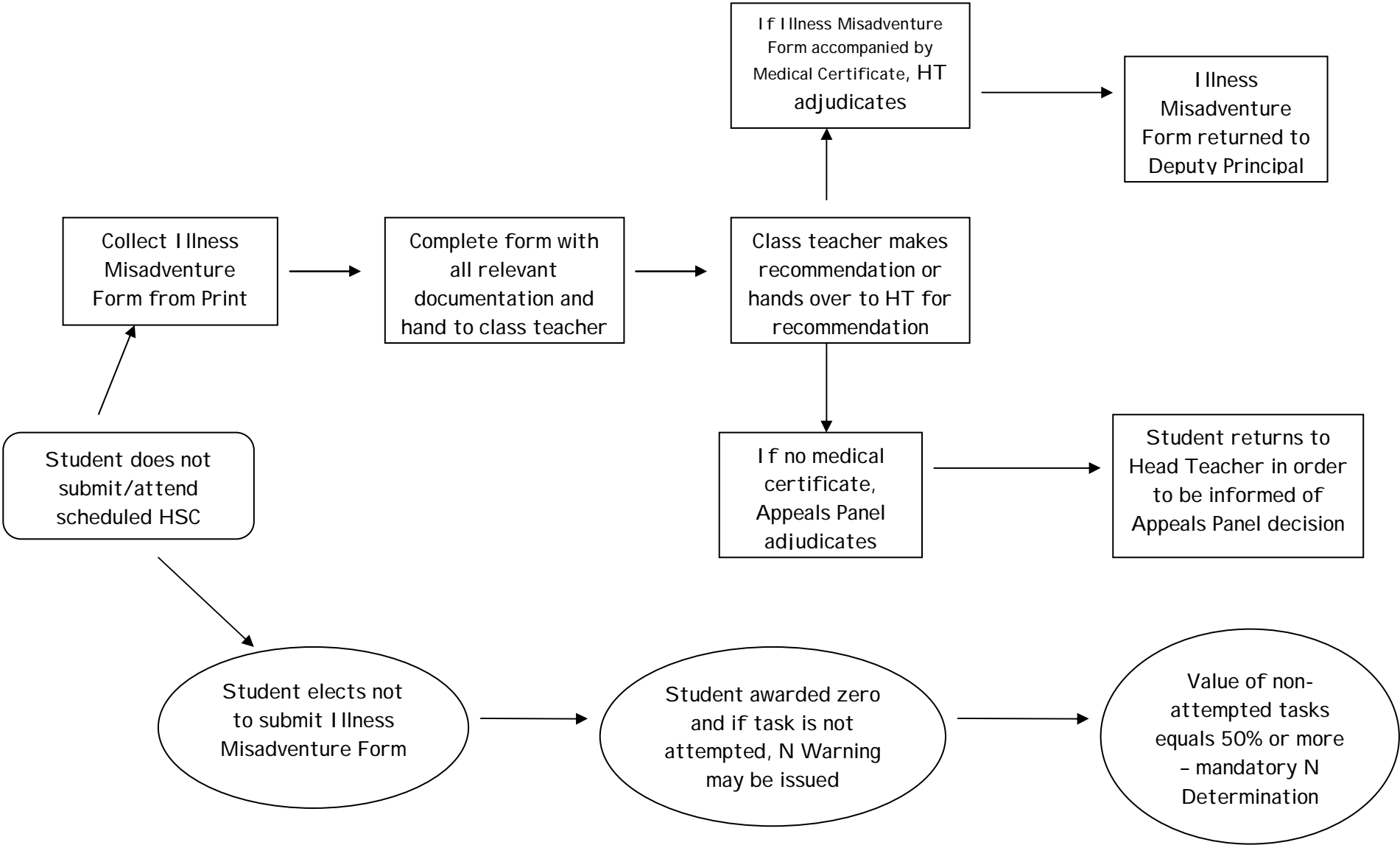
- (d) If a student fails to submit a task on the due date the procedure outlined under the heading College Assessment Appeals Panel should be followed.
- (e) Teachers should write in the school diary (DP's Office) the specific date for tasks.
- (f) The date for an Assessment Task should only be changed under extenuating circumstances. The teacher must notify the Deputy Principal of any intended changes. The teacher should:
  - (i) negotiate the change with the students and provide the details of this change in writing
  - (ii) use the Calendar of Assessment Tasks included in the assessment schedule booklet to avoid a clash of dates with tasks that are already set
  - (iii) consult with the College Assessment Appeals Panel if the change proves difficult to implement
- (g) Teachers may choose to use Submission of Assessment Material cover sheet  
(See Appendix 3)

### 3.4 COLLEGE ASSESSMENT APPEAL PANEL

- (a) A College Assessment Appeal Panel has been formed to oversee the implementation of the College HSC Assessment Policy and the Panel comprises the following members of the college:
  - Principal
  - Deputy Principal
  - Panel Coordinator
  - Counsellor
  - Two members of the teaching staff

Any review will be conducted by at least two members of the panel with at least one Panel member being either the Panel Coordinator or one of the staff representatives.
- (b) If you feel you have a valid reason for not attempting a task, you should complete the following steps **WITHIN THREE CONSECUTIVE COLLEGE DAYS** of returning to the College.
  - (i) Collect an *Illness and Misadventure Form* from the Print Room next to the Library.
  - (ii) If you have been sick and unable to attempt an Assessment Task, you should attach a Doctor's Certificate to your form and have it signed by the Teacher/Head Teacher of that faculty, who will instruct you as to the outcome of the application.
  - (iii) If there is any other valid reason (other than being sick) or no Doctor's Certificate, you complete the form, together with all relevant accompanying documentation.
  - (iv) All **completed** forms must be submitted to the Deputy Principal.
  - (v)
- (c) Appeal Panel decision will be notified to the Head Teacher/Coordinator for referral to you
- (d) If you have any concerns about the rescheduling of a Task, you may approach the Principal or Deputy Principal to express these concerns.
- (e) Appeals against this process **MUST** be expressed in writing to the Principal.

**ILLNESS or MISADVENTURE FLOW CHART**



## 4. EXAMINATIONS

### 4.1 HIGHER SCHOOL CERTIFICATE EXAMINATIONS

Most courses have a formal external examination that needs to be completed to satisfy the requirements for a course. You should speak to your class teacher to verify if you have to sit this examination.

The examination will be held in late October and November and is supervised by people from outside the College.

In September the Board of Studies sends a copy of the examination timetable to the College for each student. Earlier in the year a booklet outlining the rules and procedures will be available for every student. You should read these rules carefully and talk to your Support teacher or the Senior Studies Coordinator if you have any questions.

If you miss an examination, an examination mark of zero may be awarded for the course. The Principal must be contacted immediately if you miss an examination or if you are unable to make it and subject to a satisfactory explanation you may be given your Assessment Mark as a substitute mark.

More information is available on the Board of Studies website:  
[www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

### 4.2 TRIAL HIGHER SCHOOL CERTIFICATE

The College holds a Trial Higher School Certificate examination early in Term 3. For most courses this is part of your formal assessment and is often the final HSC Assessment Task.

The examination is held under the same rules and guidelines as the Higher School Certificate. It is a good opportunity to practise your technique under these examination conditions.

The College provides detailed information before the examination in terms of expected behaviour and appropriate equipment. If you have any questions you should speak to your Support teacher and/or class teacher.

## 5. AUSTRALIAN TERTIARY ADMISSIONS RANK (ATAR)

### What if I want to go to University?

If you wish to go to University you must receive an ATAR. When you enter for the Higher School Certificate you indicate that you wish to receive an ATAR. Only those students who nominate will receive an ATAR notification.

The ATAR is a number between zero and 100 which ranks your overall performance in the Higher School Certificate and the Universities use this mark to rank their applications for university entry.

To get an ATAR you must satisfy the following rules:

- Complete 10 Units of a Board course
- Complete 2 Units of English.
- Your Higher School Certificate must be completed in 5 years.
- No more than one Category B course can be counted for a ATAR.
- If you repeat a course the second attempt is used to calculate your ATAR.

If you are over 20 years of age on the 1<sup>st</sup> of March in the year you sit the Higher School Certificate examination you are eligible for a limited ATAR.

For further information on a limited ATAR or the ATAR speak to the Careers Adviser, read the ATAR Guide available from the Careers Adviser or contact the university where you want to study.

## 6. STUDENT APPEALS

You may seek a review of your position in the final Higher School Certificate Assessment Ranking if it varies from your expectation based on information given over the Assessment period.

The only review will be in the ranking. A review of Assessment Task marks will not be undertaken.



## 7. FREQUENTLY ASKED QUESTIONS

**Q:** What should I do if I know that I will be absent from classes for an extended period of time? Eg; a week or more

**A:** Seek Approved Leave from the Principal before the absence occurs.

**Q:** What should I do if I have an extended period of absence (e.g. 3 or more days in a row)?

**A:** Contact the College by phone and explain your situation to either the Principal, Deputy Principal or Senior Studies Coordinator. We strongly recommend that you contact your class teachers so that work can be arranged so that you don't fall behind in course work

**Q:** What should I do if I miss an Assessment task?

- A:**
- \* If possible phone the college
  - \* Get an Illness and Misadventure form from the print room (next to the library) the first day that you return to the College and follow the appropriate steps. (see Handbook p 4 ).
  - \* In the case of illness we strongly recommend that a medical certificate accompany each Illness and Misadventure form.
  - \* Upon returning to the college be prepared to submit/complete the task

**Q:** Who do I see if I am not coping?

**A:** Don't let yourself get to a stage that you feel that you cannot cope with the workload or a particular problem. Discuss the issue with your support teacher, the Counsellor, Deputy Principal, Principal, Careers Adviser, Learning Support staff or the Senior Studies Coordinator.

**Q:** Are there any subjects that I must study for a Higher School Certificate?

**A:** At least 2 Units of English in Preliminary and HSC.

**Q:** Will a VET course count towards an ATAR?

**A:** Yes, provided you sit for the HSC examination in that course and this is the only Category B course you are counting. For further information please see the Careers Adviser, Senior Studies Coordinator, Principal or Deputy Principal.

**Q:** If I am enrolled in a VET course, how important is attending work placement?

**A:** Work placement is mandatory for completing all VET courses. Also be aware that the more VET courses you are enrolled in, the more work placements you have to complete. For instance if you elect to do 3 VET courses, the third work placement MUST be completed in your own time.

**Q:** What is Pathways?

**A:** A part-time pattern of study in which you can take up to 5 years to complete your Higher School Certificate courses.

**Q:** If I repeat a Higher School Certificate subject will my best result count towards an ATAR?

**A:** No, your latest examination result will count towards your ATAR.

**Q:** Does attendance affect Youth Allowance?

**A:** Yes. In excess of 5 unexplained absences per term will result in a reduction in Youth Allowance payments. NB: an unexplained absence is where no reason is given for the absence or the reason is unsatisfactory.



## H.S.C. ASSESSMENT PLANNER SUBJECT CODES

ABS	ABORIGINAL STUDIES
ANC	ANCIENT HISTORY
BIO	BIOLOGY
BSE	BUSINESS SERVICES
BUS	BUSINESS STUDIES
CAF	COMMUNITY AND FAMILY
CAP	COMPUTER APPLICATIONS
CER	CERAMICS
CHE	CHEMISTRY
CON	CONSTRUCTION
DIS	DISTANCE EDUCATION
DRA	DRAMA
EEC	EXPLORING EARLY CHILDHOOD
ENA	ENGLISH ADVANCED
ENS	ENGLISH STANDARD
ENX	ENGLISH EXTENSION
ESL	ENGLISH AS A SECOND LANGUAGE
FTE	FOOD TECHNOLOGY
GEO	GEOGRAPHY
HOR	HOSPITALITY RESTAURANT
HOS	HOSPITALITY KITCHEN OPERATIONS
HOX	HOSPITALITY EXTENSION
ITE	INFORMATION TECHNOLOGY
ITM	INDUSTRIAL TECHNOLOGY MULTIMEDIA
ITT	INDUSTRIAL TECHNOLOGY TIMBER
LST	LEGAL STUDIES
MAT	MATHEMATICS
MAG	MATHS GENERAL
MAX	MATHS EXTENSION 1
MET	METAL AND ENGINEERING
MLS	MATHS LIFE SKILLS
MOD	MODERN HISTORY
MST	MARINE STUDIES
MUS	MUSIC
PDH	P.E
PHO	PHOTOGRAPHY
PHY	PHYSICS
RET	RETAIL
SEN	SENIOR SCIENCE
SLR	SPORT AND REC
SOC	SOCIETY AND CULTURE
STR	STUDIES OF RELIGION
SUP	SUPPORT
VAR	VISUAL ARTS

## HSC ASSESSMENT PLANNER

	TERM 4 '09	TERM 1 '10	TERM 2 '10	TERM 3 '10
<b>Week 1</b>				BUS WK 1 - 15%
<b>Week 2</b>	ABS T4 WK 2 - 5%	BUS T1 WK 2 - 10% LST T 1 WK 2 - 20%		PHO T3 WK2 - 20% ESL T3 WK 2 - 15% ITM T3 WK 2 - 15% STR T3 WK 2 - 40% ENX2 T3 WK 2 - 20% ENA T3 WK 2 - 15% ENS T3 WK 2 - 15% CER T3 WK 2 - 30% VDE T3 WK 2 - 10% VDE T3 WK 2 - 25% VDE T3 WK 2 - 20% VDE T 3 WK 2 - 25% STR T3 WK 2 - 40% MOD T3 WK 2 - 15% CAF T3 WK 2 - 25% EEC T3 WK 2 - 20% DRA T3 WK 2 - 20% GEO T3 WK 2 - 10% LST T3 WK 2 - 10% BIO T3 WK 2 - 30% CHE T3 WK 2 - 30% MST T3 WK 2 - 30% PHY T3 WK 2 - 30% SEN T3 WK 2 - 30% ITT T 3 WK 2 - 25% CAP T3 WK 2 - 20% FTE T3 WK 2 - 25% CER T3 WK 3 - 10% PHO T3 WK 3 - 20% PDH T3 WK 3 - 15%
<b>Week 3</b>		ENX2 T1 WK 3 - 10% GEO T1 WK 3 - 15%	CER T2 WK 3 - 15% DRA T2 WK 3 - 10%	
<b>Week 4</b>		ENX T1 WK 4 - 10%	CAF T2 WK 4 - 25% LST T2 WK 4 - 15%	BIO T3 WKS 4-5 40% ITM T3 WKS 4-5 20% ESL T3 WKS 4-5 30% STR T3 WKS 4-5 30% ENX T3 WKS 4-5 15% ENA T3 WK 4-5 20% ENS T3 WKS 4-5 20% VAR T3 WKS 4-5 20% STR T3 WKS 4-5 30% MOD T3 WKS4-5 40% ANC T3 WKS4-5 30% CAF T3 WKS4-5 25%

				EEC T3 WKS4-5 10% PDH T3 WKS4-5 35% DRA T3 WKS 4-5 20% ABS T3 WKS 4-5 25% BSE T3 WKS 4-5 60% BUS T3 WKS 4-5 35% GEO T3 WKS 4-5 35% LST T3 WKS 4-5 35% RET T3 WKS 4-5 SOC T3 WKS 4-5 40% FTE T3 WK 4-5 20% CHE T3 WKS 4-5 40% MST T3 WK 4-5 40% PHY T3 WKS 4-5 40% SEN T3 WKS 4-5 40% MLS T3 WK 4-5 35% MAX T3 WK 4-5 20% MAG T3 WK 4-5 35% ITT T3 WKS 4-5 35%
<b>Week 5</b>		ABS T1 WK 4 - 10%	ENX2 T2 WK 5 - 20% SLR T1 WK 4 - 30%	MUS T3 WKS5-6 30%
<b>Week 6</b>	ENX T4 WK 6 - 10%	MAT T1 WK 6 - 10% PHO T1 WK 6 - 15% MOD T1 WK 6 - 15% CAF T1 WK 6 - 25% MLS T1 WK 6 - 10% FTE T1 WK 6 - 20%	PHO T2 WK 6 - 20% ITM T2 WK 6 - 15% ENX T2 WK 6 - 15% ITT T2 WK 6 - 20%	PHO T3 WK 6 - 25% PHO T3 WK 6 - 30% VAR T3 WK 6 - 30% SLR T3 WK 6 - 40% CAP T3 WK 6 - 25%
<b>Week 7</b>	PHO T4 WK 7 - 15% ESL T4 WK 7 - 20% ENS T4 WK7 - 25% MUS T4 WK 7 - 10% MLS T4 WK 7 - 10% MAX T4 WK 7 - 10% MAG T4 WK 7 - 15% ITT T4 WK 7 - 10% MAT T4 WK 7 - 10%	PHO T1 WK 7 - 20% ENA T1 WK 7 - 15% ENS T1 WK 7 - 15% MUS T1 WK 7 - 15% ANC T1 WK 7 - 20% DRA T1 WK 7 - 15% SLR T1 WK 7 - 30% MAG T1 WK 7 - 30% ESL T1 WK 7 - 20% ITM T1 WK 8 - 15% VAR T1 WK 8 - 10% EEC T1 WK 8 - 20% ZBS T1 WK 8 - 35% CAP T1 WK 8 - 25% CAP T1 WK 8 - 20%	MUS T2 WK 7 - 25% MOD T2 WK 7 - 15% BUS T2 WK 7 - 20% GEO T2 WK 7 - 15%	
<b>Week 8</b>	ITM T4 WKS 8-9-20% ENA T4 WK 8 - 25% MOD T4 WK 8 - 15% ANC T4 WK 8 - 20% DRA T4 WK 8 - 15% CAP T4 WK 8 - 20% FTE T4 WK 8 - 10%	ABS T1 WK 8 - 25%	ESL T2 WK 8 - 15% ENA T2 WK 8 - 15% ENS T2 WK 8 - 15% VAR T2 WK 8 - 10% PDH T2 WK 8 - 15% ABS T2 WK 8 - 10% BIO T2 WK 8 - 20% CHE T2 WK 8 - 20% MST T2 WK 8 - 20% PHY T2 WK 8 - 20% SEN T2 WK 8 - 20% CAP T2 WK 8 - 50% CAP T2 WK 8 - 40% FTE T2 WK 8 - 25%	

<b>Week 9</b>	STR T4 WK 9 - 20% VAR T4 WK 9 - 15% VDE T4 WK 9 - 15% STR T4 WK 9 - 20% PDH T4 WK 9 - 15% DRA T4 WK 9 - 10% SOC T4 WK 9 - 25% CAP T4 WK9 - 20%	ITM T1 WKS 9-10 - 15% ESL T1 WKS 9-10 - 20% ENS T1 WKS 9-10 - 10% PHO T1 WK 9 - 15% VAR T1 WKS 9-10 - 15% VDE T1 WK 9 - 15% STR T1 WKS 9-10 - 20% ANC T1 WKS 9-10 - 10% DRA T1 WKS 9-10 - 10% MLS T1 WKS 9-10 - 25% MAX T1 WKS 9-10 - 10% MAT T1 WK 9-10 - 25%	STR T2 WK 9 - 20% PHO T2 WK 9 - 20% STR T2 WK 9 - 20% ANC T2 WK 9 - 20% EEC T2 WK 9 - 30% SOC T2 WK 9 - 15% MLS T2 WK 9 - 20% MAX T2 WK 9 - 10% MAT T2 WK 9 - 20%	BUS T3 WKS 9-10
<b>Weeks 10/11</b>		STR T1 WKS 10-11 - 20% ENA T1 WKS 10-11 - 10% CER T1 WK 10 - 15% VDE T1 WK 10 - 20% MUS T1 WKS 10-11 - 20% PDH T1 WKS 10-11 - 20% ABS T1 WK 10 - 15% BUS T1 WK 10 - 20% GEO T1 WK 10 - 25% LST T1 WK 10 - 20% RET T1 WKS 10-11 SOC T1 WK 10 - 20% BIO T1 WKS 10-11 - 10% CHE T1 WKS 10-11 - 10% MST T1 WKS 10-11 - 10% PHY T1 WKS 10-11 - 10% SEN T1 WKS 10-11 - 10% ITT T1 WKS 10-11 - 20%	CER T2 WK 10 - 30% VDE T2 WK 10 - 25% VDE T2 WK 10 - 25% VDE T2 WK 10 - 25% MAG T2 WK 10 - 20%	

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
	<b>Section I</b> - Social Justice and Human Rights Issues	40
	<b>Section II</b> - Heritage and Identity	20
	<b>Section III</b> - Research and Inquiry (Major Project).	40

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<u>2009</u> T4 Wk2	Major Project - Proposal	Section III	5
<u>2010</u> T1 Wk 5	Case Study Report	Section I	10
T1 Wk 8	Major Project - Logbook - Project	Section III	10 25
T1 Wk 10	Semester One Examination	Sections I & II	15
T2 Wk 8	Media Watch - Research	Section I	10
T3 Wk 4-5	Trial HSC Examination	Section I & II & III	25
<b>TOTAL</b>			<b>100</b>

*Note: Major project weighting total 40 marks*

**OTHER MANDATORY REQUIREMENTS**

NIL

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
Part I	Pompeii and Herculaneum	25%
Part II	Ancient Societies	25%
Part III	Personalities	25%
Part IV	Historical Periods	25%

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 8	Research Task	Part II	20
<b><u>2010</u></b>			
T1 Wk 7	Source Analysis	Part I	20
T1 Wks 9-10	Semester One Examinations	Parts I and II	10
T2 Wk 9	Research/Source/Oral Presentation	Part IV	20
T3 Wks 4-5	Trial Examination	Parts I, II, III and IV	30
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
C1	Maintaining a Balance	25
C2	Blueprint of Life	25
C3	The Search for Better Health	25
O1	Option	25

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<u>2009</u>			
T1 Wks 9-10	Semester One Examination	C1, C2	10
T2 Wk 8	Research Task	C1, C2, C3	20
T3 Wk 2	Practical Skills Assessment	C1 → C3	30
T3 Wks 4-5	Trial HSC Examination	C1 → C3 + O1	40
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

A minimum of 35 hours of Practical/Fieldwork must be completed and submitted to your teacher in the HSC. course to meet the mandatory requirements.

This is a competency based course. The assessment of competencies within each module is by criteria referenced. This means that a student's performance is measured against a prescribed standard. This assessment will be ongoing throughout the course, and the competencies successfully achieved go towards achieving the certificate 2.

Marks will be generated through formal assessment tasks that will assess both theoretical and practical skills. For each task issued, the student will be made aware of what competencies are being assessed and the marking criteria that is being applied to generate the final course mark.

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Modules
	Ongoing assessment tasks using competency testing for each module.	<ul style="list-style-type: none"> <li>▪ Participate in workplace safety procedures</li> <li>▪ Develop keyboard skills</li> <li>▪ Produce simple word processed documents</li> <li>▪ Handle mail</li> <li>▪ Communicate in the workplace</li> <li>▪ Using Business Technology</li> <li>▪ Use simple spreadsheets</li> </ul>
T3 Wks 9-10	Final Examination	<ul style="list-style-type: none"> <li>▪ Communicate electronically</li> </ul>

**OTHER MANDATORY REQUIREMENTS**

**All students must complete 35 hours of workplacement. Failure to do so will prevent the 2 Units of this course being counted towards the total units of your HSC.**

This is a competency based course. The assessment of competencies within this course is to be criteria referenced. This means that a student's performance is measured against a prescribed standard. This assessment will be ongoing throughout the course.

Students have the option to nominate early in Term 2 whether or not they wish to sit this subject for their Higher School Certificate examinations. (An assessment mark will be generated from an averaged result from both a Half Yearly and a Trial examination mark). Remember this subject is a B category subject and only one of these types of subjects can count towards a UAI.

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Modules
Ongoing	Ongoing assessment tasks using both theoretical and practical competency testing for each module	1. Participate in Workplace Safety Procedures 2. Produce Simple Word - Processed Documents 3. Handle Mail 4. Communicate in the Workplace 5. Using Business Technology 6. Organise and Complete Daily Work Activities 7. Process and Maintain Workplace Information 8. Deliver a service to customers
T1 Wk 9-10	Semester One Exam	<b>40 marks</b>
Ongoing	Ongoing assessment tasks using both theoretical and practical competency testing for each module	10. Work Effectively with Others 11. Work Effectively in a Business environment 12. Create and use Spreadsheets 13. Maintain Business Resources 14. Participate in Environmentally sustainable work practices
T3 Wk 4-5	Trial Examination	<b>60 marks</b>

**OTHER MANDATORY REQUIREMENTS**

- All students must complete 70 hours of workplacement. Failure to do so will prevent the 2 Units of this course being counted towards the total units of your HSC.
- If you initially nominated to sit for the HSC examination and change your mind and do not notify the Board of Studies you will not be eligible for a HSC result for this subject.
- A prerequisite for this course is that you must have successfully completed the 2 Unit/120 hours course for Business Services.

*N.B. All students sitting for the HSC examination in this subject will have an Estimated Mark calculated which will be submitted to the Board of Studies in the case of any Illness or Misadventure with any student.*

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	Test Type	50
B	Case Study Interpretation Application & Communication	30
C	Stimulus Based Skills	20

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2010</u></b>			
T1 Wk 2	Business Report I	B	10
T1 Wks 9-10	Semester One Examination	ABC	20
T2 Wk 7	Business Report II	BC	20
T3 Wk 1	Topic Task	AC	15
T3 Wks 4-5	Trial HSC Examination	ABC	35
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

The weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	Making	70
B	Critical and Historical Study	30

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2010</u></b>			
T1 Wk 10	Making and Diary	A & B	15
T2 Wk 3	Research Task - Ceramic	B	15
T2 Wk 10	Making and Diary	A	30
T3 Wk 2	Portfolio of Works and Diary	A & B	30
T3 Wk 3	Examination	A & B	10
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

- Students are to complete the Occupational Health and Safety Module.
- Students are required to keep a diary over the duration of the course.

The components, weightings and tasks for the HSC Course are set out below.

#### COMPONENT DESCRIPTION

	Component	Weighting
C1	The Identification and Production of Materials	25
C2	The Acidic Environment	25
C3	Chemical Monitoring and Management	25
O1	Option	25

#### ASSESSMENT SCHEDULE

Date	Nature of Task	Component	Max Marks
<u>2009</u>			
T1 Wks 9-10	Semester One Examination	C1, C2	10
T2 Wk 8	Research Tasks	C1, C2, C3	20
T3 Wk 2	Practical Skills Assessment	C1 → C3	30
T3 Wks 4-5	Trial HSC Examination	C1→C3 + O1	40
<b>TOTAL</b>			<b>100</b>

#### OTHER MANDATORY REQUIREMENTS

A minimum of 35 hours of Practical/Fieldwork must be completed and submitted to your teacher in the HSC Course to meet the mandatory requirements

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	Groups in Context	25
B	Parenting & Caring	25
C	Research Methodology	25
D	Option - Work	25

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2010</u></b>			
T1 Wk 6	I.R.P.	A & C	25
T2 Wk 4	Case Study	B & C	25
T3 Wk 2	Report	D & C	25
T3 Wks 4-5	Trial HSC Examination	A, B, C & D	25
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

NIL

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	<ul style="list-style-type: none"> <li>Knowledge and understanding outcomes and course content</li> </ul>	100%
B	<ul style="list-style-type: none"> <li>Skills outcomes and course content</li> </ul>	

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<u>2010</u>			
T1 Wk 8	Desktop Publishing	A, B	25
T2 Wk 8	Project	A,B	50
T3 Wk 6	Semester Exam	A,B	25
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

NIL

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	<ul style="list-style-type: none"> <li>Knowledge and understanding outcomes and course content</li> </ul>	100%
B	<ul style="list-style-type: none"> <li>Skills outcomes and course content</li> </ul>	

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 8	Internet Research Assignment	A, B	20
<b><u>2010</u></b>			
T1 Wk 8	Skills Task	A, B	20
T2 Wk 8	Website project	A,B	40
T3 Wk 2	Class Test	A,B	20
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

This is a competency based course. The assessment of competencies within this course is to be criteria referenced. This means that a student's performance is measured against a prescribed standard. This assessment will be ongoing throughout the course and the competencies successfully achieved will be recorded in each student's log book.

Marks will be generated through formal assessment tasks that will assess both theoretical and practical skills. For each task issued, the student will be made aware of what competencies are being assessed and the marking criteria that is being applied to generate the final mark.

The following modules will be assessed individually as the outcomes are achieved and as such it is not possible to accurately predict the schedule of assessment periods.

1. Follow OH & S policies and procedures
2. Conduct workplace communication
3. Carry out measurements and calculations
4. Use construction tools and equipment
5. Read and interpret plans and specifications
6. Handle construction materials
7. Undertake a basic construction project

#### **OTHER MANDATORY REQUIREMENTS**

All students must complete 35 hours of workplacement. Failure to do so will prevent the 2 Units of this course being counted towards the total units of your HSC.

As this is a competency-based program students are not ranked in order of achievement, rather on a pass/fail of specific competencies. These competencies will be tested throughout the duration of the program as students reach their appropriate level of competency. The classroom teacher will negotiate an appropriate time with the student for these tests to be taken.

Year 12 Students have the option to nominate early in Term 2 whether or not they wish to sit this subject for their Higher School Certificate examinations. An assessment mark will be generated from results of your half year exam and your HSC Trial Exam. Remember this subject is a B category subject and only one of these type of subjects can count towards a UAI .

**The following modules will be assessed individually as the outcomes are achieved and as such it is not possible to accurately predict the schedule of assessment periods.**

1. Work effectively in the General Construction industry
2. Plan and organise work
3. Apply basic levelling procedures
4. Provide basic first aid
5. Erect and dismantle formwork for footings and slabs on ground
6. Carry out excavation
7. Carry out concrete work

#### **OTHER MANDATORY REQUIREMENTS**

- All students must complete 70 hours of workplacement. Failure to do so will prevent the 2 Units of this course being counted towards the total units of your HSC.
- If you initially nominated to sit for the HSC examination and change your mind and do not notify the board of studies you will not be eligible for a HSC result for this subject.
- A prerequisite for this course is that you must have successfully completed the 2 Unit/120 Hour Course of Construction.

*N.B. All students sitting for a HSC in this subject will have an Estimated Mark calculated and will be submitted to the Board of Studies in the case of any Illness or Misadventure with any student.*

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
	1. Australian Drama & Theatre	30
	2. Studies in Drama & Theatre	30
	3. Individual Project	20
	4. Group Performance	20

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 8	Research and Acting workshop	C2	15
T4 Wk 9	Workshop/Log Practical (I.P)	C3	10
<b><u>2010</u></b>			
T1 Wk 7	Workshop presentation	C1	15
T1 Wks 9-10	Semester One Examination	C2, C1	10
T2 Wk 3	Workshop Log Practical (I.P)	C3	10
T3 Wk 2	PerformanceWorkshop/Log Practical (Group)	C4	20
T3 Wks 4-5	Trial HSC Examination	C2,C1	20
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
<b>Area of Study</b>	Area of Study (AOS)	40
<b>Module A</b>	Comparative Study of Texts and Contents	20
<b>Module B</b>	Critical Study of Texts	20
<b>Module C</b>	Representation and Text	20

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 8	AOS - Writing	AOS	25
<b><u>2010</u></b>			
T1 Wk 7	Viewing/Representing	Module A	15
T1 Wk 9-10	Semester Exam - AOS	AOS	10
T2 Wk 8	Listening Task	Module C	15
T3 Wk 2	Oral Task	Module B	15
T3 Wk 4-5	Trial HSC Examination Module A, B, C (15) AOS (5)	AOS, Module A, B, C	20
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

NIL

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
	Language Study within an AOS	50
	Module A	25
	Module B	25

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<u>2009</u>			
T4 Wk 7	Writing	AOS	20
<u>2010</u>			
T1 Wk 7	Oral	Module B	20
T2 Wk 8	Listening Task	AOS	15
T3 Wks 2	Viewing/Rep	Module A	15
T3 Wk 4-5	Trial HSC	AOS, Module A&B	30
<b>TOTAL</b>			<b>50</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
	Module A - Genre	50

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<u>2009</u>			
T4 Wk 6	Oral Task	Speaking/Listening	10
<u>2010</u>			
T1 Wk 4	Creative Writing Task	Viewing/Reporting	10
T2 Wk 6	Research Task	Reading/Writing	15
T3 Wks 4-5	Trial HSC	Reading/Writing	15
<b>TOTAL</b>			<b>50</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
<b>A</b>	Major Work	50

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b>2010</b>			
T1 Wk 3	Proposal – Viva Voce	Major Work	10
T2 Wk 5	Repeat	Major Work	15
T3 Wk 2	Draft Version	Major Work	25
<b>TOTAL</b>			<b>50</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

The components, weightings and tasks for the HSC Course are set out below.

#### COMPONENT DESCRIPTION

	Component	Weighting
	Area of Study	40
Module A	Experience through Language	20
Module B	Close Study of a Text	20
Module C	Text and Society	20

#### ASSESSMENT SCHEDULE

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 7	AOS - Writing	AOS	25
<b><u>2010</u></b>			
T1 Wk 7	Oral Task	Module B	15
T1 Wk 9-10	Semester Exam - AOS	AOS	10
T2 Wk 8	Viewing/Representing Tasks	Module A	15
T3 Wk 2	Listening Task	Module C	15
T3 Wks 4-5	Trial HSC Module A,B & C (15)	AOS, Module A, B & C	20
<b>TOTAL</b>			<b>100</b>

#### OTHER MANDATORY REQUIREMENTS

NIL

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	Knowledge & Understanding	50
B	Skills	50

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2010</u></b>			
T1 Wk 8	Case Study	A	20
During T1 & T2	Virtual Parenting	B	20
T2 Wk 9	Play portfolio	B	30
T3 Wk 2	Special Needs Report	A	20
T3 Wks 4-5	Trial HSC Examination	A	10
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	The Australian Food Industry	15
B	Food Manufacture	30
C	Food Product Development	30
D	Nutrition	25

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 8	Research a business organisation	A	10
<b><u>2010</u></b>			
T1 Wk 6	Report of Preservation experiments	B	20
T2 Wk 8	Develop, Design and Market a product	C	25
T3 Wk 2	Research Nutrition.	D	25
T3 Wks 4-5	Trial HSC Examination Research	A, B, C & D	20
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

The components, weightings and tasks for the HSC Course are set out below.

#### COMPONENT DESCRIPTION

	Component	Weighting
A	Geographical Research	20
B	Interpretation & Synthesis of Geographical Stimulus	30
C	Geographical Writing	40
D	Fieldwork	10

#### ASSESSMENT SCHEDULE

Date	Nature of Task	Component	Max Marks
<u>2010</u>			
T1 Wk 3	Field Trip (Ecosystems at Risk)	ACD	15
T1 Wks 9-10	Semester One Examination	B,C	25
T2 Wk 7	Research Task (Urban Places)	A,C	15
T3 Wk 2	Essay in Class (People & Economic Activity)	B,C	10
T3 Wks 4-5	Trial HSC Examination	B,C	35
<b>TOTAL</b>			<b>100</b>

#### OTHER MANDATORY REQUIREMENTS

12 Hours of Fieldwork.

As this is a competency-based program students are not ranked in order of achievement, rather on a pass/fail of specific competencies. These competencies will be tested throughout the durations of the program as students reach their appropriate level of competency. The classroom teacher will negotiate an appropriate time with the student for these tests to be taken.

The following elective modules will be assessed individually as the outcomes are achieved and as such it is not possible to accurately predict the schedule of assessment periods.

1. Provide food and beverage service
2. Prepare and serve non-alcoholic beverages
3. Prepare and serve espresso coffee

*N.B.*

- *Opportunities for students to demonstrate competencies will be with the use of a class test and performance during practical use of the Coffee Shop.*
- *Units subject to change due to course requirements.*

#### **OTHER MANDATORY REQUIREMENTS**

All students must complete 14 hours of work placement. Failure to do so will prevent a unit being added to the Certificate II in Hospitality Operations..

This is a competency based course. The assessment of competencies within this course is to be criteria referenced. This means that a student's performance is measured against a prescribed standard. This assessment will be ongoing throughout the course and the competencies successfully achieved will be recorded.

The following elective modules may be assessed holistically as the outcomes are achieved and as such it is not possible to accurately predict the schedule of assessment periods.

1. Work with Colleagues and Customers
2. Work in a socially diverse environment.
3. Follow health, safety and security procedures.
4. Develop and update hospitality industry knowledge.
5. Follow workplace hygiene procedures.
6. Serve food and beverage to customers.
7. Prepare and serve non alcoholic beverages.
8. Prepare and serve espresso coffee.

#### **OTHER MANDATORY REQUIREMENTS**

All students must complete 35 hours of workplacement. Failure to do so will prevent the 2 Units of this course being counted towards the total units of your HSC.

This is a competency based course. The assessment of competencies within this course is to be criteria referenced. This means that a student's performance is measured against a prescribed standard. This assessment will be ongoing throughout the course and the competencies successfully achieved will be recorded.

Students have the option to nominate early in Term 2 whether or not they wish to sit this subject for their Higher School Certificate examinations. An assessment mark will be generated from an averaged result from both a half yearly and a Trial examination mark. Remember this subject is a B category subject and only one of these types of subjects can count towards a UAI.

The following elective modules may be assessed holistically as the outcomes are achieved and as such it is not possible to accurately predict the schedule of assessment periods.

9. Participate in environmentally sustainable work practices
10. Implement food safety procedures
11. Provide visitor information
12. Source and present information
13. Prepare and serve espresso coffee
14. Provide accommodation reception services
15. Process financial transactions
16. Perform office procedures
17. Receive and store stock
18. Clean premises and equipment
19. Apply hospitality skills in the workplace

#### **MANDATORY REQUIREMENTS**

- All students must complete 70 hours of workplacement. Failure to do so will prevent the 2 Units of this course being counted towards the total units of your HSC.
- If you initially nominated to sit for the HSC examination and change your mind and do not notify the board of studies you will not be eligible for a HSC result for this subject.

This is a competency based course. The assessment of competencies within this course is to be criteria referenced. This means that a student's performance is measured against a prescribed standard. This assessment will be ongoing throughout the course and the competencies successfully achieved will be recorded.

The following elective modules may be assessed holistically as the outcomes are achieved and as such it is not possible to accurately predict the schedule of assessment periods.

**Unit titles**

Develop and update hospitality industry knowledge  
Work with colleagues and customers  
Work in a socially diverse environment  
Follow health, safety and security procedures  
Follow workplace hygiene procedures  
Organise and prepare food  
Present food  
Prepare and serve espresso coffee  
Prepare and service non alcoholic beverages

**MANDATORY REQUIREMENTS**

- All students must complete 70 hours of workplacement. Failure to do so will prevent the 2 Units of this course being counted towards the total units of your HSC.

This is a competency based course. The assessment of competencies within this course is to be criteria referenced. This means that a student's performance is measured against a prescribed standard. This assessment will be ongoing throughout the course and the competencies successfully achieved will be recorded.

Students have the option to nominate early in Term 2 whether or not they wish to sit this subject for their Higher School Certificate examinations. An assessment mark will be generated from an averaged result from both a half yearly and a Trial examination mark. Remember this subject is a B category subject and only one of these types of subjects can count towards a UAI.

The following elective modules may be assessed holistically as the outcomes are achieved and as such it is not possible to accurately predict the schedule of assessment periods.

*Apply hospitality skills in the workplace*

Clean and maintain kitchen premises

Prepare appetizers and salads

Implement food safety procedures

Prepare sandwiches

Serve food and beverage to customers

Participate in environmentally sustainable work practices

#### MANDATORY REQUIREMENTS

- All students must complete 70 hours of workplacement. Failure to do so will prevent the 2 Units of this course being counted towards the total units of your HSC.
- If you initially nominated to sit for the HSC examination and change your mind and do not notify the board of studies you will not be eligible for a HSC result for this subject.

The components, weightings and tasks for the Preliminary are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	Industry Study	15
B	Industry Related Manufacturing Technology	25
C-D	Major Project	60

Date	Nature of Task	Max Marks
<b><u>2009</u></b>		
T4 Wk 8-9	Project Proposal and Multimedia Industry Task	20
<b><u>2010</u></b>		
T1 Wk 7	Research Report	15
T1 Wks 9-10	Semester One Examination	15
T2 Wk 6	Multimedia Industry Task	15
T3 Wk 2	Major Project Submission	15
T3 Wks 4-5	Trial HSC Examination	20
<b>TOTAL</b>		<b>100</b>

**ASSESSMENT SCHEDULE**

**OTHER MANDATORY REQUIREMENTS**

## INDUSTRIAL TECHNOLOGY - TIMBER PRODUCTS & FURNITURE INDUSTRIES

2 UNIT/2 YEAR

The components, weightings and tasks for the HSC Course are set out below.

### COMPONENT DESCRIPTION

	Component	Weighting
A	Industry Study	20
B	Design & Management	20
C	Workplace communication	10
D	Industry Specific Content & Production	50

### ASSESSMENT SCHEDULE

Date	Nature of Task	Component	Max Marks
<b><u>2008</u></b>			
T4 Wk 7	Major Project Proposal	B, C	10
<b><u>2009</u></b>			
T1 Wks 9-10	Semester One Examination	A, B, C, D	20
T2 Wk 6	Research Report	A, C, D	20
T3 Wk2	Major Project submission	A, B, C, D	25
T3 Wks 4-5	Trial HSC Examination	A, B, C, D	25
<b>TOTAL</b>			<b>100</b>

### OTHER MANDATORY REQUIREMENTS

This is a competency based course. Assessment of the course competencies are ongoing with the successful achievement being recorded towards the achievement of the course outcome. More than one competency may be assessed at one time. Competencies include theoretical and practical skills. Students will be advised as which competencies are being assessed and the criteria by which they are to be assessed.

The following elective modules will be assessed individually as the outcomes are achieved and as such it is not possible to accurately predict the schedule of assessment periods.

1. Follow workplace safety procedures
2. Operate a personal computer
3. Design organisational documents using computer packages
4. Operate computer hardware
5. Operate computing packages
6. Use computer operating system
7. Integrate commercial computing packages
8. Work effectively in an IT environment
9. Communicate in the workplace
10. Create user documentation
11. install and optimise operating system software
12. Provide advice to clients
13. Care for computer hardware
14. Run standard diagnostic tests
15. Apply occupational health and safety procedures
16. Use development software and IT tools to build a basic website

### COURSE REQUIREMENTS

- Students must attempt all of the units of competency.
- Students must complete a minimum of 70 hours of mandatory work placement. (Work placement is a requirement for the 4 units of credit to be counted towards the HSC).
- An external written Higher School Certificate examination will be conducted for this course. The examination is optional. In the year they will complete the course, students will specify whether or not they choose to undertake the external written examination .
- Students sitting for the HSC Exam will have an estimated mark calculated which will be submitted to the Board of Studies in case of illness or misadventure.

### OUTCOME

Depending on the competencies achieved the possible qualification outcomes are:

- A Statement of Attainment towards Certificate II in Information Technology.
- A Certificate II in Information Technology.

This is a competency based course. Assessment of the course competencies are ongoing with the successful achievement being recorded towards the achievement of the course outcome. More than one competency may be assessed at one time. Competencies include theoretical and practical skills. Students will be advised as which competencies are being assessed and the criteria by which they are to be assessed.

The following elective modules will be assessed individually as the outcomes are achieved and as such it is not possible to accurately predict the schedule of assessment periods.

1. Follow workplace safety procedures
2. Design organisational documents using computing packages
3. Operate computer hardware
4. Operate computing packages
5. Integrate commercial computing packages
6. Use computer operating system
7. Work effectively in an IT environment
8. Communicate in the workplace
9. Operate a personal computer
10. Apply occupational health and safety procedures

#### **OTHER MANDATORY REQUIREMENTS**

- Students must attempt all of the compulsory units of competency
- Students must complete a minimum of 35 hours of mandatory work placement. (work placement is a requirement for the 2 units of credit to be counted towards the HSC).

#### **OUTCOME**

Depending on the competencies achieved the possible qualification outcome is:

- A Statement of Attainment towards Certificate II in Information Technology.

*N.B. All students sitting for a HSC in this subject will have an Estimated Mark calculated and will be submitted to the Board of Studies in the case of any Illness or Misadventure with any student.*

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	Law and Society	25
B	Crime	25
C	Focus	50

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2010</u></b>			
T1 Wk 2	Crime Research	AB	20
T1 Wks 9-10	Semester One Examination	A,B,C	20
T2 Wk 4	Focus Study Task I	C	15
T3 Wk 2	Focus Study Task II	C	10
T3 Wks 4-5	Trial HSC Examination	A,B,C	35
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

The components, weightings and tasks for the HSC Course are set out below.

### COMPONENT DESCRIPTION

	Component	Weighting
C1	Module A	25
C2	Module B	25
C3	Module C	25
C4	Module D	25

### ASSESSMENT SCHEDULE

Date	Nature of Task	Component	Max Marks
<u>2009</u>			
T1 Wk 9-10	Semester One Examination	C1, C2	10
T2 Wk 8	Research Assignment	C2, C3	20
T3 WK 2	Practical Skills Assessment	C1 → C4	30
T3 Wks 4-5	Final Examination	C1 → C4	40
<b>TOTAL</b>			<b>100</b>

### OTHER MANDATORY REQUIREMENTS

A minimum of 35 hours of Practical/Fieldwork must be completed and submitted to your teacher in the HSC course to meet the mandatory requirements.

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
<b>A</b>	Knowledge, understanding and skills	<b>80</b>
<b>B</b>	Reasoning, interpretation, explanatory and communicative abilities	<b>20</b>

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 7	In class task	A & B	10
<b><u>2010</u></b>			
T1 Wk 6	In class task	A & B	10
T1 Wks 9-10	Semester One Examination	A & B	25
T2 Wk 9	In class task	A & B	20
T3 Wks 4-5	Trial Examination	A & B	35
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	<b>Component</b>	<b>Weighting</b>
<b>A</b>	Knowledge, understanding and skills	<b>80</b>
<b>B</b>	Reasoning, interpretation, explanatory and communicative abilities	<b>20</b>

**ASSESSMENT SCHEDULE**

<b>Date</b>	<b>Nature of Task</b>	<b>Component</b>	<b>Max Marks</b>
<b><u>2009</u></b>			
T4 Wk 7	In class task	A & B	10
<b><u>2010</u></b>			
T1 Wks 9-10	Semester One Examination	A & B	10
T2 Wk 9	In class task	A & B	10
T3 Wks 4-5	Trial Examination	A & B	20
<b>TOTAL</b>			<b>50</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	Knowledge and skills	40
B	Applications	60

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<u>2009</u> T4 Wk 7	In class task	A & B	15
<u>2009</u> T1 Wk 9-10	Semester One Examination	A & B	30
T2 Wk 10	In class task	A & B	20
T3 Wks 4-5	Trial HSC Examination	A & B	35
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

As this is a competency-based program students are not ranked in order of achievement, rather on a pass/fail of specific competencies. These competencies will be tested throughout the durations of the program as students reach their appropriate level of competency. The classroom teacher will negotiate an appropriate time with the student for these tests to be taken.

The following modules are embedded throughout the program and will therefore be assessed continually throughout the course of the program.

- Manufacturing, engineering and related services industries induction
- Apply principles of occupation health and safety in the work environment
- Plan to undertake a routine task
- Apply quality procedures
- Work with others in a manufacturing, engineering or related environment
- Interpret technical drawing
- Perform Engineering measurements
- Use hand tools
- Use power tools/hand held operations

#### **OTHER MANDATORY REQUIREMENTS**

- All students must complete a 35 hours of workplacement. Failure to do so will prevent the 2 Units of this course being counted towards the total units of your HSC.

*N.B. To sit for a HSC in this subject you must complete 240 hours (2 unit/2 year) to be eligible.*

As this is a competency-based program students are not ranked in order of achievement, rather on a pass/fail of specific competencies. These competencies will be tested throughout the durations of the program as students reach their appropriate level of competency. The classroom teacher will negotiate an appropriate time with the student for these tests to be taken.

Students have the option to nominate early in Term 2 whether or not they wish to sit this subject for their Higher School Certificate examinations. An assessment mark will be generated from an averaged result from both a half yearly and a Trial examination mark. Remember this subject is a B category subject and only one of these type of subjects can count towards a UAI.

The following modules are embedded throughout the program and will therefore be assessed continually throughout the course of the program.

- Perform Engineering Measurements
- Perform Sheet and Plate assembly
- Perform routine Gas Metal Arc Welding
- Use workshop machine for basic operation
- Undertake manual handling

#### **OTHER MANDATORY REQUIREMENTS**

- All students must complete a 70 hours of workplace during the 240 hours of this course. Failure to do so will prevent the 2 Units of this course being counted towards the total units of your HSC.
- If you initially nominated to sit for the HSC examination and change your mind and do not notify the board of studies you will not be eligible for a HSC result for this subject.
- A prerequisite for this course is that you must have successfully completed the 2 Unit/120 Hours Course.

*N.B. All students sitting for a HSC in this subject will have an Estimated Mark calculated and will be submitted to the Board of Studies in the case of any Illness or Misadventure with any student.*

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
<b>PART I</b>	Core Study : World War I 1914-1918: A Source-Based Study	25
<b>PART II</b>	National Study	25
<b>PART III</b>	Personality in the Twentieth Century	25
<b>PART IV</b>	International Studies in Peace and Conflict	25

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 8	Source Analysis	Part I	15
<b><u>2010</u></b>			
T1 Wk 6	Source Research Task	Part II	15
T2 Wk 7	Research/Oral Presentation	Part III	15
T3 Wk 2	Source Research Task	Part IV	15
T3 Wks 4-5	Trial Examination	Part I Part II Part III Part IV	10 10 10 10 } 40
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

NIL

The components, weightings and tasks for the HSC Course are set out below.

#### COMPONENT DESCRIPTION

	Component	Weighting
	Performance Core	10
	Composition Core	10
	Musicology Core	10
	Aural Core	25
	Elective 1	15
	Elective 2	15
	Elective 3	15

#### ASSESSMENT SCHEDULE

Date	Nature of Task	Component	Max Marks
<u>2009</u>			
T4 Wk 7	Composition: Topic 1	Composition Core	10
<u>2010</u>			
T1 Wk 7	Elective 1 (Topic 1)	Elective 1	15
T1 Wks 9-10	Semester One Examination - Aural Exam - Performance Core	Aural Core Performance Core	20
T2 Wk 7	Viva Voce Elective 2 (Topic 2)	Musicology Core Elective 2	25
T3 Wks 5-6	Trial HSC Examination - Aural Exam - Elective 3 (Topic 3)	Aural Core Elective 3	30
<b>TOTAL</b>			<b>100</b>

#### OTHER MANDATORY REQUIREMENTS

Each student must present at least one performance.

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	Core Module One	30
B	Core Module Two	30
C	Option Module One	20
D	Option Module Two	20

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 9	Research Project	A	15
<b><u>2010</u></b>			
T1 Wks 10-11	Semester One Examination	A,B	20
T2 Wk 8	Video Analysis	C	15
T3 Wk 3	Laboratory Report	D	15
T3 Wks 4-5	Trial HSC Examination	A,B,C,D	35
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

**NIL**

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	Making	70
B	Critical and Historical Study	30

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<u>2009</u>			
T1 Wk 6	Research Task	B	15
<u>2010</u>		A	15
T1 Wk 9	Making and Diary - Module Tasks	A	20
T2 Wk 9	Making and Diary - Module Tasks	A & B	20
T3 Wk 2	Examination	A & B	30
T3 Wk 6	Making and Diary - Portfolio of Works		
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

- Students are to complete the Occupational Health and Safety Module.
- Students are required to keep a diary over the duration of the course.
- Students are to develop a portfolio of photographs.

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	Making	70
B	Critical and Historical Study	30

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 7	Making and Diary - Digital Imaging	A	15
<b><u>2010</u></b>			
T1 Wk 7	Research, Making and Diary - Traditions and Conventions	A & B	20
T2 Wk 6	Making and Diary - The Arranged	A & B	20
T3 Wk 2	Examination	A & B	20
T3 Wk 6	Portfolio, Making and Diary - The Temporal Account	A	25
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

- Students are to complete the Occupational Health and Safety Module.
- Students are required to keep a diary over the duration of the course.
- Students are to develop a portfolio of photographs.

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
C1	Space	25
C2	Motors & Generators	25
C3	From Ideas to Implementation	25
O3	Astrophysics/Cosmology	25

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<u>2009</u>			
T1 Wks 9-10	Semester One Examination	C1, C2	10
T2 Wk 8	Research Task	C1, C2, C3	20
T3 Wk 2	Practical Skills Test	C1 → C3	30
T3 Wks 4-5	Trial HSC Examination	C1 → C3 + O1	40
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

A minimum of 35 hours of Practical/fieldwork must be completed and submitted to your teacher in the HSC course to meet the mandatory requirements.

This is a competency based course. The assessment of competencies within this course is to be criteria referenced. This means that a student's performance is measured against a prescribed standard. This assessment will be ongoing throughout the course.

Marks will be generated through formal assessment tasks that will assess both theoretical and practical skills. For each task issued, the student will be made aware of what competencies are being assessed and the marking criteria that is being applied to generate the final mark.

### ASSESSMENT SCHEDULE

Date	Nature of Task	Modules
Semester 1	Ongoing assessment tasks using both theoretical and practical competency testing  Semester one examinations	<ul style="list-style-type: none"> <li>▪ Apply safe work practices</li> <li>▪ Communicate in the workplace</li> <li>▪ Interact with customers</li> <li>▪ Work effectively in a Retail environment</li> <li>▪ Organise &amp; maintain work area</li> <li>▪ Apply "Point of Sale" handling procedures</li> <li>▪ Operate retail technology</li> </ul>
Semester 2	Ongoing assessment task using both theoretical and practical competency testing  Final Examination	<ul style="list-style-type: none"> <li>▪ Perform Stock Control</li> </ul>

### OTHER MANDATORY REQUIREMENTS

All students must complete 35 hours of workplacement. Failure to do so will lead to an "N" determination in this course.

This is a competency based course. The assessment of competencies within this course is to be criteria referenced. This means that a student's performance is measured against a prescribed standard. This assessment will be ongoing.

Students have the option to nominate early in Term 2 whether or not they wish to sit this subject for their Higher School Certificate examinations. An assessment mark will be generated from an averaged result from both a Half Yearly and a Trial examination mark. Remember this subject is a B category subject and only one of these type of subjects can count towards a UAI.

Date	Nature of Task	Modules
T1 Wk 9-10	Ongoing assessment tasks using both theoretical and practical competency testing for each module  Semester one Examination  Ongoing assessment tasks using both theoretical and practical competency testing for each module.	<ul style="list-style-type: none"> <li>▪ Minimise theft</li> <li>▪ Apply 'Point of Sale' handling procedures</li> <li>▪ Balance Point of Sale Terminal</li> <li>▪ Sell products and services</li> <li>▪ Perform retail finance duties</li> <li>▪ Advise on products &amp; service</li> <li>▪ Merchandise Products</li> <li>▪ Perform Stock Control procedures</li> </ul>
T3 Wk 4-5	Trial Examination	

#### OTHER MANDATORY REQUIREMENTS

- All students must complete 70 hours of workplacement. Failure to do so will prevent the 2 Units of this course being counted towards the total units of your HSC.
- If you initially nominated to sit for the HSC examination and change your mind and do not notify the Board of Studies you will not be eligible for a HSC result for this subject.
- A prerequisite for this course is that up must have successfully completed the 2 Unit/120 hours course for Retail Operations.

*N.B. All students sitting for the HSC examination in this subject will have an Estimated Mark calculated which will be submitted to the Board of Studies in the case of any Illness or Misadventure with any student.*

The components, weightings and tasks for the HSC Course are set out below.

#### COMPONENT DESCRIPTION

	Component	Weighting
A Core 1	Lifestyle Chemistry	25
B Core 2	Medical Technology - Bionics	25
C Core 3	Information Systems	25
D Option	Disasters	25

#### ASSESSMENT SCHEDULE

Date	Nature of Task	Component	Max Marks
<u>2009</u>			
T1 Wks 9-10	Semester One Examination	C1, C2	10
T2 Wk 8	Research Task	C1, C2, C3	20
T3 Wk 2	Practical Skills Assessment	C1 → C3	30
T3 Wks 4-5	Trial HSC Examination	C1 → C3 + O1	40
<b>TOTAL</b>			<b>100</b>

#### OTHER MANDATORY REQUIREMENTS

A minimum of 35 hours of Practical/Fieldwork must be completed in the H.S.C. to meet mandatory requirements.

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
<b>A</b>	Core	40
<b>B</b>	Depth Study 1	30
<b>C</b>	Depth Study 2	30

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 9	PIP Outline and research Methodology task	A	25
<b><u>2010</u></b>			
T1 Wks 9-10	Semester One Examination	A,B	20
T2 Wk 9	Depth Study Task	C	15
T3 Wks 4-5	Trial HSC Examination	A,B,C	40
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

Students must submit a Personal Interest Project (PIP) for External Assessment. The PIP contributes 30% of the final external assessment mark.

The components, weightings and tasks for the Preliminary Course are set out below.

#### COMPONENT DESCRIPTION

	Component	Weighting
A	Knowledge & Understanding	50
B	Skill	50

#### ASSESSMENT SCHEDULE

Date	Nature of Task	Component	Max Marks
<b><u>2010</u></b>			
T1 Wk 7	Surf Awareness Skill/Practical	A,B	30
T2 Wk 5	Competition Games	A,B	30
T3 Wk 6	Design Fitness Program, Protocols and Analysis	A	20
T3 Wk 6	Fitness Assessment	B	20
<b>TOTAL</b>			<b>100</b>

#### OTHER MANDATORY REQUIREMENTS

NIL

**COMPONENT DESCRIPTION**

	Component	Weighting
<b>Section I</b>	Religion and Belief Systems - Australia post - 1945	15
	Religion and Non Religion	15
<b>Section II</b>	Religious Tradition Depth Studies	50
<b>Section III</b>	Religion and Peace	20

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 9	Short Answer Questions	Section I	20
<b><u>2010</u></b>			
T1 Wk 9-10	Research Task - Half Yearly	Section II	20
T2 Wk 9	Oral Task	Section II	20
T3 Wk 2	Research Task	Section III	40
T3 Wk 4-5	Trial HSC	Section I, II & III	30
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

Nil

The components, weightings and tasks for the HSC Course are set out below.

#### COMPONENT DESCRIPTION

	Component	Weighting
A	Artmaking	50
B	Art Criticism and Art History	50

#### ASSESSMENT SCHEDULE

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 9	Research presentation	B	15
<b><u>2010</u></b>			
T1 Wk 8	Body of Work progress and diary	A	10
T1 Wks 9-10	Semester One Examination	B	15
T2 Wk 8	Progress review of Body of Works	A	10
T3 Wks 4-5	Trial HSC Examination	B	20
T3 Wk 6	Body of Works	A	30
<b>TOTAL</b>			<b>100</b>

#### OTHER MANDATORY REQUIREMENTS

- Students are required to keep a diary over the duration of the course.
- Students are to develop a Body of Works.
- Term 1 dairy review
- Term 2 Body of Works review

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	Designing and making	70
B	Critical and historical studies	30

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2010</u></b>			
T1 Wk 9	Research Task	B	15
T2 Wk 10	Designing, Making and Diary: Module 1	A & B	25
T2 Wk 10	Designing, Making and Diary: Module 2	A & B	25
T3 Wk 2	Examination	A & B	10
T3 Wk 2	Portfolio of Works & Diary	A	25
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

- Students are to complete the Occupational Health and Safety Module.
- Students are required to keep a diary over the duration of the course.
- Students are to develop a portfolio of work samples.

The components, weightings and tasks for the HSC Course are set out below.

**COMPONENT DESCRIPTION**

	Component	Weighting
A	Designing and making	70
B	Critical and historical studies	30

**ASSESSMENT SCHEDULE**

Date	Nature of Task	Component	Max Marks
<b><u>2009</u></b>			
T4 Wk 9	Designing making and Diary	A & B	15
<b><u>2010</u></b>			
T1 Wk 10	Design making and research	A & B	20
T2 Wk 10	Design making and process Diary	A	20
T3 Wk 2	Examination	B	20
T3 Wk 2	Portfolio of Works and Diary	A & B	25
<b>TOTAL</b>			<b>100</b>

**OTHER MANDATORY REQUIREMENTS**

- Students are to complete the Occupational Health and Safety Module.
- Students are required to keep a diary over the duration of the course.
- Students are to develop a portfolio of work samples.

## SOME KEY WORDS

### The New Higher School Certificate - some key words

To help develop a consistent understanding of some key words in the New HSC, the following glossary provides the meaning of these words as they generally apply across subject areas.

<i>Word</i>	<i>Definition</i>
Account	Account for: state reasons firm report on. Give an account of: narrate a series of events or transactions
Analyse	I identify components and the relationship between them; draw out and relate implications
Apply	Use, utilise, employ in a particular situation
Appreciate	Make a judgement about the value of
Assess	Make a judgement of value, quality, outcomes, results or size
Calculate	Ascertain/determine from given facts, figures or information
Clarify	Make clear or plain
Classify	Arrange or include in classes/categories
Compare	Show how things are similar or different
Construct	Make; build; put together items or arguments
Contrast	Show how things are different or opposite
Critically (analyse/evaluate)	Add a degree or level of accuracy, depth, knowledge and understanding, logic, questioning, reflection and quality to (analyse/evaluation)
Deduce	Draw conclusions
Define	State meaning and identify essential qualities
Demonstrate	Show by example
Describe	Provide characteristics and features

<i>Word</i>	<i>Definition</i>
Discuss	I dentify issues and provide points for and/or against
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between
Evaluate	Make a judgement based on criteria; determine the value of
Examine	I nquire into
Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how
Extract	Choose relevant and/or appropriate details
Extrapolate	I nfer from what is known
I dentify	Recognise and name
I nterpret	Draw meaning from
I nvestigate	Plan, inquire into and draw conclusions about Justify
Justify	Support an argument or conclusion
Outline	Sketch in general terms; indicate the main features of
Predict	Suggest what may happen based on available information
Propose	Put forward (for example a point of view, idea, argument suggestion) for consideration or action
Recall	Present remembered ideas, facts or experiences
Recommend	Provide reasons in favour
Recount	Retell a series of events
Summarise	Express concisely the relevant details
Synthesise	Putting together various element to make a whole

