

# SECTION ONE: GENERAL INFORMATION

## FOREWORD

Welcome to Senior Schooling at Balcatta Senior High School.

At Balcatta Senior High School we want to maximise opportunities for you to enable you to undertake the numerous and exciting challenges that await you. You are now making important decisions which will impact on your future selecting the best option for you requires good information. Being aware of your choices and the policies and procedures applying to senior school will maximise your learning outcomes.

## ***MISSION STATEMENT***

**B**alcatta **S**enior **H**igh **S**chool is a multicultural learning community that seeks the best in all its students. Our holistic approach to education provides a caring, safe and stimulating environment. We are committed to the support of our students as independent thinkers and learners, confident to deal with challenges and enabling them to lead fulfilling lives in today's society.

We recognise that learning is a team effort and encourage effective interaction between students, parents, staff and the wider community.

Balcatta Senior High School is dedicated to the pursuit of excellence in all learning areas. In addition, the school will continue specialist programs in Art, Dance, Soccer and Volleyball. Learning Technologies will be a major part of our future focus.

## SCHOOL OVERVIEW

The school has a current population of approximately 700 students from Years 8 through to 12. It operates in the Perth Education District on a single site 10 km north of Perth on 11.2 hectares of land. A primary extension and academic challenge program also operates from the school catering for gifted and talented students in the Perth District.

Like other government schools Balcatta Senior High School offers a general education catering for all students whatever their interests or current levels of attainment. In addition, it distinguishes itself from other schools by running the following special programs:

- + Art
- + Dance
- + Volleyball
- + Soccer

These form a major part of the school's profile. The first two of these form part of the Education Department's Special Secondary Placement Program (SSPP) and are supported by additional funding from the Education Department. They are instrumental in attracting to the school a significant number of students from beyond the school's immediate catchment area. These students tend to be characterised by an above average level of general academic ability, creativity and motivation, thus enhancing the tone of the school and benefiting all students. Along with the volleyball and soccer programs, the existence of these programs enhances the prestige and status of the school within the wider community.

Another important aspect of the school's profile is the multicultural nature of the school population. A third of the students were born in countries other than Australia or come from homes where English is not the first language. Balcatta is also a second stage ESL school where students learning English are given English language support while participating in mainstream programs. A full-time specialist ESL teacher is provided as part of this support. Both Italian and Indonesian languages are taught as part of the schools' LOTE programme. Balcatta is able to enrol full fee paying international students. The School Council operates as a school decision making group. Regular contact is made with parents via school council meetings; a three weekly newsletter, scheduled parent teacher evenings' student performances and special events. Parents and staff make contact with each other when specific needs arise. A dress code has been adopted and students are expected to adhere to the policy which has been in operation since 1996.

The Churches Commission and the school support a Chaplaincy service in the school. Other specialist staff include a nurse, Aboriginal and Torres Strait Islander Education Officer, teachers of English as a Second Language, Reading Resource teacher, Technology Co-ordinator and Year Co-ordinators attached to each year.

## VISITOR PARKING AND VISITORS:

### Parents:

- \* Parents visiting the school should not go directly to classrooms or teachers unless an appointment has been made.
- \* Visitors should go directly to the front office where a visitors pass will be issued.

### Ex-Students:

- \* Ex-students should report to the front office where Deputies will determine if permission is to be given to visit other areas of the school.

**Visitors Park** is only in car parks at either end of the school (Library and Art areas). Traffic wardens patrol Poincaire Street so visitors/parents parking in this street need to be aware of restrictions.

# ETHOS

Balcatta Senior High School is a place of learning. Therefore we aim to provide an environment in which students may learn effectively in cheerful and caring surroundings where there is respect and consideration for each other and personal property.

In order to provide this environment, the following Rights and Responsibilities are outlined.

## RIGHTS AND RESPONSIBILITIES OF SCHOOL COMMUNITY:

<b>All members of the school community have the right to:</b>	<b>All members of the school community have the responsibility to:</b>
<ul style="list-style-type: none"> <li>Participate in an environment, which promotes effective learning.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that their actions do not interfere with another person's working and learning.</li> </ul>
<ul style="list-style-type: none"> <li>Be treated respectfully and courteously.</li> </ul>	<ul style="list-style-type: none"> <li>Show respect and courtesy to others.</li> </ul>
<ul style="list-style-type: none"> <li>Work in and enjoy a safe, clean and pleasant environment.</li> </ul>	<ul style="list-style-type: none"> <li>Respect student, staff and school property.</li> </ul>
<ul style="list-style-type: none"> <li>Work and learn in a co-operative, creative and peaceful atmosphere.</li> </ul>	<ul style="list-style-type: none"> <li>Keep our environment safe, clean and pleasant.</li> </ul>
<ul style="list-style-type: none"> <li>Have their property respected.</li> <li>Achieve their potential.</li> </ul>	<ul style="list-style-type: none"> <li>Promote a co-operative, creative and peaceful atmosphere.</li> <li>Develop their potential and to assist others in doing the same.</li> </ul>
<ul style="list-style-type: none"> <li>Feel proud of their achievements.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that they do not bring discredit on the school.</li> </ul>
<b>Parents have the RIGHT to:</b>	<b>Parents have the RESPONSIBILITY to:</b>
<ul style="list-style-type: none"> <li>Be informed of course and curriculum material, behaviour management procedures, and decisions affecting their child's health and welfare.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that their child attends school; or provides satisfactory written explanations.</li> </ul>
<ul style="list-style-type: none"> <li>Be informed of their child's progress.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure their child complies with the school dress code.</li> </ul>
<ul style="list-style-type: none"> <li>Access a meaningful and adequate education for their child.</li> </ul>	<b>Parents are Encouraged to be Responsible for:</b>
<ul style="list-style-type: none"> <li>Be heard in an appropriate forum on matters related to the rights of their child to an appropriate education.</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring that the physical and emotional condition of their child is at an optimum for effective learning.</li> </ul>
	<ul style="list-style-type: none"> <li>Ensuring that their child is provided with appropriate materials to make effective use of the learning environment.</li> </ul>
	<ul style="list-style-type: none"> <li>Supporting the school in providing a meaningful and adequate education for their children.</li> </ul>
	<ul style="list-style-type: none"> <li>Observing the school's 'Visitors' Procedures</li> </ul>

Government regulations state that SMOKING is not permitted on the school grounds. In addition, Students are not permitted to smoke while travelling to and from school. **A zero tolerance policy** to all drug taking operates at the school.

### Useful Staff Contacts:

	<i>Extension</i>
Principal	Via reception
Associate Principal	Via reception
Associate Principal	Via reception
Senior School Co-ordinator	VMB 278
School Psychologist	VMB 243
Careers Officer	VMB 246
Registrar	VMB 227
Nurse	VMB 248
Chaplain	VMB 259
Student Services Co-ordinator	VMB 254
Individual Subject Teachers	Via reception
AIEO	Ext 262
Canteen	Ext 229

### STUDENT LEADERSHIP

There are several levels of school leadership currently in operation. Year 12 students only can be elected to be prefects. Students need to nominate and eight prefects are elected into the position by student and staff votes. The position of head boy/girl is filled from amongst the prefect body by interview with the Principal.

The school prefects take on responsibility as heads of the student house groups - ICE, FIRE and WATER. The prefects other main roles are to represent the year 12 students, to be a forum for discussion on school issues, to represent the school at various functions and to organise functions for year 12 students.

The student council is made up of student representatives from each year group who are elected by their peers.

There are:

- Two for Year 8, 9 and 10
- Four for Year 11
- Eight for Year 12 (they are called Prefects).

**Mission Statement:** The student council exists to represent student needs, organise events, improve the school environment, and to be role models in the school and community.

**Character Qualities of a Student Councillor:** The top five character qualities that every student councillor should demonstrate are:

- Good communicator
- Confidence
- Honest/Trustworthy
- Attentiveness
- Good Role Model

**Election of Councillors:** Next year's Year 12 councillors are elected at the end of term 3, and commence as the prefects in term 4 (while they are in Year 11).

Year 9, 10 and 11 councillors are nominated and elected in term 1, week 2.

Year 8 councillors are elected after the orientation camp in term 1.

**How the Election Works:** Student must be nominated by another student, and the form handed into the Year Co-ordinator. The Year Co-ordinator then meets with all nominated students, to discuss responsibilities, roles, etc. When the Year Co-ordinator is happy with the nominated student's understanding of being a student councillor, both of them sign the form.

Nominated students then have to give a two minute speech at their year assembly on who they are and why they should be elected as a councillor.

The election is then held for each year group, to be run with the help of the Electoral Commission.

**Student Council Meetings:** The student council meets at lunchtime every second week. The Year 12 Prefects meet on the alternative week. There is a student council retreat, to be held in term 1. This will be an overnight stay, with one full day also devoted to developing teamwork, relationships, leadership, and focussing on issues for the year.

**Form Representatives:** Each form class will elect a representative, who will meet with their Year Co-ordinator and the appropriate student councillors from their year. Meeting times and frequency are up to the Year Co-ordinator.

Prefects, House Captains and Head Boy/Girl: Year 12 student councillors are called prefects. There are eight, from whom one male and one female is selected to the head boy and head girl. Other prefects become House Captains.

Each prefect is interviewed by the Principal, Year 12 Co-ordinator, and last year's Head Boy and Girl. They then choose the new Head Boy and Girl, and make the announcement at the next full school assembly.

**BOOKHIRE:** The school operates a **TEXT BOOK HIRE AND RESOURCE LEVY SCHEME**, which means that you do not have to purchase text books in addition to paying school charges. Our school charge includes provision of text books and resources to students in the classroom, which is very economical for parents. All text books remain the property of the school and must be returned at the end of the year.

### **CHARGES FOR 2003**

Payments will be received at the school between 8.30 a.m. – 12.30 p.m. Tuesday 28<sup>th</sup> and Wednesday 29<sup>th</sup> January, prior to school commencing Monday 3<sup>rd</sup> February. *Cheques* should be made payable to Balcatta Senior High School and the school accepts *Bankcard, Visa Card* and *Master Card*.

It is appreciated that some parents will find themselves having difficulty in meeting charges. In such circumstances, parents are invited to discuss the matter with the Registrar.

**SECONDARY ASSISTANCE SCHEME:** This is a Government assistance scheme available to parents or legal guardians who are holders of one of the following cards current at 1 February 2003 **OR** who are the recipients of new cards at any time between 1 February and 17<sup>th</sup> April 2003.

➤ Pensioner Concession Card

- Health Care Card \*\*\* (Family card only, not for a specific child for medication)

#### Cards are issued by either *Centrelink* or the *Department of Veterans Affairs*.

Clothing allowance (all years) \$115 in 2002 (2003 to be advised).

**To be eligible** cardholders must have children:

1. whose birth date is on or after 1 January 1987
2. who are enrolled in years 8 to 12\* (\*only for those students who turn 16 in 2003)  
*and*
3. are doing a full time secondary course.

**\* Important Note:** Applications must be received prior to Thursday 17<sup>th</sup> April, 2003, late applications will not be accepted unless there are extenuating circumstances. ie new student from overseas or transfer from another State.

Students are ineligible who:

- turn 17 years of age in 2003;
- receive bursaries, and/or scholarships of more than \$500 or are in receipt of the Commonwealth Aboriginal Secondary Grants Scheme (Abstudy);
- have previously claimed the allowance at another school in 2003; or
- have their own Health Care Cards.

## SECTION TWO: POLICIES AND PROCEDURES

### Balcatta Senior High School Behaviour Management in Schools

#### Good Standing Policy

Good standing is a status held by post compulsory school aged students. Its purpose is to assist students in taking responsibility for their own learning. All students will commence their courses with **GOOD STANDING**. The Good Standing Policy of Balcatta Senior High School is designed as a safety net assisting post compulsory students to achieve to their potential. The policy recognises the need for all parties to actively participate in learning whilst allowing the flexibility to cater for students individual needs.

Post compulsory students must maintain a good standing status to participate fully in the school programme including extra curricular activities such as excursions, school ball, camps etc.

**Maintaining Good Standing** requires that students must maintain the following standards.

Satisfactory progress as indicated by the school and Secondary Graduation requirements.

Meeting acceptable school attendance requirements.

Complying with the schools Code of Conduct.

Whilst the Good Standing Policy is designed to be positive and support students in getting the most out of their post compulsory schooling, the school Education Act 1999, section 95 states:

*“The Principal of a government school may exclude from attendance at the school:*

- a. *A student who is enrolled under section 80 or 81 if:
  - (i) *The students’ attendance at the school is not satisfactory;*
  - (ii) *The student is not participating in the educational programme of the school in a way that is of benefit to his or her educational progress;*
  - (iii) *The student has failed to comply with a requirement of any applicable code of conduct for students at the school.”**

#### **LOSS OF GOOD STANDING:**

A student loses his/her good standing when the student fails to meet the requirements of the act

Loss of good standing will continue for the remainder of the academic year. (*Unless reinstated. See below*)

Loss of good standing will still allow the students to participate in all academic activities essential to the learning programme.

#### **REINSTATING GOOD STANDING:**

All students begin the school year with good standing. Good standing could be reinstated after a minimum period of 10 weeks if the student formally requests a review and is subsequently successful. Appeals need to be in writing to the Year Co-ordinator and signed by both student and parents.

#### **TRANSFER ARRANGEMENTS:**

All students will commence at Balcatta Senior High School with good standing status however a student not in good standing at a previous school could be placed on a stage 1 contract at the time of enrolment.

### **SATISFACTORY ATTENDANCE:**

- a. Students must maintain a good record of attendance. A student who is absent for 5 periods/days or more per term is deemed to be at risk of achieving to his/her potential. It is a student's responsibility to initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to attendance and assessment. (See Year 11 & 12 Assessment Policy for details).
- b. Specially scheduled assessment tasks. Absence from a specially scheduled assessment task (including tests and examinations) must be explained according to the assessment policy.

Where possible, advance notification of absence is required.

- c. Prolonged Absence:

Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student's learning program.

### **EDUCATIONAL PROGRESS:**

The educational progress of a student is a key element of Good Standing. Attendance and behaviour are both factors which may influence educational progress. A student must show progress by meeting assessment policies as stipulated by the school. Failure to do this without an agreed negotiated alternative may result in loss of Good Standing. The school will encourage and assist in the exploration of alternative educational options for the student should their progress not be satisfactory. The school will decide at what stage attendance and behaviour is significantly impacting on educational progress in consultation with staff and parents.

### **BEHAVIOUR:**

The school's Behaviour Management plan is applicable to all students enrolled at the school regardless of age. This means that the school's Behavioural Aims, Rights and Responsibilities (Code of Conduct or Behaviour) apply to post compulsory students.

### **SUSPENSIONS IN UPPER SCHOOL:**

Any suspension of a student enrolled in a post compulsory programme will automatically mean a loss of Good Standing and a return from suspension on a contract.

All post-compulsory students receive the Good Standing Policy. Students and parents MUST read and sign the policy, noting the contents of the policy and return it to their relevant Year Co-ordinator before course enrolment can take place. The Good Standing Policy will form part of the enrolment process for new students in post compulsory.

***I have received and read the Good Standing Policy:***

Student's signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

## Dress Code Policy

A dress code exists for all students attending the school.

A school dress code:

- ✦ assists in building school and team spirit;
- ✦ encourages equity among students;
- ✦ is practical and reduces financial stress on families;
- ✦ assists in identifying 'visitors' to the school;
- ✦ fosters and enhances the public image of the school;
- ✦ prepares students for work, as many work places have dress and safety codes;
- ✦ ensures students are safely dressed for specific school activities;

**Availability of Dress Code Items:** Dress code items may be purchased from the school. Contact the school for opening times. Dress code items without the school logo can be obtained from C & A Fashions at Warwick Grove Shopping Centre.

### **Modifications To The Dress Code:**

Students who, for religious or health reasons, may wish to modify the school dress code are required to make an appointment with the appropriate Associate Principal for their year level.

### **Students not following the dress code will receive:**

- ✦ counselling on the benefits of a dress code;
- ✦ parental contact;
- ✦ assistance/support in obtaining suitable clothing, if necessary; and
- ✦ a pass for an agreed length of time for dress modification.

*Students repeatedly not following the dress code may be denied the opportunity to represent their school at official school activities, which include excursions, sporting and social events.*

### **DRESS CODE REQUIREMENTS**

- ✦ All students are required to dress in plain NAVY BLUE bottoms.
- ✦ Senior school students wear white polo tops with sleeves and collar.

- ✦ No non-school based slogans, motifs, stripes, patterns or black clothing will be accepted.
- ✦ Excessive make-up or jewellery is not appropriate.
- ✦ Shorts - navy blue (with or without school logo)
- ✦ Jeans - blue only (not black)
- ✦ Skirts (pleated or straight) - navy blue only
- ✦ School windcheater or jumper - navy blue (with or without school logo)
- ✦ Tracksuit pants - navy blue (not black)
- ✦ School zip-up jacket – can only be ordered from school.
- ✦ Leavers jumpers for Years 11 & 12 only.

**FOOTWEAR:** Shoes and socks or stockings, sandals with or without socks. No thongs, high heels or health sandals. It is a safety requirement that students attending Manual Arts, Home Economics and Science wear covered footwear.

### **PHYSICAL EDUCATION:** Students **MUST CHANGE** for Phys Ed.

- ✦ Shorts/skirts, tracksuit pants and plain tops are required.
- ✦ Phys Ed T-shirts and school Phys Ed shorts are available through the Physical Education Office.
- ✦ Sports gear to be worn only during Phys Ed classes.
- ✦ Hats and SPF30 sunscreen should be worn while participating in outdoor Physical Education.

### **SPECIAL DANCE AND SPECIAL VOLLEYBALL:**

Navy blue or white tops with or without school-based dance or volley ball motifs. These special programmes have separate dress requirements for practise and performance. Items are available for purchase through the school.

### **SWIMMING POOL DRESS REQUIREMENTS:**

*Attire in the Pool Area:*

- ✦ Bathers (preferably one piece)
  - ✦ Hat/cap
  - ✦ T-Shirt
- Sunscreen (supplied by student – available from the school in emergencies).

# ASSESSMENT POLICY

## Years 11 and 12

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**Definition:** The term “assessment” refers to the various categories of tasks to measure a student’s achievement: out-of-class and in-class assignments, tests, exams, performances (eg dance, drama, music) and practical work.

**Aims:** The criteria for the School Assessment Policy will be those recommended by the Curriculum Council, that is, “fair, reliable and valid” for all students. The Year 11 and 12 Assessment Policy follows the guidelines stipulated by ‘Assessment, Moderation and Grading’ in the Curriculum Council’s *Syllabus Manual, Year 11 and 12 Accredited Subjects, 2000*. These guidelines will apply to all subjects in TEE, non-TEE and Common Assessment Framework courses. In all of these types of subjects examinations now form only a proportion of the final grade. It is essential that students, parents and teachers become aware of the importance of each of the various assessment tasks and the necessity for meeting deadlines for all assessments.

1. All courses of study will be subject to continuous assessment with marks distributed across all facets of the course according to the assessment policy for each subject.
2. Students will be graded against criteria defined by grade-related descriptors or performance criteria (CAF).
3. Two formal examination sessions per year will be conducted for Year 11 and Year 12 students for all TEE subjects and, where appropriate, non-TEE and CAF subjects.
4. Reports will be prepared and issued to students and parents at the completion of each semester. These reports will indicate the progress of

the student at the relevant stage of the course of study.

5. At the conclusion of the year, students will be notified of their final grades and/or numerical assessment prior to their being forwarded to the Curriculum Council.

### Teachers’ Responsibilities:

1. Year 11 and Year 12 students will be issued with a copy of the Curriculum Council Syllabus and assessment parameters (Common Assessment Framework or Assessment Structure) for each subject. A copy of the Curriculum Council Syllabus for all subjects will also be available in the School Library.
2. All students will be notified, within the first two weeks of the course or unit of their assessment programme for each subject studied. These programmes will outline how a student’s performance will be measured, including the approximate timing (eg Week 3, Week 5, etc) and weighting of each assessment task. CAF subjects should also include the conditions and outcomes of each assessment. (Students will be given at least one week’s notice of specific assessment dates and due notice of any changes to the assessment programme.

### Students’ Responsibilities:

1. It is the students’ responsibility to be present on assessment dates for in-class assessments and to ensure that out-of-class assessments are submitted by 3.10 p.m. on the due date.
2. In the case of a legitimate absence, alternate arrangements will be made according to the procedures outlined in the following chart:



**Plagiarism, Collusion and Cheating:** Assignments or other work copied from published material (without acknowledgment), which is thus not the student's own work will not be accepted. A penalty as established by subject departments will be imposed. If cheating is established (test, examination, production, assignment) then the students involved will be given zero for that assessment.

**Student Who Commence A Course Late In The School Year:**

1. Year 12 students will not be permitted to enter a new course of study after the 31<sup>st</sup> of March. Year 11 students will not be permitted to enter a new course of study after the 3<sup>rd</sup> May. Students must complete the assessment tasks in order to compensate for the section of the subject missed, or have demonstrated competency in the outcomes for CAF subjects.

**OR**

2. Late transfer into a new subject (after 31<sup>st</sup> March or 3<sup>rd</sup> May):

Teachers will attempt to establish what course work has already been completed and the student will be informed of what additional work needs to be done in order to avoid any disadvantage to that student. Year 11 and Year 12 students need to be aware that a change of subject after the allowed date may result in "Unfinished" for the new subject if the students do not meet all of the assessment requirements or demonstrate the achievement of subject outcomes or objectives. Students need to meet the assessment requirements for any subject and may take two years for subject completion.

**Students Who May Be Disadvantaged:** As a general rule, no matter what kind of disability or impairment, the criteria for awarding marks and grades will remain consistent in the interests of fairness for all students.

***I have received and read this Assessment Policy:***

***Student's signature:*** \_\_\_\_\_

***Parent/Guardian's signature:*** \_\_\_\_\_

## YEAR 11 & 12 - EXAMINATION DOS AND DON'TS (RULES)

- 1\* Students should write **clearly with pen** unless otherwise instructed.
  - ✚ 2\* Don't put stray marks on multiple choice papers. If two boxes for any question are marked, the question will automatically be marked wrong.
  - ✚ 3\* Arrive at the examination room 10 minutes prior to the exam commencing.
  - ✚ 4\* Observe all instructions given by the supervisor.
  - ✚ 5\* Reading time means reading only is allowed.
    - No writing
    - No highlighting
    - No underlining
    - No use of calculators
  - ✚ 6\* No writing paper, books, etc. to be bought into the examination room unless specified.
  - ✚ 7\* The use of dictionaries is not permitted. (*unless otherwise indicated*).
  - ✚ 8\* No communication between students is permitted at any time. Students wishing to speak to the supervisor must raise their hand to attract attention.
  - ✚ 9\* Pencil cases are not permitted on the desk at any time during the examination.
  - ✚ 10\* Students are advised to carefully check all their equipment before entering the examination room. The sharing of equipment is not allowed.
  - ✚ 11\* Students are not permitted into the examination room after the expiration of half an hour from the time fixed for the commencement of the exam other than under exceptional circumstances - in which case, students should contact the school **prior** to their late arrival.
  - ✚ 12\* No candidate to whom an examination paper has been supplied will be allowed to leave the examination until after the expiration of one hour from the commencement of the work period of the examination or during the final fifteen minutes of the examination.
  - 13\* Students should write their name clearly and neatly on all books/paper written on.
  - ✚ 14\* Students will be warned 15 minutes prior to the exam finishing.
  - ✚ 15\* Students are not to leave the room until all papers are collected.
  - ✚ 16\* Talking is not permitted in the examination room at any time.
  - ✚ 17\* Smoking eating and drinking are not permitted in the examination room.
  - ✚ 18\* Students are required to obey any school rules regarding dress, smoking etc. The school has the right to ask any student who does not meet the requirements to leave the school premises.
  - ✚ 19\* Students are not to remove any examination material unless permission is given.
  - 20\* No moving/shuffling of furniture, chairs or desks is permitted during examination.
  - 21\* Go to toilet in advance. (*Can't leave exam room - unless emergency - and then supervised.*)
  - 22\* Don't waste time using liquid paper.
- ✚ **These are all SEA Curriculum Council) TEE Examination Instructions.**
- NOTE: Students are expected to be in Code of Dress during examination times.**
- Straight from TEE examination instructions:*

**BREACHES OF EXAMINATION RULES:**

It is the responsibility of all candidates to ensure that they understand all instructions relating to the examinations. The following penalties will normally apply to breaches of the examination rules:

**IMPERSONATION OF CANDIDATE:**

Cancellation of all papers and exclusion from remaining examinations in that year, and the matter will be reported to the police.

**COLLUSION BETWEEN CANDIDATES:**

Cancellation of that subject paper of each of those involved, together with an inspection of prior papers in any common examination for evidence of collusion.

**POSSESSION OF UNAUTHORISED MATERIALS:**

Cancellation of whole or parts of a candidate's paper where unauthorised materials are considered to be relevant to the subject being examined (whether or not actual use is established.)

**MARKING ON AUTHORISED MATERIALS:**

Cancellation of whole or parts of a candidate's paper where markings in tables, data books or dictionaries etc are considered to be relevant to the subject being examined (whether or not actual use is established).

**REMOVAL OF EXAMINATION MATERIALS:**

Unauthorised removal of examination materials from the examination room will result in cancellation of part(s) removed, and the matter may be reported to the police.

**EXAMINATION ROOM BEHAVIOUR:**

Blatant disregard of examination room regulations will result in the removal of the candidate from the examination room.

**FROM SCHOOL ASSESSMENT POLICY:**

Students who are absent from (a test or) an examination:

Any student who is absent from an examination will be given a zero mark for that examination unless:

- Alternative prior arrangements have been negotiated between the student and the school or:
- The parent telephones the school, ideally on the day of the examination, to discuss the absence and:
- A medical certificate stating the student is unfit to sit the examination is presented to the school.

If a student ultimately misses a formal examination, the student may be credited with an examination mark equal to the average examination mark of students judged by the teacher as having a similar demonstrated performance at the same stage of the year.

Students who are absent for tests or examinations should report to the teacher as soon as possible after returning to school. At the discretion of the teacher it may be possible for the student to sit for the same or similar test/examination at a later date.

*(In all the above cases, the final decision rests with the Principal).*

# POLICY FOR THE USE OF LEARNING TECHNOLOGIES

As a student of Balcatta Senior High School you have access to a range of learning technology resources. These are to be used for educational purposes only. They include:

- ✦ www
- ✦ personal e-mail account
- ✦ general Microsoft products
- ✦ subject related software
- ✦ personal print account
- ✦ personal work folder

The following guidelines relate to your responsibilities when using the school's computer facilities.

**Inappropriate Material:** Students may not access, send, receive or store inappropriate material via the school's electronic communication systems. Examples of this material include: pornography, participation in chat rooms, obscene or threatening language, material which may incite harmful or dangerous behaviour, illegal or discriminatory material and chain mail.

You should advise your teacher immediately if you accidentally access or receive any material that may be considered inappropriate.

**Copyright:** It is illegal to reproduce work that is protected by copyright unless permission has been granted by the copyright owner or, it falls within the parameters of copyright law. Ask a teacher if you are unsure of your rights and responsibilities.

**Plagiarism:** Plagiarism is illegal. This is the reproduction of someone's work and claiming it as your own. Ask a teacher to advise you on correct referencing techniques.

**Educational Purpose:** Use of the school's learning technology resources is to be limited to activities that have a direct educational purpose. The sending or receiving of advertised material, junk mail, nuisance material or material which may harass is not allowed. If you are unsure about a communication seek teacher advice.

**Care and Maintenance:** Equipment should be handled with care. Damaged or missing equipment should be reported to a teacher immediately.

To avoid clutter, students should check their folder and e-mail regularly and remove unwanted files and messages.

Students may not store programmes or applications in their folders.

**Privacy and Security:** Accessing, damaging or destroying another student's files is a serious offence. Students should not reveal their access password to anyone.

Parents, teachers and officials may inspect the contents of students' files.

**Viruses:** Virus protection has been installed on the school's network. However, caution should be applied when accessing any material on-line and when using disks and materials from another system.

Ask a teacher for advice before doing something which may lead to virus importation.

**Printing:** Printing is restricted to educational use. Until further notice, teachers will advise students of any costs associated with printing in their learning area.

**Consequences** Failure to comply with this policy may result in restricted or denied computer access. Illegal incidents may be referred to the appropriate community agency.

## SECONDARY HOMEWORK POLICY

### **Rationale:**

At high school levels, the completion of set homework and assignment work by students becomes increasingly important. Not only does this work consolidate and reinforce what is taught in the classroom but it also can affect the child's assessment for a particular unit of work.

Homework can also be given to extend the student beyond what was taught or to provide for remediation. It provides an opportunity for research and to complete unfinished work.

### **Purpose:**

To establish a procedure to identify homework and provide support structures to assist students to complete homework goals.

### **Broad Guidelines:**

Homework is of 4 types.

1. *Casual Homework:* Completing work not finished in the classroom; preparation for school for the next day by making sure that all equipment is in good order and ready; that questions a student may wish to ask about work that is not understood are prepared for the appropriate teacher; pre-reading and writing short summaries.
2. *Set Homework:* Teachers will allocate specific homework on a regular basis. Students will be given a date to complete and submit this. This homework may include research and answering questions, doing specific exercises from text books and attempting worksheets.
3. *Assignment Work:* While working through units, students may be given assignment work. Ample time will be allocated for the completion of this work. Assignment work will often extend the student beyond work taught in the classroom and students may be given opportunities to do some research work in the library during school time if required.
4. *Home Study:* In order to gain the most out of time spent at doing formal schoolwork, students need to develop a good understanding of concepts taught in all subject areas. Maximum understanding is reached if students regularly read through and write out these concepts in their own words. This of course is what studying is all about and all students need to have a regular programme of study. A homework study timetable should be prepared as indicated in the homework notebook. Recommended homework and study times for students who wish to do well are also outlined on this page.

Students should work out a homework timetable in conjunction with their parents and teacher. Again study should be regular and concentrated. Where a student has difficulty with a concept or an area of work, that student must arrange to see the teacher concerned in order to get help. The student should continue to ask for help until a good understanding has been reached. Teachers need to make every effort to ensure that this is the case.

Parents will be informed where students regularly fail to submit homework by the use of a standard notice.

### **Homework Notebook:**

Each student will be issued with a homework notebook at the beginning of the year. All homework set must be written in this book on the appropriate space by the students. It is the teacher's responsibility to ensure that when the homework is given students are allowed sufficient time to write the work into their homework books.

All homework set is issued a completion date and collected or dealt with on that day. Any extensions given must be seen to be fair in the eyes of students who have completed the work. Work handed in late could be penalised.

**Reading and Recommended Study Times:**

It is recommended that all students be encouraged to read at home every day to improve fluency and enjoyment of reading. In the secondary school a minimum of 30 minutes daily should be set aside for reading, in addition to set homework. This means that every student has at least half an hour of homework (reading) every day. Suggested study times for Year 11 and 12 students is 4 plus hours per night - 5 nights per week.

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>Weekend Times</b>
4 pm								
5 pm								
6pm								
7pm								
8pm								
9pm								
10pm								



# UPPER SCHOOL BALL POLICY

## CODE OF CONDUCT AGREEMENT

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The Ball is the premier social event of a student's high school career. However, it is a privilege and not a right. As such a particularly high standard of behaviour is required from those attending. Therefore, these rules will be strictly enforced.

1. The possession or use of alcohol or any illegal substance at or before the function will result in the student or guest not being admitted or being removed from the premises and sent home at his or her cost. As this is a school event students may also be sanctioned under the school's Behaviour Management Policy.
2. **Smoking is not permitted.** A disregard for this rule will result in a student or guest being removed from the venue and being sent home at his or her cost.
3. Standards of dress and personal behaviour are expected to reflect the formal nature of the occasion.
4. Students and their guests must obey the lawful instructions of staff or other authorised persons.
5. Students and their guests will not be permitted to leave the venue until the end of the function, unless a prior arrangement has been made in writing. Students or guests who leave the venue without permission will not be re-admitted.
6. Once students have left the venue all "duty of care" towards them ceases. No responsibility whatsoever is undertaken for a student's or guest's behaviour or personal safety once they have left the premises.
7. Students or guests who are sent home under the above code of conduct will not have their admission charges refunded.
8. All invited guests of students are required to sign an agreement with the school agreeing to this policy.

## USE OF STUDENT VEHICLES

Parents and Students are advised that the following conditions apply to the driving of student owned vehicles on school property during normal school hours.

1. **Driving** - Extreme caution must be used when entering and leaving school parking areas. With the large number of students and other vehicles present, a strict 10 km speed limit must be adhered to on school property.
2. **Parking** - Specific parking bays are set aside for student use. (See map on reverse). No other parking areas are to be used. Parking areas are out of bounds at all times other than when arriving or departing school grounds.
3. **Car Use** - Students may not use their vehicle during normal school hours, specifically recess and lunch times and sport periods, unless **SCHOOL** permission has been obtained. Parental permission alone is **NOT** sufficient.
4. **Passengers** -Parents of students who receive lifts to and from school with another student, are requested to provide the school with a letter of consent giving details of driver and passenger(s).

***NB: Failure to adhere to these instructions will result in the loss of parking rights on school property and/or the depositing of keys with the school administration during normal school hours.***

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

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

Vehicle Make: \_\_\_\_\_

Colour: \_\_\_\_\_

Registration: \_\_\_\_\_

Principal

Dated: \_\_\_\_\_

## SECTION THREE: CERTIFICATION AND COURSE ENROLMENTS

### POST COMPULSORY OPTIONS

Post Compulsory schooling provides many options. Students generally aim for one or more of the following:

- ⊠ Leave school with the intention of finding employment generally at the completion of Year 10, 11 or 12.
- ⊠ Completion of Year 10, 11 or 12 to enter a TAFE pre-apprenticeship, certificate or diploma course.
- ⊠ Enter a traineeship agreement and continue Year 11 and 12 at school or with an employer.
- ⊠ Complete high school graduation and gain the Western Australian Certificate of Education (WACE).
- ⊠ Achievement of a Tertiary Entrance Rank. (TEE) to provide direct access to a university program.
- ⊠ Entrance to university via alternate (non TER) pathway.

In considering your options if you select a course in upper school:

- ⊠ Will the subjects/courses you select give you the necessary background to allow you to fulfil your ambitions.
- ⊠ Does the course content interest you?
- ⊠ Are you able to achieve success in the subjects/courses you have selected?

Success in upper school studies very much depends on you and your commitment. Staff will help and guide you, your parents will encourage and support you, however, success depends very much on you. If you choose your subjects wisely and consider your options realistically and choose your subjects wisely, upper school can be an enjoyable, challenging and rewarding experience.

# WESTERN AUSTRALIAN CERTIFICATE OF EDUCATION - W.A.C.E.

To qualify for the *Western Australian Certificate of Education* a student must have satisfied the requirements for Secondary Graduation. These are:

- (1) An average grade of C in eight full year (or equivalent) Curriculum Council Accredited Courses, provided that:
  - (a) the student concerned has completed\* the equivalent of at least ten full year curriculum Council Accredited Courses and
  - (b) the equivalent of at least four full year courses at Year 12 level have been used in the calculation of the “average grade of C” and
- (2) Curriculum Council English Language Competence.  
A student can gain this by:
  - (a) obtaining a grade of C or better in one of the following Year 12 Curriculum Council Accredited Courses:
    - ⊖ English Literature
    - ⊖ Senior English
    - ⊖ English for ESL students **OR**
  - (b) achieving a pass in the Curriculum Council English Language Competence Test.  
This requirement is different from the competence in English requirements for university admission.

### **Accumulating Results:**

A student can accumulate his/her results towards Secondary Graduation over six years.

### **Grade Averages:**

The calculation of the grade average for full year courses is done by converting each grade of A, B, C, D or E to a grade value of 5, 4, 3, 2, or 1 respectively. An average grade of C or better is achieved if the sum of the eight grade values divided by 8 is greater than or equal to 3. For semester courses, the grade values are halved for this calculation.

This means that the four highest grades from Year 12 will be counted and the next four highest grades which may be either Year 11 or 12.

## CALCULATING ELIGIBILITY FOR THE WESTERN AUSTRALIAN CERTIFICATE OF EDUCATION

Consider the following student record listed in grade order:

Course	Course Duration	Grade	Duration Value d	Grade Value g	Grade Score d x g
Business Fin Mgt 2 (Yr 12)	Full	A	1	5	5
Comp Fundamentals (Yr 11)	Full	A	1	5	5
Comp Accounting (Yr 11)	Half	A	0.5	5	2.5
History (Yr 11)	Full	B	1	4	4
Business Fin Mgt 1 (Yr 11)	Half	B	0.5	4	2
Comp Operations (Yr 12)	Full	C	1	3	3
Senior English (Yr 12)	Full	C	1	3	3
Senior English (Yr 11)	Full	C	1	3	3
Fin Records Mgt (Yr 11)	Half	C	0.5	3	1.5
History (Yr 12)	Full	D	1	2	2
Office Admin 2 (Yr 12)	Full	D	1	2	2
Office Admin 1 (Yr 11)	Half	D	0.5	2	1
Keyboard Appls (Yr 11)	Half	E	0.5	1	0.5
Sum of all course duration values			10.5		
Sum of duration values for selected courses	8				
Sum of grade scores for selected courses					29.5

In this illustration:

1. The sum of the course duration values is 10.5. This meets the first condition for the student to complete the equivalent of at least ten full year Curriculum Council Accredited Courses.
2. The sum of the duration values for the selected courses equals 8 with 4 full Year 12 courses in the selection.
3. The weighted average = Sum of grade scores for the selected courses ÷ 8  
= 29.5 ÷ 8  
= 3.7

Steps 2 and 3 meet the condition that:

- ⊢ the sum of the course duration values for the Year 12 courses used in the calculation of the weighted average is at least 4
- ⊢ the sum of the duration values for all the courses selected to determine the weighted average is at least 8
- ⊢ and the weighted average is at least 3

Hence, this student satisfies the grading requirements for Secondary Graduation including English Language Competence.

### Completion of Equivalent Year 11 Studies:

The completion of the equivalent of year 11 studies overseas, interstate or through TAFE is recognised for determining eligibility for Secondary Graduation.

## RECOGNITION OF PRIOR LEARNING

Evidence of Previous School or TAFE Performance for Recognition of Prior Learning.

If you are applying for enrolment at Balcatta Senior High School you must provide the school with evidence of your previous school or TAFE performance. This will allow the school to:

- a. make a record of the grades that you have previously gained  
or
- b. allocate you credit for grades on the basis of your previous study.

To have grades recorded and allocated you will need to

- a. complete the Evidence of Previous School Performance Form,
- b. provide a certified photocopy of your previous results  
and
- c. forward both of these to the Associate Principal Senior School.

If your results are in a foreign language you must provide a certified copy of a translation of your results. Please note that a certified copy **MUST** be signed and stamped by the issuing institution, a Justice of the Peace, a Commissioner for Declarations, or this school. The stamp **MUST** show the name, designation and address of the person signing the document.

Examine the table below to see what results you must submit when applying for credit grades.

Previous Study	Results Submitted	Grades Recorded
Sat for the TEE prior to 2003 Sat for Year 11 and or Year 12 in Western Australia in 2001 or 2002 but not eligible for mature-age entry.	WACE Final Year 11 school report.	Whatever is recorded on the WACE The equivalent of four full year C Grades is the preferred requirement.
Sat for Year 11 and/or Year 12 in another Australian State or overseas but not eligible for mature-age entry.	Final certificate or school report gained.	Grade points will be allocated.

You need to keep the following in mind.

1. If you believe that you are entitled to more credit than allocated by the school you will need to apply directly to the Curriculum Council.
2. If you have fewer than four Year 11 grades "C" grades (or equivalent studies) you may not be able to complete your WACE secondary graduation in a single year.
3. Overseas students who submit forecast results will be allocated credit provisionally. You must submit your actual results when they become available so as to have your allocated credit ratified.

If you receive credit for Year 11 from studies interstate or overseas, or from TAFE certificates, you must take at least FIVE Year 12 subjects to enable you to complete graduation in 2003.

### **Repeating a Course:**

A repeated course can only count once towards Secondary Graduation. The Curriculum Council will use the higher grade.

### **Statement of Results:**

A Statement of Results is given to all students who complete at least one Accredited Course. The statement will record:

- ⌞ grades achieved in Curriculum Council Accredited Courses (A, B, C, D or E)
- ⌞ achievement of English language competence requirement
- ⌞ completion of requirements for Secondary Graduation for the awarding of the WACE
- ⌞ achieving of awards associated with Secondary Graduation (such as the Certificate of Excellence)
- ⌞ results and awards achieved in Tertiary Entrance Scoring courses
- ⌞ National Training Modules completed
- ⌞ Structured Work-based Learning programs completed

Students who leave before completing Year 12 can apply to the Curriculum Council for a Statement of Results indicating completed courses.

### **Pathways:**

At Balcatta Senior High School, Secondary Graduation can be achieved through the study of:

1. accredited (approved by the Curriculum Council) Tertiary Entrance subjects which prepare a student for university entrance,  
**and/or**
2. accredited Non-Tertiary Entrance Subjects which prepare a student for employment or further education, which may include TAFE, **but not a university,**  
**or**
3. embedded\*\* Vocational Education & Training (VET) subjects, in addition to subjects from 1 and 2 above, which prepare a student for university, further education, or employment.

Students desiring a vocational pathway should choose:

an English unit

Work Studies [highly desirable] (Year 11 D686) (Year 12 E686) or SWL D962.

Additional subjects making a total of SIX in Year 11 and a minimum of FIVE in Year 12 related to the vocational direction.

# TERTIARY ENTRANCE REQUIREMENTS

For all tertiary institutions you must:

1. Achieve Secondary Graduation requirements prescribed by the Curriculum Council.
2. Establish competence in English by graduating with a mark of at least 50 in either TEE English, English Literature or English as a Second Language. As there is some variation between universities, candidates should check the requirements in the relevant university handbooks.
3. Have a sufficiently high Tertiary Entrance Rank (TER) to qualify for entry to your particular course/institution. The TER is calculated on your best 4, or 5 TER subjects, including English, and at least one List 1 (Humanities/Social Sciences) subject, and, at least one List 2 (Quantitative/Science) subject.
4. Achieve a satisfactory standard in prerequisite subjects.

## TERTIARY ENTRANCE RANK (TER)

Introduction:

University entry is a matching process of the people who want to go to university and the number of places that are available. To assist in this process, TEE students are ranked and places offered based on their Tertiary Entrance Rank (TER).

What is a TER? A TER is a number between 99.95 and zero that reports your rank position relative to all other students. It takes into account the number of students who sit the TEE in any year and also the number of people of school leaving age in the total population.

If you have a TER of 70.00 for example, it indicates that you are equal to or better than 70% of the school leaver age population. (It does not mean your TES is 70% of the maximum possible score of 510).

What Are The Advantages of a TER? The TER directly reports a student's position relative to other students. A student with a TER of 75.00 is equal to or better than 75% of the school leaving age population. A similar statement cannot be made about a student's TES. All that can be said is that a TES of say, 345 is better than any TES which is lower.

The TER allows for more accurate comparisons from year to year. The TER calculation takes into account the number of students who sit the TEE in any year and also the number of people of school leaving age in the total population.

The TER allows the results of any WA student applying for university admission interstate to be easily converted to an interstate equivalent. The TER is on the same scale as the Interstate Transfer Index (ITI) which is used by all states to provide a fair and reliable method of comparing Year 12 results between states.

## ACCUMULATION OF TEE SCALED MARK AND THE TER

Murdoch University and the University of WA have changed their requirements. Both universities will now **allow** the accumulation of TEE scaled marks for the purpose of calculating a school leaver Tertiary Entrance Rank (TER).

Murdoch University – TEE scaled marks that contribute to a school leaver TER can be accumulated over a maximum of 3 consecutive years. This change means that Curtin

University of Technology, Edith Cowan University and Murdoch University policies are now the same.

The University of WA will allow TEE scaled marks that contribute to a TER to be accumulated over a maximum of two consecutive years. This applies to all courses at UWA.

The requirement for the calculation of a mature age two-subject TER has not changed. For ALL universities, both of the subjects that contribute to a two subject TER must be taken in the same year.

**EXAMPLES:** A number of examples of how TES are calculated at present are given below. In these examples, non tertiary entrance subjects have been ignored.

For subjects which contribute to the Tertiary Entrance Score, the results used will be a 50/50 composite of TEE results (that is the external examinations at the end of Year 12) and school assessments. All assessments are scaled before they are used for tertiary admission purposes.

**Example 1 - Four Tertiary Entrance Subjects:**

	Scores
List 1 subject	66
List 1 subject	64
List 1 subject	56
List 2 subject	72

$$\frac{66 + 64 + 56 + 72}{4} = 64.5$$

Multiply by 5 TES= 322.5

**Example 2 - Five Tertiary Entrance Subjects:**

	Scores
List 1 subject	80
List 1 subject	62
List 2 subject	79
List 2 subject	83
List 2 subject	85
List 2 subject	55

\* 4 subject average

\* 5 subject average

$$\frac{80 + 62 + 85 + 83}{4} = 77.50$$

$$\frac{80 + 62 + 85 + 83 + 79}{5} = 77.80$$

The best result is the 5 subject average which is 77.80

Multiply by 5 TES= 389.00

Variation:

Year 11 students must study SIX SUBJECTS. Year 12 students may either study FIVE OR SIX.

Only one of the subjects in the following combinations will count in the calculation of the TER:

1. Chemistry and Physical Science
2. Physics and Physical Science
3. Discrete Mathematics and Calculus
4. Discrete Mathematics and Applicable Mathematics
5. English and English Literature
6. Human Biology and Biology

**TEE SUBJECTS STUDIED ON A PRIVATE BASIS:**

Students wishing to sit TEE subjects on a private basis must enrol with the Curriculum Council. Marks for subjects undertaken on a private basis will be based on the TEE mark only (out of 100).

Results in English studied on a private basis can be used in the calculation of the TER. Marks for all other TEE subjects undertaken on a private basis may be used in the calculation of a TER. No subject taken on a private basis may be used to meet Secondary Graduation requirements.

# TAFE REQUIREMENTS

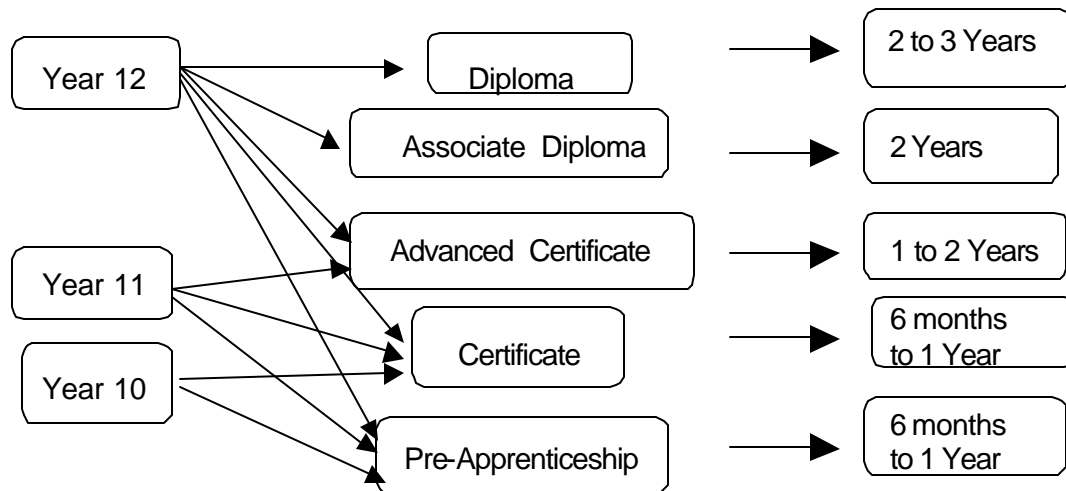
If you are contemplating a TAFE course after Year 11 or Year 12, check the TAFE Selection Criteria Summary in the relevant TAFE Handbooks. These detail all course requirements including minimum entrance requirements, general academic merit and preferred subjects.

TAFE is Western Australia's largest sector of education and training. It offers a broad range of courses ranging from para-professional to trades. Students can select from approximately 800 courses. Course selection books are available from Mr Castensen.

TAFE has 10 different areas of study.

1. Agriculture
2. Applied Sciences
3. Architectural and Building Studies
4. Art, Design and Fashion
5. Engineering
6. General Studies
7. Health and Community Care
8. Hospitality and Tourism
9. Management, Business and Commercial Studies
10. Pre-apprenticeships

There are four levels of awards granted by TAFE and students can enter these with varying levels of schooling.



In recent years, TAFE has become more of a post Year 12 option. Although Year 10's and Year 11's can gain entry into Pre-apprenticeship, Certificate and Advanced Certificate (Year 11 only) courses, preference is given to Year 12 students and competition is very keen in some courses.

Many TAFE courses lead to university courses. Students can gain entry into some university courses in the same subject area upon successful completion of either an Associate Diploma or Diploma course and be given advanced standing (i.e. the university course will be shortened).

The admission requirements to Technical and Further Education (TAFE) have changed dramatically in the last few years.

There are now many more full-time courses and entry is often very competitive.

TAFE have published the minimum entry requirements and selection criteria for each course. These are available in the TAFE Course Selection Books.

There are up to five parts to the selection criteria for entrance into TAFE courses:

**1. Academic Merit: (20 points)**

Selection is based on the aggregate of four subjects with minimum grade C. For some courses TAFE stipulates specific subject(s) which are required for calculation of the Academic Merit score, for others this is left open. Students will need to check the selection criteria for the particular course in which they are interested.

School grades are given a points rating: A = 5 points, B = 3 points, C = 2 points.

Therefore 4 Year 11 or Year 12 subjects have a maximum score of 20 points.

**NOTE:**

That the scores achieved in Year 10 units are halved: A = 2.5, B = 1.5, C = 1.

Therefore 4 Year 10 units have a maximum score of 10 points.

Please note that TEE subjects and General WACE subjects are given equal weighting. For example, an A in Senior English is worth 5 points and a C in TEE English is worth 2 points. The degree of difficulty is not a factor.

**2. Preferred Subjects (20 points).**

Some courses list preferred subjects. If you are studying these subjects in Year 12 and gain a C or better you can gain an extra 1 or 2 points for each subject.

**3. Work Experience/Employment (Up to 10 points depending on reliance).**

Students can gain a range of extra points for having experience in the workforce

- a. School-based work experience and Structured Workplace Learning
- b. Part-time unrelated employment
- c. Part-time related employment
- d. Related voluntary work
- e. Full-time employment
- f. Related full-time employment

Points vary from course to course. The more recent and the more relevant the work experience, the more points you can gain. **Full documentation of any work experience will have to accompany your application.**

**4. Interview/Folio**

- ‡ Some courses require students to attend an interview or present a Folio (e.g. Art and Design).
- ‡ Students will need to gain high enough points in sections 1, 2 and 3, before being asked to attend an interview or present a folio.

By taking some courses or subjects, you may be eligible for exemptions. Details regarding exemptions are located in, "Your TAFE Guide to Advanced Standing for

Secondary Students”, published by the Western Australian Department of Training, Perth: June, 1996. pp 13-15. Teachers will advise you of possible exemptions to which you may be entitled. However, any student who wishes to have TAFE recognise RECOGNITION FOR PRIOR LEARNING (RPL) should be aware of the requirements.

“Many Curriculum Council Accredited Courses cover a portion of TAFE subjects or Modules, but not all. In these instances it is not realistic to expect a Standard Exemption”.

“Students seeking RPL will need to plan for it from the beginning of their school course. They should contact their local TAFE College of specific information. They will need to provide a *‘portfolio of evidence’* to support their RPL claim.

A *‘Portfolio of evidence’* normally contains all or as many a possible of the following items.

- ⊠ Copies of course outlines and assessment programs so the TAFE lecturer awarding RPL can compare the school course studied with the TAFE subject./s for which credit is being claimed;
- ⊠ Copies of assessment tasks completed for the school course;
- ⊠ Copies of relevant work such as letters, essays, layouts, folios of drawings, laboratory reports, workplace reports, models etc relevant to the TAFE subject/s for which credit is being claimed;
- ⊠ Copies of school reports, certificates or statements about education and training, short courses etc.
- ⊠ Details of relevant work-based learning or work experience;
- ⊠ Copies of statements, references of articles about your employment or community involvement;
- ⊠ A partially completed log of skills;

The TAFE College Information Service will be able to give details of the type of evidence that will be required for RPL for particular TAFE subjects, The requirements may vary from subject to subject.

### **Structured Workplace Learning:**

Students will have the opportunity to complete a minimum of 120 hours (approximately three weeks) or work placement during the year. For most students this will be completed by working one day per week.

Referenced against specific criteria, grades in all subjects are awarded through ongoing assessment.

*\*\* Embedded means containing a component of a National Broad Based Module Industry Competency which entitles the subject to be accredited with VET status.*

## PROPOSED TEE COURSES

TEE COURSES If you wish to be eligible for university studies you need to select at least four (4) TEE courses with at least one (1) course from List 1 and one (1) from List 2. English may be included but is not regarded as a List 1 or List 2 course.

### TEE COURSES

	LIST 1 - MINIMUM YEAR 10 PREREQUISITES	STAGE	GRADE
ENGLISH D004	Individual Teacher Recommendations	6	C
ART D630	Broad reading, viewing and writing skills. Demonstrated ability in Art and individual teacher recommendations	-	-
DRAMA STUDIES D647	Demonstrated ability and interest in Theatre.	5	B
ECONOMICS D304	Successful completion of Year 10 Society & Environment and individual teacher recommendations.	5	B
ENGLISH LITERATURE D005	Broad reading, viewing and writing skills and individual teacher recommendations.	6	B
GEOGRAPHY D305	Successful completion of Year 10 Society & Environment and individual teacher recommendations	5	B
HISTORY D306	Successful completion of Year 10 Society & Environment and individual teacher recommendations	5	B
ITALIAN D010	Successful completion of 5.2 Italian (or strong background knowledge).	5.2	B
	<b>LIST 2 - MINIMUM YEAR 10 PREREQUISITES</b>		
ACCOUNTING D200	One English Unit	5	C
	One Mathematics Unit	5	C
BIOLOGY D402	Biological Change	6.2	B
CHEMISTRY D403 (Path A)	Chemical Change	5.3	B
(Path B)	PLUS: Mining, Chemistry & Industry	6.3	High C
	PLUS: Chemical Change OR	5.3	High B
	This Chemical World:	4.2	High A
FOUNDATIONS OF MATHEMATICS D501	Mathematical Development	At least Stage 5	High B Or better
GEOMETRY & TRIG D503	Mathematical Development	Stage 6	High B
HUMAN BIOLOGY D406	Biological Change	6.2	High C
INTRO CALCULUS D505	Mathematical Development	Stage 6	B
PHYSICAL SCIENCE D408 (Path B)	Chemical Change	5.3	C
	OR This Chemical World	4.2	A
PHYSICS D409 (Path A)	Forces, Motion and Energy	6.4	High C
(Path B)	The World of Light & Sound	4.3	High A
INFORMATION SYSTEMS (D238)	Mathematical Development	5.4	High B
	OR Mathematical Development	6.4 or 6.3	C

**Courses in Year 11 & 12 will only run if sufficient students select the course.**

**Students are strongly advised to follow the selection advice in order to maximise their chances of success.** Poor performance (a D or E grade) in Upper School subjects will disadvantage students in their applications for various tertiary courses. The above advice constitutes the minimum entry requirements for Year 11 subjects and should not be seen as a guarantee of success. Very few students succeed in TEE subjects if they have not met the suggested pre-requisite Year 10 grades.

**GENERAL WACE COURSES:** do not directly contribute to a Tertiary Entrance Score, but are equal to TEE subjects for the Western Australian Certificate of Education and can lead to significant TAFE courses.

ART AND DESIGN **(D631)**

AUTOMOTIVE WORKSHOP (PART A) (Semester 1) **(D288)**

METAL TECHNOLOGY (PART A) (Semester 2) **(D272)**

BUSINESS INFORMATION TECHNOLOGY **(D231)**

DANCE STUDIES **(D636)**

DIGITAL MEDIA **(D236)**

DRAMA (non TEE) **(D634)**

EARLY CHILDHOOD STUDIES **(D656)**

FINANCIAL PROCEDURES AND RECORDS MANAGEMENT (Part 1) (Semester 1) **(D704)**

OFFICE ADMINISTRATION (Part 2) (Semester 2) **(D707)**

FOOD PRODUCTION **(D709)**

FURNITURE DESIGN & TECHNOLOGY **(D271)**

GRAPHICS DESIGN **(D286)**

HEALTH STUDIES **(D664)**

ITALIAN FOR BEGINNERS **(D073)**

MATHEMATICS IN PRACTICE **(D510)**

PERSONAL INFORMATION TECHNOLOGY **(D233)**

PHYSICAL EDUCATION STUDIES **(D600)**

PRACTICAL GEOGRAPHY **(D301)**

SENIOR ENGLISH **(D007)**

SENIOR SCIENCE **(D411)**

STRUCTURED WORKPLACE LEARNING **(D962)**

TECHNICAL GRAPHICS (previously Technical Drawing) **(D282)**

VISUAL COMMUNICATION - PHOTOGRAPHY **(D283)**

WORK STUDIES **(D686)**

**PLEASE NOTE:**

1. Students should not consider taking Year 11 subjects if they do not have the pre-requisite levels. If in doubt you must see your Counsellor or Head of Department.
2. Students should be aware that it is the policy of this school that students should not continue into Year 12 with courses that they fail, or fail to complete at the end of Year 11.
3. Most courses of a practical nature have additional charges attached to them to cover bulk purchases of consumables, travel, entry to outside venues etc. Check the section on school fees for details.

