



ANDREW'S CATHEDRAL SCHOOL

## Eligibility requirements for the Award of ROSA and/or HSC

Year 10-12 2018



heart  
mind  
life



ST ANDREW'S  
CATHEDRAL  
SCHOOL  
FOUNDED 1885



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FOUNDED 1885

# Eligibility Requirements for the Award of ROSA and/or HSC

NAME OF POLICY:	Eligibility requirement for the award of ROSA and/or HSC
DATE OF APPROVAL BY COUNCIL/RELEVANT PERSON:	October 2017
DATE FOR REVIEW:	October 2018
POLICY STATUS:	Current
CONTACT PERSON:	Director of Learning Senior College
DISSEMINATION:	Available on relevant 'Schoolology' Year page, parent portal, Teaching and Curriculum Tile on School Portal
REPLACING POLICY:	October 2016
RELATED POLICIES:	'N' Determination Policy 2018 Disability Provisions Policy 2018



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## Policy

To be eligible for a Record of School Achievement (RoSA), students must have:

- attended a Government school, an accredited non-government school or a recognised school outside NSW
- attended classes for the majority of the year
- satisfactorily completed the mandatory NESA curriculum requirements (see below-ACE 4007)
- satisfactorily completed the required school-based assessment program
- completed Year 10 (ACE 4001)

### 1. Pattern of Study - Mandatory curriculum requirements

#### Year 10

The following are the NESA mandatory curriculum requirements for the award of a RoSA:

- courses in each of English, Mathematics, Science, and Human Society and Its Environment are to be studied substantially throughout each of Years 7–10, with 400 hours in each to be completed by the end of Year 10. Included in the Human Society and Its Environment requirement are 100 hours each of History and Geography to be studied in both Years 7–8 and Years 9–10, and including Australian history and Australian geography.
- courses in each of Creative Arts and Technological and Applied Studies are to be studied, with 200 hours in each to be completed by the end of Year 10. Included in the Creative Arts requirement are 100 hours of Visual Arts and 100 hours of Music a course in Personal Development, Health and Physical Education is to be studied in each of Years 7–10, with 300 hours to be completed by the end of Year 10.
- one language is to be studied for at least 100 hours, over one continuous 12-month period between Years 7 and 10, preferably in Years 7–8.

#### Years 11 and 12

To qualify for the Higher School Certificate, students must satisfactorily complete a Preliminary pattern of study comprising at least twelve (12) units and an HSC pattern of study comprising at least ten (10) units.

Both the Preliminary and HSC patterns must include:

- at least six (6) units from Board Developed Courses;
- at least two (2) units of a Board Developed Course in English;
- at least three (3) courses of two Unit value or greater (either Board Developed or Board Endorsed courses);
- at least *four* (4) subjects

To satisfy pattern of study requirements for the Higher School Certificate a student may count a maximum of six (6) Preliminary units and six (6) HSC units from courses in Science.



## **1.1. Procedures for tracking mandatory hours/patterns of study**

### **What, how, when and by whom are these requirements tracked?**

To keep track of the mandatory required hours a spread sheet is kept containing the hours taught in each course. This information is also stored in the timetable program – Edval. This information is monitored by the Deputy Head of School (Administration and Welfare).

In order to keep track of Year 11 and 12 students completing mandatory patterns of study, Edval is used.

When students drop or pick up subjects the Director of Learning Senior College, along with the Academic Administrative Coordinator will cross check that unit requirements are being met.

## **2. Students Undertaking Life Skills courses in Stage 5 or Stage 6**

Students undertaking Life Skills courses in Stage 5 or Stage 6 can undertake these courses in combination with other Board developed and/or Board Endorsed Courses to meet the requirements for the award. Students will be assessed on their achievement of the Life skills outcomes identified in the planning process for the individual student. Students can demonstrate achievement of outcomes in a number of ways and across a range of environments including the school, community and the workplace. Students may achieve their outcomes independently or with support. (See Ace 7009- determining whether outcomes have been achieved independently or with support.)

### **2.1 Procedures for students Undertaking Life Skills courses in Stage 5 or Stage 6**

#### **What, how, when and by whom.**

The Director of Learning and Enrichment along with The Director of Learning Senior College will meet with parents whose children are undertaking the Life Skills Courses to explain curriculum and expectations.

They will also meet with the relevant staff to discuss relevant programming and assessment for the student.

The classroom teacher will be responsible for the programming and will be supported by a member from the Enrichment and Learning department where necessary.

A member from the Enrichment and Learning Department will remind Teachers of assessment modifications should a student wish to take assessments and/or examinations.

The Academic Administrative Coordinator will send out the outcomes to the relevant classroom teacher for completion and then upload the completed outcomes to Schools Online.

## **3. Students Transferring or Leaving in Stage 5 or Stage 6**

### **3.1 Procedures for students who transfer from another school**

When a student transfers from another school it is up to the Registrar to collect relevant reporting and course completion requirements from the previous school. The Registrar must know whether the student has completed All My Own Work for Years 11 and 12 (unless they are completing Life Skills). This is then to be reported to the Director of Learning Senior College and the Academic Administrative Coordinator and uploaded onto Edumate under the student's profile.

### **3.2 Procedure for students who leave in Stage 6**

If a student decides to finish their schooling prior to the HSC, the Director Learning Senior College will check their eligibility and once this has been confirmed an application for a ROSA will be made on Schools Online. The Academic Administrative Coordinator will send the ROSA credential to the parents.



#### **4. Disability provisions**

See Disability Provisions Policy

#### **5. Satisfactory completion of courses of study**

A course will be deemed to have been satisfactorily completed if a student has met assessment and attendance requirements.

##### **5.1 Procedures for satisfactory completion of courses**

###### **What, how, when and by whom**

The teacher and Leader of Learning will be responsible for checking whether assessment requirements have been met.

All teaching staff inform their Leader of Learning when students do not complete an assessment task or do not complete the task satisfactorily. The Leaders of Learning are responsible for keeping track of missed assessment tasks and with the help of the Director of Learning Senior College, determining whether assessments tasks have been completed to a satisfactory standard by all students. (See also N Determination policy).

The PA to the Head of the Senior College, Administration will be responsible for checking attendance requirements for 10-12.

If attendance requirements are not being met, the student and the parents will meet with the Head of Senior College to create an attendance plan. If the student cannot meet the requirements their enrolment at the school will be reviewed prior to the consideration to the Head of School.

Year 10, 11 and 12 students are enrolled in 'Students online' by the Academic Administrative Coordinator so they are recorded as being eligible for RoSA.

#### **6. Non-completion ('N' Determination)**

See 'N' Determination Policy

#### **7. Compliance with other course requirements**

See above Satisfactory Completion of Courses of study.

#### **8. All My Own Work**

Year 10 students must complete All My Own Work in Term 4 or early Term 1 in order to be eligible to be entered onto NESA. (This does not apply to Life Skills students).

##### **8.1 Procedures for All My Own Work**

###### **What, how, when and by whom.**

All My Own Work will be completed during tutorial time and supervised by the tutor.

Results will be issued to the Director of Learning Senior College and passed onto the Academic Administrative Coordinator to enter into Schools Online.

Any students who are new to the school will need to complete All My Own Work. The Director of Learning Senior College will ensure that they complete this. The Academic Administrative Coordinator will contact a student's previous school in order to confirm its completion if the student says they have completed it and the Registrar hasn't noted it.