

Last Updated: 2 April 2019

Credentialling of Stage 6 Life Skills courses

ACE 7010

Last Updated: 4 December 2017

Students who satisfactorily complete a Stage 6 Life Skills course will have the course reported on their Higher School Certificate (HSC) credentials, or, if students leave before completing their HSC on the Record of School Achievement credentials. Stage 6 Life Skills courses are reported with the notation 'Refer to Profile of Student Achievement'. The Profile of Student Achievement is a cumulative record of the student's achievement of Life Skills outcomes for any course satisfactorily completed in Stage 5, Year 11 or Year 12.

Schools submit information on *Schools Online* regarding outcomes that have been achieved, either independently or with support, for all students undertaking Stage 6 Life Skills courses at the time of collection of Preliminary grades or HSC assessment marks.

Outcomes achieved in School Developed Board Endorsed Life Skills courses will not be reported on the Profile of Student Achievement.

Students will receive the HSC Profile of Student Achievement together with any other HSC credentials being awarded.

Students who leave school prior to gaining the HSC will receive the Profile of Student Achievement in conjunction with the award of the RoSA or Transcript of Study. Students not eligible to be awarded a RoSA can access a Transcript of Study through *Schools Online*.

Credentialling Higher School Certificate courses

ACE 8030

Last Updated: 1 April 2019

All students who meet the eligibility, pattern of study and assessment requirements are entitled to the award of a **Higher School Certificate** and a **Record of Achievement**.

Credentialling Higher School Certificate courses: non-completion ('N') determinations and withholding of courses by NESAs

ACE 8031

Last Updated: 1 April 2019

NESA may **withhold** a course if a student is found to have engaged in malpractice, a non-serious attempt or a non-attempt at the examination(s).

Where a student receives a **non-completion ('N') determination** in a course, that course will not appear on the student's Record of Achievement. In some cases this will mean that the student will not meet the pattern of study requirements and hence will be ineligible for the award of the Higher School Certificate in that year.

Consequences of a non-completion ('N') determination or withholding of a course

An 'N' determination or NESA decision to withhold a course will have the following consequences:

- the course will not contribute in that year to the required pattern of study
- in a course in which a student is also studying a related Extension course, neither that course nor the related Extension course will contribute in that year to the required pattern of study. However, withholding of an Extension course or a non-completion in an Extension course has no effect on the related 2-unit course.

If the 'N' determination or NESA's withholding of the course results in a student not satisfactorily completing the required pattern of study, the student may complete the pattern by either repeating that course or by undertaking one or more other courses within the five-year accumulation period.

If a student is found to have engaged in malpractice in examinations for more than one course in any single year, then all courses attempted in that year may be withheld by NESA. Students may, however, meet the requirements for the award of the Higher School Certificate within the five-year accumulation period.

NESA **will not withhold** the Higher School Certificate or Record of Achievement for reasons related to school management or codes of conduct, such as non-payment of fees, participation in prohibited activities, non-wearing of school uniform or misuse of school equipment.

The basis for withholding the Higher School Certificate is the Education Act 1990, Section 95.

Credentialling HSC VET courses

ACE 8032

Last Updated: 1 April 2019

Where students have completed the requirements for the Higher School Certificate, satisfactory completion of an **HSC VET course** is reported on the Higher School Certificate credentials. The course is listed on the HSC Record of Achievement together with the HSC unit credit value. No mark is reported. The HSC Record of Achievement also refers to separate vocational documentation.

For all students who have fulfilled the requirements of an **AQF VET qualification**, the vocational documentation consists of the relevant certificate and an accompanying Transcript of Competencies Achieved. Students who have achieved partial completion of an AQF VET qualification receive a Statement of Attainment, which lists all units of competency achieved towards the qualification.

HSC VET courses delivered by TAFE are reported on the HSC Record of Achievement with the annotation Refer to TAFE Transcript. Students receive additional documentation from TAFE with detailed information regarding the TAFE subject studied and results obtained.

For students entered for the **HSC examination in a 240-hour VET Industry Curriculum Framework** course, the examination is reported as a separate entry on the HSC Record of Achievement.

The HSC Record of Achievement shows:

- an examination mark derived from the HSC external examination
- an HSC mark, equal to the examination mark
- a performance band, determined by the HSC mark.

Students who have satisfactorily completed an HSC VET course and are leaving school without completing the Higher School Certificate will have their HSC VET course credentialled on the Record of School Achievement (RoSA) or the Transcript of Study (for students ineligible for the RoSA). Students will also receive the appropriate AQF qualification (see above).

Credentialling HSC VET Board Endorsed Courses

ACE 8033

Last Updated: 1 April 2019

The HSC Record of Achievement is awarded to students who complete the requirements for the Higher School Certificate.

VET Board Endorsed Courses **studied at school** are reported on the HSC Record of Achievement without a mark and with the annotation 'Refer to Vocational Documentation'.

VET Board Endorsed Courses **delivered by TAFE** will be reported on the HSC Record of Achievement without a mark and with the annotation Refer to TAFE Transcript. The HSC Record of Achievement will report only the primary descriptor of the TAFE-delivered course title. Students receive additional documentation from TAFE that provides more detailed information regarding the TAFE courses studied and results obtained.

Students who have satisfactorily completed an HSC Board Endorsed VET course and are leaving school without completing the Higher School Certificate will have that course credentialled on the Record of School Achievement (RoSA) or the Transcript of Study (for students ineligible for the RoSA). Students will also receive the appropriate AQF qualification.

HSC assessment: VET Industry Curriculum Frameworks HSC examination

ACE 8096

Last Updated: 25 July 2018

Changes to ACE rules and procedures are occurring to reflect the Stronger HSC Standards reforms.

NESA strongly encourages all ACE users to review the [Summary of Changes](#) that may impact the below.

The HSC examination is independent of the competency-based assessment undertaken during the course and has no impact on student eligibility for AQF VET qualifications.

Students must **enter separately** for the examination.

The **examinable outcomes and content**, including a list of the examinable units of competency that the examination is based on, are contained in the syllabus for the VET Industry Curriculum Frameworks Course Information.

The **HSC examination specifications**, which describe the format of the external HSC examination, are contained in the assessment and reporting document for the Industry Curriculum Framework.

The VET Industry Curriculum Framework HSC examination is **reported** as a separate entry on the HSC Record of Achievement. The mark achieved by the student in the examination is reported on the HSC Record of Achievement. The mark may be used by the Universities Admissions Centre (UAC) to contribute to the student's **ATAR**.

Students who complete a VET Industry Curriculum Framework HSC examination and are leaving school without completing the Higher School Certificate will have their VET Industry Curriculum Framework examination reported on the Record of School Achievement (RoSA) or the Transcript of Study (for students ineligible for the RoSA).

Last Updated: 2 April 2019

Higher School Certificate credentials

ACE 8101

Last Updated: 1 April 2019

The Higher School Certificate testamur

The HSC testamur is awarded to students who have fulfilled all eligibility requirements.

The Higher School Certificate Record of Achievement

An HSC Record of Achievement is issued to students who satisfactorily complete the requirements for the Higher School Certificate.

The Higher School Certificate Record of Achievement is a cumulative record of all Preliminary and HSC courses satisfactorily completed.

Board Developed HSC courses

For Board Developed HSC courses, except Life Skills courses and VET courses, the HSC Record of Achievement shows an examination mark, assessment mark, HSC mark and performance band. For all Board Developed HSC courses the HSC Record of Achievement shows the course name and the year in which it was successfully completed.

(Note: the student's examination mark and assessment mark are averaged to create the HSC mark (rounded if necessary). It is the HSC mark that determines the performance band to which the student's result is allocated.)

For all Board Developed Preliminary courses (except Life Skills courses and VET courses) the HSC Record of Achievement shows the course, the year in which it was satisfactorily completed and the grade awarded.

VET Industry Curriculum Frameworks Courses

For students who undertake a VET Industry Curriculum Framework Course, the course is reported without a mark and with the notation Refer to Vocational Documentation.

The examination in a 240-hour VET Industry Curriculum Framework course is reported with a mark in the columns headed Examination Mark and HSC Mark. A performance band is also reported.

Board Endorsed Courses (including Content Endorsed Courses)

For Board Endorsed HSC courses, except VET courses and Life Skills courses, the HSC Record of Achievement shows a school assessment mark. For these courses, schools submit marks that are aligned to a generic performance scale.

For Board Endorsed Preliminary courses, except VET courses and Life Skills courses, the HSC Record of Achievement shows the grade awarded.

VET Board Endorsed Courses

The VET Board Endorsed Courses are reported without a mark.

Life Skills courses

Students who are undertaking one or more Life Skills courses for the Higher School Certificate receive an HSC Record of Achievement listing any Board Developed and Board Endorsed Courses satisfactorily completed, including Life Skills courses. The Life Skills courses are reported without a mark and with the notation 'Refer to Profile of Student Achievement'.

Credit transfer

Preliminary and HSC units of study for which credit transfer has been granted are reported on the HSC Record of Achievement as Credit Transfer, with the unit value.

Profile of Student Achievement

The Profile of Student Achievement reports on the achievement of syllabus outcomes by students undertaking Stage 6 Life Skills courses. Schools enter via Schools Online the outcomes achieved, either independently or with support, for each Life Skills course. Other Life Skills outcomes achieved from additional syllabuses may also be reported on the Profile of Student Achievement.

Vocational documentation

1. A Certificate is awarded to students in VET courses who have fulfilled the requirements of an Australian Qualifications Framework (AQF) VET qualification. A Transcript of Competencies Achieved listing all units of competency satisfactorily achieved accompanies the Certificate.
2. Students who have achieved partial completion of an AQF VET qualification will receive a Statement of Attainment, which lists all units of competency achieved towards the qualification. These documents are issued by NESA on behalf of the school system's Registered Training Organisations (RTOs). In the case of TAFE - delivered courses or courses delivered by a private provider (a non-systems RTO), the statement is issued by the TAFE or the RTO. The qualification is recognised within the AQF.