

Record of School Achievement – Year 11 leavers, arrivals, transfers – Preliminary course grades, Stage 6 Life Skills outcomes, VET credentials

ACE 5002

Last Updated: 2 April 2019

Schools must immediately notify NESA via *Schools Online* of Stage 6 Preliminary course students who have left school; or transferred to another school; or transferred from another school; or arrived from interstate or overseas.

School leavers

In this section, the term ‘school-leavers’ refers to (a) students above the minimum school leaving age who leave a NSW school and do not intend to enrol in or attend another NSW school; or (b) students who leave the NSW school system to continue schooling in another Australian state/territory or another country.

Students who leave school at or after the completion of Year 10 will receive either a Record of School Achievement (RoSA) or, if not eligible for the RoSA, a Transcript of Study.

Schools must notify NESA, via Schools Online, of students leaving school at or after the completion of Year 10, giving the date that the student left or will leave school. NESA will then issue the credentials to which the student is entitled. This includes VET credentials for those Registered Training Organisations (RTOs) for which NESA issues credentials on their behalf.

Year 11 students who transfer to another school

In the case of students who are transferring from one NSW school to another, the new school must, via *Schools Online*, reactivate the student’s entry for the RoSA, confirm the Stage 6 Preliminary program of study undertaken by the student, and confirm the NESA student number. Students transferring from another NSW school retain the student number allocated by NESA from the previous school’s entry record.

If the transfer happens before the end of Term 2, Year 11, the new school must submit the grades. The new school may need to consult the previous school about the validity of the grades. If the transfer takes effect in Term 3, Year 11, the previous school is responsible for submitting grades.

Where a student who is undertaking one or more Life Skills courses transfers from one school to another before the end of Term 2, Year 11, the new school has responsibility for reporting on the Stage 6 Life Skills course outcomes achieved. The new school may need to consult the previous school about outcomes achieved. If the transfer takes effect after the end of Term 2, Year 11, the previous school is responsible for reporting on the Stage 6 Life Skills course outcomes achieved.

Year 11 students who arrive from interstate or overseas

Where the principal determines that a Year 11 student arriving from interstate or overseas could meet the requirements for satisfactory completion of Stage 6 Preliminary courses, the student should be entered for the Preliminary courses via *Schools Online*.

VET documentation

Schools are responsible for ensuring that they meet their obligations as RTOs. All Vocational Education and Training documentation must be correct and up to date. All completed competencies need to be entered on Schools Online.

HSC school-based assessment: transferring students

ACE 8082

Last Updated: 4 April 2019

The previous school is to provide school-based assessment marks for HSC courses for students who transfer **after 30 June** in the year of the Higher School Certificate examination.

The marks will be developed from school-based assessment information collected during the students period at the school.

For the purpose of moderation, these students will be treated as members of the previous school.

Entry of HSC school-based assessment marks for transferring students

ACE 9004

Last Updated: 1 April 2019

Students transferring **before or on 30 June** in the HSC examination year are considered as students of the new school. The school-based assessment marks awarded to those students are the responsibility of the new school.

Students transferring **after 30 June** are considered students of their previous school for the purposes of school-based assessment. The previous school is required to submit their assessment marks.