

## **Credentialling of Stage 5 courses based on Life Skills outcomes and content**

### **ACE 3011**

*Last Updated: 4 December 2017*

Students who satisfactorily complete a Stage 5 course based on Life Skills outcomes and content will have the course reported on the Record of School Achievement with the notation Refer to Profile of Student Achievement. The Profile of Student Achievement lists all of the Life Skills outcomes achieved by the student in each course completed.

Schools submit information on *Schools Online* regarding outcomes that have been achieved, either independently or with support, for all students undertaking courses based on Life Skills outcomes and content.

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

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

Students who leave school prior to gaining the Record of School Achievement can access a Transcript of Study through *Schools Online*. If the student has satisfactorily completed one or more Stage 5 courses based on Life Skills outcomes and content, a Profile of Student Achievement can be accessed listing the outcomes achieved in the courses.

## **Record of School Achievement – Year 10 leavers, arrivals and transfers – grades, Stage 5 Life Skills outcomes, VET credentials**

**ACE 4005**

*Last Updated: 29 March 2019*

Schools must immediately notify NESA via *Schools Online* of Record of School Achievement (RoSA) 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 but before they are eligible for an HSC will receive either a RoSA or, if not eligible for the RoSA, a Transcript of Study.

Students who leave school prior to the completion of Year 10 are not entitled to a credential from NESA.

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 10 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 program of study undertaken by the student at the previous school, 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 10, 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 Terms 3 or 4, Year 10, the previous school is responsible for submitting grades.

Where a student who is undertaking one or more courses based on Life Skills outcomes and content transfers before the end of Term 2, Year 10, the new school has responsibility for reporting on the Stage 5 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 10, the previous school is responsible for reporting on the Stage 5 Life Skills course outcomes achieved.

### **Year 10 students who arrive from interstate or overseas**

Where the principal determines that a student arriving from interstate or overseas could meet the eligibility requirements for the RoSA, the student should be entered for the RoSA 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*.

## **Record of School Achievement curriculum – languages**

**ACE 4010**

*Last Updated: 16 April 2018*

### **Mandatory 100 hours of study of languages**

Where a school can demonstrate that its study of languages is substantially in excess of 100 hours, NESA will consider the granting of some flexibility in timetabling the mandatory languages study over two years. Long-term approval may be granted for such a variation. Applications should be forwarded to NESA.

See also

ACE 2006 School Developed Board Endorsed Years 7-10 Languages courses

ACE 4003 Record of School Achievement entries – confirmation of entries – amendment to student entries

## **Record of School Achievement curriculum – change of course**

### **ACE 4011**

*Last Updated: 13 September 2016*

While most students complete the courses they start, principals may approve changes of courses that they consider are in a student's best interest. During Stage 5, there must be sufficient time for students to demonstrate achievement of the outcomes of each course.

### **Allocating grades**

Students who have satisfied overall requirements and have satisfactorily completed 100 hours of study of any Board Developed, Content Endorsed or School Developed Board Endorsed Stage 5 course must be allocated a grade. The grade is determined with reference to the relevant Course Performance Descriptors (for Board Developed Courses) or Common Grade Scale (for Board Endorsed and Content Endorsed Courses).

Grades are not allocated for students undertaking Life Skills outcomes and content.

Grades are not allocated for VET courses. The assessment outcome for each unit of competency of a VET course must be recorded.

## **Record of School Achievement curriculum – study with an external provider**

**ACE 4012**

*Last Updated: 29 March 2019*

The principal may approve study of Board Developed Courses or Board Endorsed Courses for the Record of School Achievement (RoSA) at another secondary school or institution, including:

- a government or registered and accredited non-government school;
- through distance education, for example Open High School (languages only beginning from Year 9), Distance Education Centres and OTEN;
- the Department of Education's Saturday School of Community Languages; and
- TAFE NSW or another Registered Training Organisation.

### **External providers – determination and submission of grades and/or competencies**

Where required, grades or competency outcomes will be determined by the school or institution where the course is studied. The principal of the school or institution where the course is studied will submit the grades using *Schools Online*.

### **External providers – review of decisions**

The school or institution delivering the course processes any requests for reconsideration of decisions.

### **Mandatory study of languages with school, external provider or outside tutor**

Students can meet the mandatory requirement in Languages for the RoSA through study at school, another accredited school or with an outside tutor.

## **‘N’ determinations – principal’s determination of non-completion of course requirements**

### **ACE 4019**

*Last Updated: 29 March 2019*

This is the decision made by the principal at the end of the course, under delegated authority from NESAs, that a student has not satisfactorily completed a course.

Students who have not complied with the course completion criteria and who have received at least two written warnings can be regarded as not having satisfactorily completed the course at the time of finalising grades. The principal may then apply the ‘N’ determination.

For Stage 5 and Stage 6 Preliminary courses, the school must also submit a grade that reflects the student’s actual achievement in the course so that, if the student appeals successfully to NESAs, the grade can be reinstated.

Where the ‘N’ determination is applied in a Stage 5 mandatory curriculum requirement and/or a mandatory course, it will be reported on the Transcript of Study and the Student eRecord as ‘Not Completed’.

The following courses will not be listed on a student’s Record of School Achievement or Transcript of Study if an ‘N’ determination has been made:

- additional studies (electives) in Stage 5
- Stage 6 courses.

## **Stage 5 credentials – Record of School Achievement, Profile of Student Achievement, VET credentials**

**ACE 4023**

*Last Updated: 29 March 2019*

The following documents (where applicable) are issued by NESA to students when they leave school:

- the Record of School Achievement (RoSA)
- the Profile of Student Achievement
- VET credentials.

The RoSA provides information on the student's performance throughout Stage 5.

The Profile of Student Achievement provides the details of the specific Life Skills syllabus outcomes achieved by students undertaking courses based on Life Skills outcomes and content at the time of the collection of grades for the RoSA.

AQF VET qualifications are awarded to students who undertake VET courses as part of their RoSA program and achieve at least one unit of competency.

Students leaving school who do not meet the RoSA requirements are issued by NESA with a printed Transcript of Study detailing completed courses and results.

An electronic transcript is available for download from the end of Year 10 detailing student results and current enrolments in courses not yet completed.

## **Stage 5 Record of School Achievement – procedures**

**ACE 4024**

*Last Updated: 2 April 2019*

The Record of School Achievement (RoSA) is issued to eligible students who leave school prior to the completion of the Higher School Certificate. It is a requirement that students leave school in order to be awarded the RoSA.

The RoSA records the completion of the NESA curriculum requirements for Years 7 to 10, and is a cumulative record of results in all Stage 5 and Stage 6 courses that the student has completed. It also lists any courses that the student is currently enrolled in at the time of leaving school.

Students who are not eligible for the RoSA and who leave school prior to the completion of the Higher School Certificate receive a Transcript of Study. The Transcript of Study shows the same information as the RoSA, but also includes the legend 'Not eligible for the Record of School Achievement'. Any mandatory courses for which the student has been given an 'N' determination appear on the Transcript of Study with the notation 'Not Completed'. The relevant mandatory curriculum requirement will also carry the notation 'Not Completed'.

### **Credentialling of Years 7–10 courses**

#### **Mandatory curriculum requirements**

All mandatory curriculum requirements (ie English, Mathematics, Science, History, Geography, Languages, Technology, Music, Visual Arts, PDHPE) are listed under a separate heading with the notation 'Completed'.

#### **Stage 5 courses**

All 100-hour and 200-hour graded courses satisfactorily completed are credentialled with a grade awarded by the school and moderated by NESA. Schools award grades in accordance with NESA's course performance descriptors for the course and other standards material on the NESA's ARC website.

Vocational Education and Training (VET) courses are reported with reference to the VET credentials earned by the student in undertaking the course.

Courses based on Life Skills outcomes and content are reported with reference to the Profile of Student Achievement, which provides details of the Life Skills syllabus outcomes achieved by the student.



*Last Updated: 2 April 2019*

## **VET credentials – procedures**

### **ACE 4026**

*Last Updated: 20 July 2015*

An Australian Qualifications Framework (AQF) VET certificate and a Statement of Competencies Achieved are awarded to students in Vocational Education and Training (VET) courses who successfully complete all requirements of an AQF VET certificate.

A VET Statement of Attainment is issued to students in VET courses who partially complete the requirements of an AQF VET certificate.

## **Record of School Achievement – confidentiality of grades – school reports**

**ACE 4027**

*Last Updated: 15 September 2015*

### **Confidentiality of grades**

Grades must not be disclosed to students until they are released to schools.

### **School reports**

Schools may issue supplementary statements (reports) that describe the achievements of students in more detail than the Record of School Achievement. Students' achievements may be reported as comprehensively as schools consider appropriate.

Schools must not issue supplementary statements that have the title 'Record of School Achievement'.

## **‘N’ determinations – eligibility for Record of School Achievement**

### **ACE 4029**

*Last Updated: 20 July 2015*

A student who is given an ‘N’ determination in a Stage 5 mandatory course will not be eligible for a Record of School Achievement. Transcripts of Study will list the mandatory course(s) in which an ‘N’ determination has been awarded in Stage 5. The document will carry the statement 'Not Eligible for the Record of School Achievement'.

A student who is given an ‘N’ determination in an additional course in Stage 5 and/or in a Stage 6 Preliminary course retains eligibility for the Record of School Achievement provided that all other requirements are met.

## **Non-award of the Record of School Achievement**

### **ACE 4030**

*Last Updated: 29 March 2019*

In certain cases NESAs might not award the Record of School Achievement. NESAs will make a determination on appropriate action if a student:

- a. did not meet all mandatory curriculum requirements
- b. left school before the final date for Year 10
- c. did not comply with other NESAs requirements.

## **Record of School Achievement – transfers during Stage 5 from a government school, an accredited non-government school or a recognised school outside NSW – procedures**

**ACE 4031**

*Last Updated: 9 August 2012*

When a student transfers during Stage 5 from a government school, an accredited non-government school or a recognised school outside NSW, that school must provide a grade to the new school for any 100 hours of study satisfactorily completed in any Board Developed or Board Endorsed Course (whether 100 or 200 hours in duration). In VET courses, competency outcomes must be updated.

In the case of English, Mathematics, Science, PDHPE and any mandatory course in the HSIE key learning area, the principal may deem that the equivalent of the first 100 hours in each of these courses has been completed before enrolment in the new school. The student should then continue study of these courses throughout Stage 5.

Students are eligible for credentialling of any 100-hour courses satisfactorily completed at the new school.

For continuing or new courses, the grades awarded to students who transfer are the responsibility of the new school unless the student's arrival is after the end of Term 2, Year 10. In such cases, the previous school is responsible for submitting grades.

If a student is unable to meet all mandatory requirements over Years 7–10 because of a change of school, the principal may deem that they have been met.

## **Record of School Achievement – transfers during Stage 5 from overseas, interstate or home schooling**

**ACE 4032**

*Last Updated: 29 March 2019*

Where a student transfers during Stage 5 from overseas or interstate, with the exception of a student transferring from a recognised school outside NSW, the principal may deem that the mandatory requirements in all key learning areas have been met.

In the case of English, Mathematics, Science, PDHPE and any mandatory course in the HSIE key learning area, the principal may deem that the equivalent of the first 100 hours in each of these courses has been completed prior to enrolment in the new school. The student should then continue to study these courses throughout Stage 5.

Students are eligible for credentialling of any 100-hour courses satisfactorily completed at the new school.

Students transferring into a school from home schooling must do so no later than the beginning of Year 10 if they wish to be considered eligible for the award of a Record of School Achievement at the end of that year.

Such consideration is the responsibility of the principal. Students must provide evidence to the satisfaction of the principal, about their educational program while undertaking home schooling, including achievement of outcomes from the appropriate courses of study.

## **Stage 5 courses – allocation and submission of grades**

### **ACE 4033**

*Last Updated: 29 March 2019*

Schools must allocate grades to all students for any 100-hour or 200-hour course completed during Stage 5. Schools must maintain a record of grades awarded for courses completed in Year 9.

Schools must submit grades using *Schools Online* by the due date published by NESAs.



## **Stage 5 VET courses – allocation and submission of units of competency**

**ACE 4034**

*Last Updated: 29 March 2019*

Registered Training Organisations (RTOs) must determine and record outcomes for units of competency being studied for any VET courses.

Schools must submit unit of competency outcomes using *Schools Online* by the due date published by NESA.

## **Eligibility for the Record of School Achievement for students who were ineligible at the end of Year 10**

### **ACE 5001**

*Last Updated: 29 March 2019*

A principal with appropriate delegation by NESA may determine that a student undertaking Stage 6 courses who was ineligible for the Record of School Achievement (RoSA) at the end of Year 10 because of failure to meet the requirements has subsequently met the requirements and is therefore eligible for the RoSA. The principal is required to notify NESA of any such redemption and eligibility for the RoSA.

## **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.

## **Assessment at the end of a Year 11 course – grading student achievement**

### **ACE 5003**

*Last Updated: 1 April 2019*

Assessment in a course should relate to the stated objectives and outcomes as described in the syllabus and reflect the NESA school-based assessment requirements as detailed in the Assessment and Reporting document.

NESA's grading system is intended to describe the student's achievement at the end of each Year 11 course.

Schools are required to award and submit A to E grades to NESA for all students completing any Year 11 Board Developed or Board Endorsed Course, except VET courses and Life Skills courses.

At the completion of the course, teachers make professional on-balance judgements on the basis of all available assessment information to decide which grade description best matches the standards their students have achieved. The grade awarded to each student at the completion of a Year 11 course indicates the student's overall achievement in relation to the Common Grade Scale for Preliminary courses and with reference to other material produced by NESA to support the consistent awarding of grades.

Students should be given the opportunity to demonstrate their maximum level of achievement relative to the Common Grade Scale for Preliminary courses.

Students with disability may require adjustments to assessment activities to enable access to the task and equitable opportunity to demonstrate what they know and can do. Providing an adjustment does not restrict a student's access to the full range of grades.

Schools are required to keep student work samples and the associated assessment activities for all Year 11 courses (except VET and Life Skills). If requested, these work samples and assessment activities are to be submitted to NESA for review to ensure there is consistency in the awarding of grades across the state.

A minimum of three work samples, representing the upper, middle and lower range of achievement of the current cohort, should be retained for each course in a format that can be uploaded electronically. Each work sample should demonstrate performance towards the end of the course that is typical of students awarded a particular grade (A to E) by the school. Work samples must be students' original work, not teachers' comments on a performance or submitted work. They should relate to assessment activities conducted in the latter half of the course and be labelled with the relevant grade.

Where a school assigns an 'N' for a student's achievement in a course, a Grade A to E will still need to be submitted. This is the grade that will be awarded to the student if they make a successful appeal to NESA against the 'N' determination.

## **Preliminary courses – allocation and submission of grades**

**ACE 5004**

*Last Updated: 29 March 2019*

Schools must allocate grades to all students for any Stage 6 Preliminary course completed.

Schools must submit grades using *Schools Online* by the due date published by NESA.

## **Record of School Achievement – credentialling of Stage 6 courses for students who leave school prior to obtaining the Higher School Certificate**

**ACE 5005**

*Last Updated: 29 March 2019*

The following documents are issued by NESAs to students leaving school:

- Record of School Achievement (or Transcript of Study if not eligible for the Record of School Achievement)
- Profile of Student Achievement (for students who have completed any Stage 5 or Stage 6 Life Skills courses)
- VET credentials (for students who have completed any VET competencies as part of the Stage 6 pattern of study).

The RoSA provides information on the student's performance throughout Stage 5 and Stage 6 up to a student's completion of Higher School Certificate requirements.

The Profile of Student Achievement provides details of the specific Stage 5 Life Skills syllabus outcomes achieved by students undertaking courses based on Life Skills outcomes and content and the specific Stage 6 Life Skills course outcomes achieved at the time of the collection of grades for Stage 6 Preliminary courses.

AQF VET qualifications are awarded to students who undertake VET courses as part of their Record of School Achievement program and achieve at least one unit of competency.

Students leaving school who have completed Year 10 but who do not meet the RoSA requirements are issued by NESAs with a printed Transcript of Study detailing completed courses and results.

Students leaving school prior to the completion of Year 10 do not meet the RoSA requirements and are not entitled to a printed Transcript of Study.

A Student eRecord is available for download by students from *Students Online* and by schools from *Schools Online* from the end of Year 10. The content of the Student eRecord is identical to the information contained on the Record of Student Achievement/Transcript of Study (as applicable). The Student eRecord is not a formal NESAs credential.

*Last Updated: 2 April 2019*