

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.

Record of School Achievement – study with an outside tutor

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Principals may approve study of up to two Stage 5 courses, other than VET courses, to be credentialled on the Record of School Achievement with an outside tutor in any one year. Study of more than two courses in any one year will require the principal to apply to the Manager, Student Records and Support at NESAs for approval.

Before approving these arrangements, the principal must ensure that the student and the tutor have a copy of the syllabus. In addition, the principal must meet the student's proposed tutor to:

- a. determine that the proposed tutor is, by qualifications and/or experience and/or expertise, a suitable person to teach NESAs's syllabus and provide marks and/or assessments in accordance with relevant NESAs requirements;
- b. ensure that the indicative number of hours can be provided for tuition and study of the course;
- c. ensure that the course outline prepared by the tutor is consistent with the aims, objectives, outcomes and content of the NESAs syllabus;
- d. ensure that the course outline makes provision for the assessment and recording of the student's progress; and
- e. provide the tutor with the relevant course performance descriptors and arrange for a grade to be provided to the principal of the home school.

For information regarding grades for Stage 5 courses, credentialling, community languages schools and child protection requirements when courses are studied with an outside tutor, see also ACE 4014 Record of School Achievement – study of a Stage 5 course with an outside tutor – procedures.

Record of School Achievement – study of a course with an outside tutor – procedures

ACE 4014

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Grades

Schools must obtain grades for courses from the outside tutors and submit them to NESA through *Schools Online*.

Credentiailling

Courses studied with an outside tutor are recorded on the Record of School Achievement and Transcript of Study in the same way as courses studied at the school.

Community languages schools

Provided that NESA's conditions are met, the principal of the home school may approve the study of languages through a community languages school (not one of the Department of Education's Saturday School of Community Languages).

Compliance with child protection legislation

NESA's conditions are in addition to the principal's existing responsibility to ensure that in approving an outside tutor, the school continues to comply with the mandatory requirements under relevant child protection legislation.