

Eligibility for the Record of School Achievement for students in Years 7–10 transferring between schools

ACE 4002

Last Updated: 29 March 2019

Students may transfer from one school to another at any time during Years 7–10.

Meeting mandatory curriculum requirements

As far as possible, schools will provide courses to meet the mandatory requirements for students transferring into the school during Years 7–10 (from intra or interstate, or overseas). For some students, the curriculum organisation of the new school may not allow them to meet all mandatory curriculum requirements for the Record of School Achievement (RoSA). For these students, the principal of the new school may deem them to have completed mandatory requirements, provided they supply documentary and/or other evidence to the principal's satisfaction.

Contesting principal's RoSA eligibility determination

In cases where a principal's determination concerning eligibility for the RoSA is contested, full details must be referred to NESAs for determination.

Credentialling additional studies/electives for the RoSA for students who have transferred schools

In the case of additional studies, students who have transferred from another school should be credentialled for 100-hour or 200-hour courses completed at the previous school and any 100-hour or 200-hour courses completed at the new school.

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

ACE 4003

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Schools are required to submit entries for the award of the Record of School Achievement via *Schools Online* by the due date published by NESA.

Students enrolling in a full Year 10 program

Entry of student details and courses on NESA's system is usually done at the beginning of Year 10. However, students who are accelerating or accumulating Stage 5 courses should be entered each year in the courses they are undertaking. See below.

Mandatory curriculum requirements

Students are automatically enrolled in the mandatory Years 7–10 curriculum requirements (ie English, Mathematics, Science, HSIE, Languages, Technology, Music, Visual Arts, PDHPE).

Mandatory Stage 5 courses

Students are enrolled automatically in the mandatory 200-hour Stage 5 courses in English, Mathematics and Science, and the mandatory 100-hour courses in Geography and History. Students are not automatically enrolled in PDHPE. This must be done by the school.

PDHPE

Any schools where students undertake 200 hours of PDHPE over Years 9 and 10 should be transferred to the 200-hour course. If the school's arrangements for the delivery of the mandatory 300 hours of PDHPE across Years 7–10 result in students undertaking less than 100 hours during Years 9 and 10, they should be withdrawn from the 100-hour course.

Courses completed in Year 9

Where schools program 100-hour elective courses to be completed in Year 9, the students should be entered for the course(s) in the year in which they are expected to complete the course(s) – see below. However, in some cases students may begin a 200-hour course in Year 9, but withdraw from the course at the end of Year 9, having completed 100 hours of the course. These students are entitled to have the 100-hour course credentialled.

Schools should determine a grade that best describes the student's achievement in the course, based on the Stage 5 course performance descriptors for the course. The school should enter the student for the 100-hour course in the year in which they are expected to complete the course, and record the grade on NESA's system at the end of that year at the same time as other Year 10 grades.

Life Skills

Where a student is entered for a course based on Life Skills outcomes and content from one or more syllabuses, the student cannot be entered for any other course drawn from the same syllabus(es).

Confirmation of entry

Schools must produce Confirmations of Entry via *Schools Online* as soon as entries are completed. Each Confirmation of Entry must be signed by the student and retained at the school until March of the following year.

Amendment to student entry

Amendments must be made via *Schools Online* as required. When an amendment is made, a new Confirmation of Entry must be produced, signed by the student and retained at the school.

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 – transfers during Stage 5 from a government school, an accredited non-government school or a recognised school outside NSW – procedures

ACE 4031

Last Updated: 2 April 2019

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.

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.