

## **Record of School Achievement – entry procedures for Stage 5 courses based on Life Skills outcomes and content**

**ACE 3002**

*Last Updated: 4 December 2017*

### **Entry procedures**

Where a school has a student undertaking a Stage 5 course based on Life Skills outcomes and content, the school informs NESA through the submission of entries on Schools Online when the student is in Year 10.

When entering students who are undertaking courses based on Life Skills outcomes and content, principals are certifying that the student is eligible and the decision is the result of a collaborative curriculum planning process.

Schools should ensure that the student's entry reflects their fulfilment of mandatory study requirements in each KLA. Any mandatory ungraded courses that have been satisfactorily completed will need to be added to the Record of School Achievement entry through Schools Online.

Students may not access both regular outcomes and content and Life Skills outcomes and content from the same syllabus. For example, a student may not study both Science Stage 5 and Science Life Skills.

### **Supplementing courses from additional syllabuses**

For some students with disability, schools may need to draw on selected Life Skills outcomes and content from additional syllabus(es) to supplement or replace those from the syllabus on which the course is predominantly based. In this situation, the student should be entered for the course from which the outcomes and content are predominantly drawn. The Life Skills outcomes achieved from additional syllabus(es) are reported through the Profile of Student Achievement.

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

**ACE 4003**

*Last Updated: 29 January 2020*

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.