

# *Official Notices*

May 2003 – Vol 12 No 2

## **IMPORTANT**

The information below is the Board's official advice to schools of the decisions it has taken, and should be acted upon as such. Please ensure the *Official Notices* are circulated to all teaching staff.

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### **Topics covered by Official Notices in this issue**



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### Stage 5 Life Skills Outcomes Collection

BOS  
26/03

In response to requests from schools and systems, a change has been made to the collection of Stage 5 Life Skills outcomes in 2003. Previously an upper limit had been placed on the number of outcomes that could be achieved in Stage 5 Life Skills courses. This limit has now been removed. Teachers can now select between a minimum of one and a maximum of the total number of outcomes available. This means that the Board generated student profile may now be up to several pages in length.

In order to aid teachers in the collection of Life Skills outcomes, the facility to generate a *Life Skills Worksheet* has been added to Schools Online. This will enable schools to collect information relating to student achievement of outcomes. Schools can generate and download a *Life Skills Worksheet* from the “My Reports” section of Schools Online.

The facility to generate a *Life Skills Profile* has also been added to Schools Online. While this profile will be produced by the Board and delivered to schools at the end of the School Certificate, by printing the profile schools will be able to confirm that information about student achievement of outcomes has been correctly entered.

Stage 5 Life Skills outcomes collection opens on 13 October 2003 and closes on 5 November 2003.

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Special Education  
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### Board Endorsed VET Courses for 2004

BOS  
27/03

#### What are Board Endorsed VET Courses?

The Board of Studies offers a range of Vocational Education and Training (VET) courses for the Higher School Certificate. These include the Board Developed Industry Curriculum Framework courses, and a wide variety of VET Content Endorsed Courses, most of which are delivered by TAFE.

Where a school identifies a need for a VET course that cannot be met by any of these courses, a locally designed VET course can be proposed for Board endorsement. All locally designed TAFE courses require Board endorsement if they are to contribute to the Higher School Certificate. All courses offered by private training providers, other than Industry Curriculum Frameworks, also require Board endorsement.

Board Endorsed VET courses count as units of study towards the HSC, but do not contribute to the Universities Admission Index (UAI). VET courses are not endorsed for Stage 5, except for delivery to students in isolated locations such as Country Areas Program schools or schools attached to Juvenile Justice Centres.

#### Rationale

Before developing a proposal, schools should consider whether any of the nine Board Developed Industry Curriculum Frameworks or a VET Content Endorsed Course (CEC) would meet the identified needs of students. The rationale for a Board Endorsed VET Course must explain why the needs of students cannot be met by an existing course. Details of TAFE-delivered CECs can be found on the Department of Education and Training website – [www.det.nsw.edu.au/vetinschools/tvet](http://www.det.nsw.edu.au/vetinschools/tvet)

Schools may also need to discuss their proposal with a VET consultant or coordinator in their school system and/or a VET officer at the Office of the Board of Studies – (02) 9367 8203.

#### Endorsement Period

In view of the frequent updating of industry requirements for vocational education and training, the Board will endorse a VET course for **only one cohort of students**.

Schools currently offering a VET Board Endorsed Course and wishing to offer the course to a new group of students next year should check the currency of the course/qualification. This can be done by accessing the NTIS (National Training Information Service) website – [www.ntis.gov.au](http://www.ntis.gov.au). If the course is still current, schools may submit a request for extension of endorsement. If changes to the course are required, for example to take account of a new industry training package, a complete application will need to be submitted.

### Application Process

The school system/sector authorities – Department of Education and Training, Catholic Diocesan Offices and the Association of Independent Schools – are responsible for quality assurance for VET courses in schools. For this reason, all proposals need to be submitted via the relevant authority. Proposals supported by the system/sector authority will be forwarded to the Board for consideration. **Applications for Board Endorsed VET courses for 2004 will need to reach the system/sector authority by Friday 25 July 2003.** The closing date for applications to reach the Office of the Board of Studies is Friday 5 September 2003.

Schools intending to apply for a Board Endorsed VET course should access the detailed guidelines, criteria, timeline and application forms on the Board's website – [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au) under Manuals and Guides.

**Enquiries :** Curriculum Branch (VET)  
(02) 9367 8203  
[alaba@boardofstudies.nsw.edu.au](mailto:alaba@boardofstudies.nsw.edu.au)



***The Minister's Young  
Designers Awards***

**BOS  
28/03**

Information about the Minister's Young Designers Awards for 2003 will be forwarded to secondary schools in early Term 2. This year there will be a new special brief as an option for entrants. Entry details can be found on the Board of Studies' website [www.boardofstudies.nsw.edu.au/exhibitions/index.html](http://www.boardofstudies.nsw.edu.au/exhibitions/index.html)

Expressions of interest can be entered through the website. For further information please contact Jody Ziesel, Exhibitions Coordinator – (02) 9367 8309.

## Cumulative list of all Official Notices to date for 2003

### Higher School Certificate

English Stage 6 Prescriptions: Area of Study, Electives and Texts for the Higher School Certificate 2004–2005.....	BOS 01/03 Vol 12 No 1
Amendment – Stage 6 Information Technology Curriculum Framework.....	BOS 02/03 Vol 12 No 1
Classical Greek Stage 6 Extension Course: Clarification of Course Prescriptions for 2003 Higher School Certificate.....	BOS 03/03 Vol 12 No 1
2003 Higher School Certificate Practical Examination Marking Dates.....	BOS 04/03 Vol 12 No 1
2003 Higher School Certificate Languages Speaking Examinations Timetable.....	BOS 05/03 Vol 12 No 1
Higher School Certificate Examination Rubrics.....	BOS 06/03 Vol 12 No 1
Amendment – Indonesian Stage 6 Extension Course Prescriptions 2003.....	BOS 07/03 Vol 12 No 1
Updated Information Technology Curriculum Framework.....	BOS 08/03 Vol 12 No 1
Updated Retail Curriculum Framework.....	BOS 09/03 Vol 12 No 1
2003 Classical Hebrew Extension Higher School Certificate Examination.....	BOS 10/03 Vol 12 No 1
2003 Higher School Certificate Practical Course Options.....	BOS 11/03 Vol 12 No 1
Amendment – Stage 6 Hospitality Curriculum Framework and Tourism Curriculum Framework.....	BOS 12/03 Vol 12 No 1
Stage 6 Biology Syllabus Misprint.....	BOS 13/03 Vol 12 No 1
Marking Guidelines for Higher School Certificate Practical Examinations and Submitted Works.....	BOS 14/03 Vol 12 No 1
Higher School Certificate Chemistry Data Sheet.....	BOS 15/03 Vol 12 No 1
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Engineering Studies Higher School Certificate Examination Formulae Sheet.....	BOS 17/03 Vol 12 No 1
Approved Scientific Calculators of the 2003 Higher School Certificate Examinations.....	BOS 18/03 Vol 12 No 1
2003 School Certificate Tests/Higher School Certificate Examinations Furniture and Accommodation Review Survey.....	BOS 19/03 Vol 12 No 1
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### School Certificate

School Certificate Australian History, Geography, Civics and Citizenship Test – Nominated Topics for Australian History 2003, 2004 and 2005.....	BOS 20/03 Vol 12 No 1
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2003 School Certificate Australian History, Geography, Civics and Citizenship Test.....	BOS 22/03 Vol 12 No 1

### Expressions of Interest

Expressions of Interest for the Position of Supervisor of Marking for the 2003 and 2004 School Certificate Tests and Higher School Certificate Examinations.....	BOS 23/03 Vol 12 No 1
2003 HSC Advice Line – Expression of Interest for the Position of Subject Coordinator for Modern History.....	BOS 24/03 Vol 12 No 1

### Information

School Developed Board Endorsed Courses.....	BOS 25/03 Vol 12 No 1
The Minister’s Young Designers Awards.....	BOS 28/03 Vol 12 No 2