

Official Notices

November 2003 – Vol 12 No 6

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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**Amendments to Stage 6
Hospitality Curriculum Framework
(Approved November 2002)**

BOS
48/03

The Board has been advised that the Hospitality Training Package (THH02) has been amended by Tourism Training Australia. As a consequence the Board wishes to advise teachers of the following amendments to the Stage 6 Hospitality Curriculum Framework:

Part A of the syllabus, pages 13, 17, 21, 28 and 42: amend unit code for Prepare and serve espresso coffee to read *THHBFB12B*.

Part B of the syllabus: replace unit THHBFB12A Prepare and serve espresso coffee with *THHBFB12B Prepare and serve espresso coffee (amended September 2003)*. A hard copy of the revised unit will be sent to every school and trained Hospitality teacher in November. It will also be available on the Board of Studies website (www.boardofstudies.nsw.edu.au).

Hospitality Competency Record: amend unit code for Prepare and serve espresso coffee to read *THHBFB12B*.

Part B of the syllabus: page 211, THHBKA01B Organise and prepare food

- element 1 is amended to read *Prepare and use equipment*
- performance criteria 1.1 is amended to read *Select equipment of the correct type and size for the job, and ensure that it is clean, safely assembled and ready before use.*
- performance criteria 1.2 is amended to read *Use equipment correctly, safely and hygienically.*

Hospitality Competency Record THHBKA01B Organise and prepare food: amend row 2, element 1, to read *Prepare and use equipment.*

Effective: from January 2004

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**Revised Primary Industries
Curriculum Framework**

BOS
49/03

Following advice to schools in July 2003 the Board wishes to confirm that the Primary Industries Curriculum Framework 2003 replaces the Primary Industries Curriculum Framework 1999 from Year 11, 2004.

The optional Primary Industries HSC examination will be based on the revised Primary Industries Curriculum Framework from 2005 onwards. The optional 2004 examination will be the final examination based on the 1999 curriculum framework.

Effective: Year 11, 2004

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**Amendments to Stage 6
Construction Curriculum
Framework and Metal and
Engineering Curriculum Framework**

BOS
50/03

The Board of Studies wishes to advise teachers of the Stage 6 Construction and Metal and Engineering Curriculum Frameworks of the following amendments to the HSC Requirements column in Part B of these syllabuses.

Construction

BCG1001A Carry out OH&S requirements, page 4 of 6, under HSC Requirements, replace OH&S Act 1983 with *Occupational Health and Safety Act 2000* (NSW).

Metal and Engineering

MEM1.2FA Apply Principles of Occupational Health and Safety (OH&S) in work environment, page 2 of 6, under HSC Requirements Key Terms and Concepts, replace OH&S Act 1983 with *Occupational Health and Safety Act 2000* (NSW).

These changes have been made to the syllabus documents available on the Board's website.

Effective: Immediately

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Amendments to Stage 6 Metal and Engineering Curriculum Framework

BOS
51/03

Following updates to the Metal and Engineering Industry Training Package (MEM98) the Board of Studies wishes to advise teachers of the following amendments to the Stage 6 Metal and Engineering Curriculum Framework:

In Part A of the syllabus, pages 16, 19, 20, 24, 27, 30, 33, 36, 39, 42, 45, 47 and 49, Part B of the syllabus and the Competency Record, amend unit code for:

- Use hand tools to read *MEM18.1AB*
- Operate in a work based team environment to read *MEM2.3C11B*
- Create 2D drawings using computer aided design system to read *MEM9.9BB*
- Create 3D models using computer aided design system to read *MEM9.10BB*

Amend unit code and title for:

- Perform routine oxyacetylene welding (fuel gas welding) to read *MEM5.4AB Perform routine oxyacetylene welding*
- Manual heating, thermal cutting and gouging to read *MEM5.7AB Manual heating and thermal cutting*
- Perform routine manual arc and/or gas metal arc welding to read *MEM5.12AB Perform routine manual metal arc welding*
- Participate in formal interviews and/or negotiations to read *MEM16.2AB Participate in formal interviews and negotiations*

Amend title for:

- Apply principles of Occupational Health and Safety (OH&S) in work environment to read *Apply principles of Occupational Health and Safety in work environment*

In Part A of the syllabus, pages 16, 19, 24, 27, 30, 33, 36, 39, 47 and 49 and Part B of the syllabus, for MEM5.12AA (now MEM5.12AB) amend industry points from 4 to 2.

In Part A of the syllabus, page 20 and Part B of the syllabus, for MEM9.9BA (now MEM9.9BB) and MEM9.10BA (now MEM9.10BB) delete prerequisites.

In Part B of the syllabus:

MEM1.2FA Apply principles of Occupational Health and Safety in work environment, page 2 of 6

- add to assessor guide for performance criteria 1.2F.1.3 to *confirm that responsibilities and obligations of employees can be given*
- delete from assessor guide for performance criteria 1.2F.1.4 paragraph commencing with 'When carrying out workplace...'
- amend assessor guide for performance criteria 1.2F.1.4 to replace paragraph commencing with 'Appropriate equipment and safety...' to read *Reasons for use of personal protective equipment can be given.*

MEM1.3FA Apply quality procedures, page 2 of 4

- performance criteria 1.3F1.1 is amended to read *Concept of supplying product or service to meet the customer requirements (internal and external) understood and applied*

MEM1.4FA Plan to undertake a routine task, page 4 of 5

- add to the evidence guide
- 1 *Assessment context: This unit may be assessed on the job, off the job or a combination of both on and off the job. The planning should be consistent with the individual's field of work and relate to procedures, tools, equipment, materials and documentation relevant to that field of work. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. Assessment should be conducted in an environment that the individual is familiar with.*
 - 2 *Assessment conditions: The candidate will have access to:*
 - All tools, equipment, materials and documentation required
 - The candidate will be permitted to refer to the following documents
 - Any relevant workplace procedures
 - Any relevant product and manufacturing specifications
 - Any relevant codes, standards, manuals and reference materials

The candidate will be required to:

- Orally, or by other methods of communication, answer questions put by the assessor
- Perform the tasks described by this guide, within a timeframe established between the candidate's supervisor/instructor and the assessor, prior to undertaking this assessment
- Identify colleagues who can be approached for the collection of competency evidence where appropriate
- Present evidence of credit for any off-job training related to this unit.

MEM2.8C10A Perform computations, page 3 of 6

- add element 2.8C10.4 to read *Performs basic calculations involving proportions*

MEM18.1AA Use hand tools, page 4 of 4 and MEM18.2AA Use power tools/hand held operations, page 4 of 5

- amend assessment context to read *This unit may be assessed on the job, off the job, or a combination of both on and off the job.*

Effective: Immediately

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**Linking a School to a Board
Endorsed VET (Vocational
Education and Training)
Course for 2004**

**BOS
52/03**

Overview

Where a school (or group of schools) identifies a need for a VET course that cannot be met from the available range of Board Developed or Content Endorsed Courses, a locally designed course can be submitted for Board endorsement.

Once endorsed, the course details are entered on Schools Online and linked to the school or schools that applied for the course. This process occurs annually, as the endorsement of VET courses is for one cohort only.

In some cases a school that was not party to the course application will later wish to enrol students in an endorsed VET course. In these cases, it is necessary for the school to apply to the Board to be linked to the course. Linking a school to a course means that it appears on Schools Online as a Board Endorsed Course for that school, thus allowing student entries to be made.

Courses That Need to be Linked

The requirement for schools to be individually linked applies to the following types of VET courses:

- *locally designed* TAFE-delivered (TVET) courses
- all endorsed VET courses delivered by private training providers
- all VET courses offered to students in Stage 5 (isolated students)
- the Furnishing Board Endorsed Courses (Soft Furnishing/Furniture Making)
- the Retail Extension Board Endorsed Course.

Schools are *not* required to be individually linked to:

- Industry Curriculum Framework courses (regardless of where delivered)
- Content Endorsed TVET Courses (as listed on the website www.det.nsw.edu.au/vetinschools/tvet)
- Accounting (Board Developed Course delivered by TAFE)
- Electrotechnology CEC.

Course numbers for these courses are available on Schools Online for all schools offering the HSC.

How to Link a School to a Course

A form is provided for the purpose of linking a school to a currently endorsed VET course. This form needs to be completed and signed by the principal. The form can be found on the Board's website at www.boardofstudies.nsw.edu.au/manuals/index.html#vetboardendorsedcourses

Where to Send the Form

As advised on the form *Application to Link a School to an Endorsed VET Course for 2004*, it should be sent direct to the Office of the Board of Studies. The only exceptions to this relate to the Furnishing and Retail Extension courses.

For schools that are part of a system, forms for Furnishing courses or the Retail Extension course should go via your District/Diocesan VET consultant, who will forward them on to the Board.

For Government schools, a different form applies for the Retail Extension course. The form and related information can be accessed on the Department's intranet under directorates/vet_schools/2_vet/prg_vt_2218_ext.htm

Timeline

Forms need to be submitted by 19 December 2003 in order to have the course available when Schools Online opens for entries at the start of Term 1, 2004. Forms received after this date will be accepted, but students will not be able to be entered for the course concerned until the application has been processed.

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**VET Curriculum Frameworks
Competency Record Book:
Amendment to ACE Manual (2002)
Section 11.13.7.1**

**BOS
53/03**

The Board of Studies and the Vocational Education and Training Accreditation Board (VETAB) require that a record be held by the RTO of the competencies achieved in VET courses. The Board-produced competency record book has been available for optional use by schools since January 2000 but many schools now use the BOS VCS system as a permanent record of student achievement in VET courses rather than the competency record book.

Given this practice, the ACE Manual (2002) is to be amended as follows:

Section 11.13.7.1 (p 154) – the sentence 'Achievement of competence is recorded in a competency record book (student log)' is to be replaced with '*RTOs must keep a record of achievement of competence. This may for example take the form of a competency record book (student log), or records generated as a result of school use of the BOS VCS system.*'

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**English Stage 6 Prescriptions for
2004 and 2005 HSC: Websites** BOS
54/03

Confirmation of website details contained in English Stage 6 Prescriptions: Area of Study, Electives and Texts for Higher School Certificate 2004–2005

In *English Stage 6 Prescriptions: Area of Study, Electives and Texts for Higher School Certificate 2004–2005*, the Board undertook to advise schools of the final details of website sections for study in the 2004 and 2005 Higher School Certificate.

This notice confirms the website section details in *English Stage 6 Prescriptions: Area of Study, Electives and Texts for Higher School Certificate 2004–2005*:

p 14 (Standard course – Module B: Close Study of Text – Multimedia): *Australian War Memorial* website.

The section details for this website are correct for the 2004 and 2005 Higher School Certificate. The site can be accessed through the site map or directly through www.awm.gov.au/1918

p 20 (Advanced course – Module B: Critical Study of Texts – Multimedia): *ATSIC* website.

The section details for this website are correct for the 2004 and 2005 Higher School Certificate. The site can be accessed through the site map or directly through www.atsic.gov.au

Effective: Immediately

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**Course Prescriptions for
Languages Background
Speakers Courses** BOS
55/03

The Board wishes to advise that the course prescriptions for the 2004 HSC examinations in the Background Speakers Languages courses in Chinese, Indonesian, Japanese, Korean and Russian are unchanged from the prescriptions set for study in 2003. Please see the Board's website (www.boardofstudies.nsw.edu.au) for detailed information.

Effective: Immediately

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(02) 9367 8152
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**Course Prescriptions for
Languages Extension Courses** BOS
56/03

The Board wishes to advise that the course prescriptions for the 2004 HSC examinations in the Languages Extension courses in Arabic, Chinese, French, German, Indonesian, Italian, Japanese, Modern Greek and Spanish are unchanged from the prescriptions set for study in 2003. Please see the Board's website (www.boardofstudies.nsw.edu.au) for detailed information.

Effective: Immediately

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**Stage 6 Drama and Dance
Course Prescriptions** BOS
57/03

The Board advises that the following course prescriptions will be extended for HSC candidates in 2005.

Dance Stage 6 Course Prescriptions 2003 – 2004.

Drama Stage 6 Course Prescriptions 2003 – 2004.

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**Japanese Writing Booklets for
Japanese Continuers, Extension
and Background Speakers HSC
Examinations** BOS
58/03

The Board wishes to advise that from the 2004 HSC, candidates sitting the HSC examination in the Japanese Continuers, Japanese Extension and Japanese Background Speakers courses will be provided with a generic *Japanese Writing Booklet* in which to complete their responses written in Japanese. The booklet contains four pages, each of which will take 300 *ji*.

A copy of the booklet can be found on the Board's website at www.boardofstudies.nsw.edu.au/syllabus_hsc

Effective: 2004 HSC

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**Assessment Components,
Weightings and Tasks, and the
HSC External Examination
Specifications for Science HSC Courses**

BOS
59/03

In response to concerns expressed by teachers and the Board's Curriculum Committee, particularly in meeting the mandatory weighting of 25% for the HSC option topic, the assessment components, weightings and tasks and the HSC external examination specifications (Sections 12.5, 12.6 and 12.7) for Science HSC courses have been reviewed. This review was foreshadowed in the syllabuses published in October 2002.

As a result of this review, Section 12.5 (Assessment Components, Weightings and Tasks) has been amended. The amendments will apply to the 2004 Preliminary course and the 2005 HSC. The number and type of tasks that the majority of schools are currently using in their assessment programs will continue to be applicable in relation to the new components and weightings.

Please note that the current assessment components, weightings and tasks, as published in the syllabuses dated October 2002, will apply to the 2004 HSC.

The HSC external examination specifications (Section 12.6) have also been refined by the addition of several points of clarification. These specifications apply from the 2004 HSC.

Replacement pages for the Science syllabuses will be sent to schools. These are also available in the syllabus section of the Board's website (http://www.boardofstudies.nsw.edu.au/syllabus_hsc).

Effective: 2004 Preliminary course

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**Studies of Religion Stage 6 HSC
Examination Specifications –
Clarification**

BOS
60/03

In official notice BOS 43/03 in *Board Bulletin Vol 12 No 5* (September 2003), which advised amendments to the Studies of Religion examination specifications, the mark value in the reference to Section II of the Studies of Religion II examination should be 60 marks. There are no changes to the mark values of sections of the examination.

The version of official notice BOS 43/03 on the Board's website is correct.

Effective: Immediately

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**Errata – Stage 6 Entertainment
Industry Curriculum Framework
Part A**

BOS
61/03

The Board of Studies wishes to advise teachers of the Stage 6 Entertainment Industry Curriculum Framework of the following amendments:

- page 17, table 2, delete the first row (of four): *CUEFOH1A Respond positively to patrons*
- page 18, delete the sentence after the table: *These units do not contribute towards eligibility for Certificate II qualifications.*

Effective: Immediately

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**English Stage 6 – Area of Study,
Electives and Texts for the HSC**

BOS
62/03

Advanced Module B: Critical Study of Texts

The Board wishes to advise that the following edition of Gwen Harwood's poetry is no longer in print:

- Harwood, Gwen, *Selected Poems: A New Edition*, Halcyon Press, 2001 ISBN 0646409174

The following edition includes the prescribed Harwood poems and replaces the Halcyon edition. It is a suitable edition for study in this module:

- Harwood, Gwen, *Selected Poems*, Penguin Books, 2001 ISBN 0141006684

The edition cited in the Higher School Certificate examination from 2004 will be the Penguin edition.

Schools are reminded that *Prescriptions* is available on the Board's website (www.boardofstudies.nsw.edu.au). The web version will always be current.

Effective: Immediately

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**Agricultural Technology Syllabus
Misprint**

**BOS
63/03**

The Board advises that in the printing of the *Agricultural Technology Years 7–10 Syllabus* (September 2003) the first paragraph of text on page 22 is incorrect.

The text that reads:

Core B

To satisfy the mandatory requirements of a 100-hour course students must complete the essential content specified in Core A within the context of a **minimum** of two agricultural enterprises.

should read:

Core B

To satisfy the mandatory requirements of a 200-hour course students must complete the essential content specified in Core A and Core B within the context of a **minimum** of four agricultural enterprises.

The version of the syllabus on the Board's website has been updated with the correction. The syllabus can be found at www.boardofstudies.nsw.edu.au/writing_briefs/agriculture/ag_tech_710_syl.doc.

To facilitate the correction to printed copies of the syllabus a page of labels with the corrected text have been mailed out to all schools. These labels can be affixed directly over the existing text.

Effective: 2005 implementation

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**Visual Arts, Drama and Dance
Stage 6 Syllabuses – Errata**

**BOS
64/03**

The Board advises that the Visual Arts, Drama and Dance Stage 6 syllabuses (1999) require updates to the information on submitted works to accommodate developments in technology. From 2004 students will be permitted to submit works for the Higher School Certificate in CD and DVD formats.

In the *Visual Arts Stage 6 Syllabus* (1999), this information relates to submissions in the expressive forms of Film and Video, Digital Animation and Interactives.

In the *Drama Stage 6 Syllabus* (1999), this information relates to the submission of the Individual Project: Video Drama.

In the *Dance Stage 6 Syllabus* (1999), this information relates to the submission of the Major Study Dance and Technology Option 2 Film and Video.

Teachers of Visual Arts, Drama and Dance are advised that the updates to the information on submitted works have been included in syllabuses on the Board of Studies website www.boardofstudies.nsw.edu.au

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**Tracked Stage 6 Science
Syllabuses**

**BOS
65/03**

The Board advises that the tracked documents showing the October 2002 amendments to the Stage 6 Science syllabuses will be removed from the Board's website on 19 December 2003. These documents were produced to assist teachers in the initial implementation of the amended syllabuses and in modifying their teaching and learning programs in light of the changes made to the syllabus in October 2002.

The untracked syllabuses as amended in October 2002 will remain on the Board's website at www.boardofstudies.nsw.edu.au/syllabus_hsc/index.html

Schools were provided with printed copies of the five amended syllabuses in December 2002.

Effective: 19 December 2003

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**2004 School Certificate
Australian History, Geography,
Civics and Citizenship Test**

**BOS
66/03**

The Board of Studies advises that for the 2004 School Certificate Australian History, Geography, Civics and Citizenship Test, the order of the components will be as follows: Section 1 (Parts A, B and C) of the test will be the Australian History, Civics and Citizenship component, and Section 2 (Parts A, B and C) will be the Australian Geography, Civics and Citizenship component. The numbering of questions will be sequential throughout the paper.

Students sitting for the test should be made aware that they should allocate one hour to the Australian History, Civics and Citizenship component of the test, and one hour to the Australian Geography, Civics and Citizenship component. Students will have ten minutes reading time, before the two-hour test time starts, in which to familiarise themselves with the paper. The Office of the Board of Studies will instruct Presiding Officers to announce to students at the completion of one hour of test time that there is one hour remaining.

As announced in the Board Bulletin notice BOS 20/03 (in Board Bulletin Vol 12 No 1, March 2003), for 2004 and 2005 the nominated topics for Parts A and B of the Australian History, Civics and Citizenship component of the test are:

Topic 4: Australia and World War II

Topic 6: Social and Political Issues from the 1970s to the 1990s

Effective: 2004 School Certificate test

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**VET Curriculum Writers –
Call for Expressions of Interest**

**BOS
67/03**

To assist with the management of syllabus development for Vocational Education and Training in 2004, the Office of the Board of Studies is updating its register of curriculum writers. This register will be used to select writers to undertake tasks at various stages of the year.

Possible projects for 2004 require writers with particular expertise in the following areas:

- Construction
- Entertainment
- Information Technology

- Metal and Engineering

People with expertise in writing syllabuses, support documents, work samples or units of work and/or the conduct of educational research are invited to submit an expression of interest for inclusion on the register.

The register will be used to identify potential syllabus writers or to identify writers to undertake other tasks associated with the development of syllabus materials.

Selected writers will work under the direction of a project manager who will have responsibility for coordinating and managing each of the tasks associated with the development of the materials and for ensuring that the project is completed to an acceptable standard, on time and within budget. For some projects there may be two or three writers involved and the writers will need to work collaboratively.

Selected writers will be required to undertake their writing at the Office of the Board of Studies, 117 Clarence Street, Sydney.

Confidentiality

Writers will be required to give an undertaking that they will maintain confidentiality in relation to the project being undertaken.

Submission of an Expression of Interest

The application form should be completed and submitted, along with the required supporting statements and documentation to:

Administrative Officer, VET
Curriculum Branch
Office of the Board of Studies
GPO Box 5300 SYDNEY NSW 2001

Queries regarding this call for expressions of interest can be directed to:

Marianne Millan
Inspector, VET
(02) 9367 8310
millan@boardofstudies.nsw.edu.au

Selection of Writers

Selection of writers will involve consideration of the following criteria:

- demonstrated knowledge in the area/s
- teaching experience in relevant area/s
- demonstrated experience in curriculum development or evaluation in an educational environment
- high level of writing skills.

These criteria should be evident in your application and supporting documentation.

Expression of Interest to Register as a Curriculum Writer – VET

Name: _____

Address: _____

_____ Postcode _____

Phone: (H) _____ (W) _____ (M) _____

Fax: _____

Email: _____

Current work location: _____

Qualifications: (please list all educational qualifications)

Experience: (Please attach a brief work resumé)

Teaching or related experience

Upper Secondary TAFE Other

Subject area/s: (if applicable): _____

Curriculum writing experience

Syllabus, support materials: _____

Textbooks: _____

VET curriculum and support materials: _____

Other: _____

Please attach a brief summary of relevant documents and names and contact details of at least two referees who can verify your involvement in the production of the document/s.

Educational research

Masters/PhD research experience: _____

Other research skills/experience (include in your attached resumé)

Relevant industry experience (include in your attached resumé)

Computer skills

word processing other _____

Signature of applicant: _____ Date: _____



**Curriculum Writers –
Call for Expressions of Interest –
Revision of Stage 6 Languages Beginners
Syllabuses**

**BOS
68/03**

To assist with the management of the proposed revision of its Stage 6 Beginners Languages syllabuses, the Office of the Board of Studies is creating a register of curriculum writers. This register will be used to select writers to undertake tasks at various stages of the year. Depending on their current employment situation, the selected writers will be contracted or deployed (subject to approval of the current employer) to undertake the writing tasks.

People with expertise in writing syllabuses, support documents, units of work or examination papers, and/or with expertise in the conduct of educational research, are invited to submit an expression of interest for inclusion on the register.

Expressions of interest are particularly sought from people with skills and interest in the writing of Stage 6 syllabuses and expertise and experience in the teaching of Beginners Languages courses.

The register will be used to identify potential syllabus writers or to identify writers to undertake other tasks associated with the development of syllabus materials. People submitting an expression of interest will be advised of the outcome of the application. Once particular tasks are identified, the potential writers will be contacted to discuss any further requirements of the task or to provide further information on which to base the selection of writers.

The selected writers will work under the direction of a project manager who will have overall responsibility for coordinating and managing each of the tasks associated with the development of the materials, and for ensuring that the project is completed to an acceptable standard, on time, and within budget. For some projects there may be several writers who will be required to work collaboratively.

Selected writers will be expected to attend regular meetings and, in most cases, will be required to undertake their writing at the Office of the Board of Studies, 117 Clarence St, Sydney.

Confidentiality

Writers may be required to give an undertaking that they will maintain confidentiality in relation to the project being undertaken.

Expression of Interest to Register as a Curriculum Writer

The application form should be completed and submitted, along with the required supporting statements and documentation, to:

**Ms Christine Dindial
Administrative Officer, Languages Unit, Curriculum Branch
Office of the Board of Studies
GPO Box 5300 SYDNEY NSW 2000
Phone: (02) 9367 8180**

While it will be possible to make additions to the register over time, interested people are encouraged to submit their applications as soon as possible to ensure that they can be considered for work from the commencement of the project.

Placement on the Register

Selection of potential writers for placement on the register will involve consideration of the following criteria:

- demonstrated knowledge in the area (evident through educational qualifications and work resumé)
- practical teaching experience in relevant areas (evident in work resumé)
- demonstrated experience in curriculum development or evaluation in an educational environment (evident in work resumé and curriculum writing experience)
- high level of writing skills (evident in curriculum writing experience).



Expression of Interest to Register as a Curriculum Writer – Revision of Stage 6 Languages Beginners Syllabuses

Name: _____

Address: _____

_____ Postcode _____

Phone: (H) _____ (W) _____

Fax: _____ Email: _____

Current work location: _____

Qualifications: (please list all educational qualifications) _____

Experience: *Resumé attached (Please attach a brief work resumé)*

Teaching or related experience

Lower Secondary Upper Secondary Other

Subject area/s: _____

Please attach a brief summary of other relevant experience

Curriculum writing experience

Syllabus, support materials: _____

Other: _____

Experience in developing HSC/Trial HSC examinations: _____

Please attach a brief summary of relevant documents and names and contact details of at least two referees who can verify your involvement in the production of the document/s.

Educational research

Masters/PhD research experience: _____

Other research skills/experience *(Please attach a brief summary)*

Computer skills

word processing other _____

Signature of applicant: _____ Date: _____



**Call for Expressions of Interest for
Involvement in the Review and Revision of
HSC Languages Course Prescriptions**

**BOS
69/03**

Prescribed texts are the vehicle for studying the mandated themes and prescribed issues. Prescribed texts are integral to the structure of some HSC Languages courses. In order to provide scope and challenge in these courses it is necessary to rotate or change the texts on a regular basis.

To assist with the management of this process the Office of the Board of Studies is creating a register of qualified people who would like to be involved in the review and revision of the current course prescriptions in the following Languages courses:

Extension Courses:	Arabic	Chinese	French	
	German	Indonesian	Italian	
	Japanese	Modern Greek	Spanish	
Background Speakers Courses:	Chinese	Indonesian	Japanese	Korean
Classical Languages Continuers Courses:		Classical Greek	Classical Hebrew	Latin

This register will be used to select appropriately qualified people to undertake tasks at various stages of the year. Depending on their current employment situation, those people selected will be contracted or deployed (subject to approval of the current employer) to undertake the tasks.

People with expertise in writing syllabuses, support documents or units of work in the courses, and/or with expertise in the conduct of educational research, are invited to submit an expression of interest for inclusion on the register.

The register will be used to identify appropriately qualified people to review and revise the course prescriptions or to identify people to undertake other tasks associated with the project. People submitting an expression of interest will be advised of the outcome of the application. Once particular tasks are identified, the potential writers will be contacted to discuss any further requirements of the task or to provide further information on which to base the selection of people to be involved.

The people selected will work under the direction of a project manager who will have overall responsibility for coordinating and managing each of the tasks associated with the development of the materials, and for ensuring that the project is completed to an acceptable standard, on time, and within budget. For some projects there may be several people who will be required to work collaboratively.

Those people selected will be expected to attend regular meetings and, in most cases, will be required to undertake their work at the Office of the Board of Studies, 117 Clarence St, Sydney.

Confidentiality

The people selected may be required to give an undertaking that they will maintain confidentiality in relation to the project being undertaken.

Expression of Interest to Register for Involvement in Review of Course Prescriptions

The application form should be completed and submitted, along with the required supporting statements and documentation, to:

Ms Christine Dindial
Administrative Officer, Languages Unit, Curriculum Branch, Office of the Board of Studies
GPO Box 5300 SYDNEY NSW 2000 Phone: (02) 9367 8180

While it will be possible to make additions to the register over time, interested people are encouraged to submit their applications as soon as possible to ensure that they can be considered for work from the commencement of the project.

Placement on the Register

Selection of people for placement on the register will involve consideration of the following criteria:

- demonstrated knowledge in the area (evident through educational qualifications and work resumé)
- practical teaching experience in relevant areas (evident in work resumé)
- demonstrated experience in curriculum development or evaluation in an educational environment (evident in work resumé and curriculum writing experience)
- high level of writing skills (evident in curriculum writing experience).



Expression of Interest to Register for Involvement in the Review and Revision of HSC Languages Course Prescriptions

Name: _____

Address: _____

_____ Postcode _____

Phone: (H) _____ (W) _____

Fax: _____ Email: _____

Current work location: _____

Qualifications: (please list all educational qualifications) _____

Experience: *Resumé attached (Please attach a brief work resumé)*

Teaching or related experience

Lower Secondary Upper Secondary Other

Subject area/s: _____

Please attach a brief summary of other relevant experience

Curriculum writing experience

Syllabus, support materials: _____

Other: _____

Experience in developing HSC/Trial HSC examinations: _____

Please attach a brief summary of relevant documents and names and contact details of at least two referees who can verify your involvement in the production of the document/s.

Educational research

Masters/PhD research experience: _____

Other research skills/experience *(Please attach a brief summary)*

Computer skills

word processing other _____

Signature of applicant: _____ Date: _____

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