

# Official Notices

May 2004 – Vol 13 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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**Stage 6 – Design and Technology, BOS  
Industrial Technology: Completion 22/04  
of Major Projects Outside School**

Over recent years there has been an increase in the number of Major Projects that have either been substantially completed outside of the school or require marking at venues away from the specified examination centre. Teachers of Design and Technology and Industrial Technology are reminded of the following information in relation to the external examination of Major Projects.

Major Projects are an integral part of these subjects. The syllabuses are written to ensure the integrated treatment of syllabus content with the project work in teaching and learning. It is not intended that the project be treated as a separate practical activity, or treated in isolation.

Teachers are reminded that Major Projects for these courses need to be completed under the direction of the supervising teacher. In relation to the certification of submitted works and practical performances, the Board of Studies Assessment, Certification and Examination (ACE) Manual (2002) states:

*The class teacher and principal are both required to certify that the work or performance was developed under the teacher's supervision, was the student's own work and was completed by the due date (page 187).*

It is often difficult for a principal and the teacher to provide this certification if the work has been substantially completed away from the school. It is advisable that teachers discourage students from undertaking projects that require a significant proportion of the work to be completed outside of the school.

In some circumstances it may be necessary for some aspect of the project to be undertaken by another person or agency. However, it is intended that the student complete the majority of work relating to the Major Project. Aspects of the project that have been outsourced need to be noted on the certification form and clearly identified and justified in the associated project documentation. It should also be noted that, when work has been outsourced, the aspects of the project that have actually been completed by the candidate should satisfy the relevant course outcomes.

Teachers of Design and Technology are also reminded that:

*A brief written record of each student's progress throughout the project must be kept by the teacher. (Design and Technology Stage 6 Syllabus, 1999, page 30.)*

This record may be requested in circumstances where examiners require further information in relation to the development of the Major Design Project.

**Application for Off-site Marking of Projects**

Under normal circumstances it would be expected that the Major Project has been completed at the school and

will be available for marking at the specified examination centre. In some exceptional circumstances it may be necessary for the principal to apply for a special contingency for the Major Project to be marked at an alternative venue away from the school. This request is subject to Board approval.

**Contact:** **Richard Vaguez**  
**Practical Exams Coordinator**  
**(02) 9367 8209**  
**vaguez@boardofstudies.nsw.edu.au**

**Howard Kennedy**  
**Inspector, Technology Education**  
**(02) 9367 8246**  
**kennedy@boardofstudies.nsw.edu.au**

**Board Endorsed VET Courses  
for 2005****BOS  
23/04****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 Industry Curriculum Framework courses and a wide variety of 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. Locally designed courses may be delivered by schools, TAFE or other registered training organisations.

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 courses in 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 at [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.

**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 Board Endorsed VET 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**

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 at [www.boardofstudies.nsw.edu.au/manuals/index.html#vetboardendorsedcourses](http://www.boardofstudies.nsw.edu.au/manuals/index.html#vetboardendorsedcourses)

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 2005 will need to reach the system/sector authority by Friday 23 July 2004. The closing date for applications to reach the Board is Friday 3 September 2004.

**Enquiries:** Margot Alaba  
Senior Project Officer, Curriculum Branch (VET)  
(02) 9367 8203  
[alaba@boardofstudies.nsw.edu.au](mailto:alaba@boardofstudies.nsw.edu.au)



### **Chinese Background Speakers Stage 6 Syllabus Amendment**

**BOS  
24/04**

Official Notice BOS 40/00 (*Board Bulletin* Vol 9 No 6, 2000) amended the Chinese Background Speakers syllabus to allow the use of full-form characters as well as simplified characters in the HSC examination for a period of four years, up to and including the 2004 HSC examination.

Effective from the 2004 Preliminary course, the wording of the syllabus reverts to that in the original printed version.

The following amendments to the current syllabus are required:

*On page 6, in paragraph 2, replace:*

'In the written form, texts, questions and tasks for the external examination will be provided in simplified characters and full-form (complex) characters, and

responses can be presented in either simplified characters or full-form (complex) characters.'

with:

*In the written form, texts, questions and tasks will be provided in simplified characters, but responses can be presented in either simplified characters or full-form (complex) characters.*

*On page 34, in paragraph 4, replace:*

'In the external examination, texts, questions and tasks will be provided in simplified characters and full-form (complex) characters, and responses can be presented in either simplified characters or full-form (complex) characters.'

with:

*In the external examination, texts, questions and tasks will be provided in simplified characters, but responses can be presented in either simplified characters or full-form (complex) characters.*

On the Board's website, there are currently two versions of the syllabus: one version effective for the 2004 HSC course only, and a version containing these amendments, effective from the 2004 Preliminary course.

**Effective:** 2004 Preliminary course

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Inspector, Languages  
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Howard Jacobs  
Senior Assessment Officer  
(02) 9367 8039  
[jacobs@boardofstudies.nsw.edu.au](mailto:jacobs@boardofstudies.nsw.edu.au)



### **Changes to Latin Extension Examination Rubrics**

**BOS  
25/04**

Note the following change to rubrics in the 2004 Latin Extension HSC examination:

- Question 1 In the second dot point, replace 'satiric genre' with *elegy*
- Question 3 In the first dot point, replace 'poems of the satiric genre' with *elegies*
- Question 4 In the third dot point, replace 'satiric genre' with *elegy*

**Effective:** 2004 HSC examination

**Contact:** Helen Bristow  
Senior Assessment Officer  
(02) 9367 8095  
[bristow@boardofstudies.nsw.edu.au](mailto:bristow@boardofstudies.nsw.edu.au)



### **Phasing Out of Current Years 7–10 Syllabuses**

**BOS  
26/04**

In Official Notice BOS 54/02 (*Board Bulletin* Vol 11 No 4, 2002) the Board advised schools of the implementation timelines for the new Years 7–10 syllabuses. Implementation of the English and Mathematics syllabuses has commenced with Years 7 and 8 in 2004, and will continue with Year 9 from 2005 and Year 10 from 2006. The remaining syllabuses will be implemented with Years 7 and 9 in 2005, and Years 8 and 10 in 2006.

The current Years 7–10 syllabuses in Asian Social Studies, Studies in Society and Studies of Religion will not be available under the new Years 7–10 curriculum structure and will be phased out by 2006.

The last year that students may be credentialled in Stage 5 for satisfactory completion of 100 or 200 hours in Asian Social Studies, Studies in Society or Studies of Religion will be 2005.

**Contact:** **David Patterson**  
**Manager, Policy and Development**  
**(02) 9367 8222**  
**dpatterson@boardofstudies.nsw.edu.au**



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

**BOS  
27/04**

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 in these cases.

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

#### **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.

#### **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:

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

Closing date: Friday 28th May 2004.

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

**Caraline Cloke**  
**Curriculum Officer, VET**  
**(02) 9367 8429**  
**cloke@boardofstudies.nsw.edu.au**

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**Expression of Interest – Register of Curriculum Writers**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Current work location: \_\_\_\_\_

**Qualifications:** *(please list all educational qualifications)*

\_\_\_\_\_  
\_\_\_\_\_

**Experience:** *(Please attach a brief work résumé)*

**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 résumé)

Relevant industry experience (include in your attached résumé)

**Computer skills**

Word Processing     Other \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_



**Expressions of Interest for Chief  
Examiners, Members of  
Examination Committees and  
Assessors for 2005 HSC and SC**

**BOS  
28/04**

The Board of Studies NSW is inviting expressions of interest from suitably qualified teachers and academics who wish to participate in the development of the 2005 Higher School Certificate examination and School Certificate test papers as Examination Committee members, Chief Examiners and Assessors. Examination development is from Term 4, 2004 to August 2005. Assessing usually takes one day, and will generally take place in Term 1, 2005.

Successful applicants receive an honorarium and travel expenses. Successful applicants for the position of Chief Examiner will be notified by 6 August 2004. Successful applicants for committee membership will be notified by 15 October, and assessors generally by the end of Term 4.

Further information and application forms are available from the Board of Studies website at [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au) or by ringing the Board of Studies.

**Contact:** Rhondda Lidgard  
Examination Committee Support  
Assessment and Reporting Branch  
(02) 9367 8173  
[Lidgard@boardofstudies.nsw.edu.au](mailto:Lidgard@boardofstudies.nsw.edu.au)

## Cumulative list of all Official Notices to date for 2004

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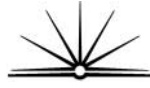
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