

# Official Notices

9 December 2005 – Vol 14 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.

The decision or advice contained in each notice is effective immediately (that is, on and from the date of publication of this edition of Official Notices) unless another date is specified in the notice, in which case the effective date is the date so specified.

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## Linking a school to a Board Endorsed VET Course for 2006

BOS  
39/05

### Overview

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 delivered by TAFENSW.

Where a school or group of schools identifies a need for a VET course that cannot be met from the available range of courses, a locally-designed VET course can be proposed for Board endorsement (see Official Notice BOS 23/04).

Once a VET course is endorsed, the course details are entered on Schools Online and linked to the school or schools that applied for the course. 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, allowing student entries to be made. As the endorsement of VET courses is for one cohort only, *these links must be renewed annually*, if a new cohort is to be enrolled.

### Which courses need to be linked?

Schools are not required to be individually linked to:

- Industry Curriculum Framework courses (regardless of where delivered)
- Accounting (Board Developed Course delivered by TAFENSW)
- Content Endorsed Courses delivered by TAFENSW as listed on the website [www.det.nsw.edu.au/vetinschools/tvet](http://www.det.nsw.edu.au/vetinschools/tvet)

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

All other VET courses need to be individually linked to each school before students can be entered. These include:

- locally-designed courses delivered by TAFENSW
- Board Endorsed VET Courses delivered by schools
- Board Endorsed VET Courses delivered by private training providers
- all VET courses offered to students in Stage 5 (isolated students, etc) including course where Year 10 students are participating in Industry Curriculum Framework courses (see Official Notice 39/05)
- the Retail Extension Board Endorsed Course (regardless of where delivered).

### 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. Applications must have relevant school system/sector authority support prior to being forwarded to the Office of the Board of Studies. The application form can be found on the Board's website with the Board endorsed VET course guidelines and application forms:

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

Schools receive written confirmation of course linking from the Office of the Board of Studies; a copy is sent to the relevant school system/sector authority for information.

### Timeline

Link forms must be submitted by 16 December 2005 in order to have the course available when Schools Online opens for entries at the start of Term 1, 2006. Forms received after this date will be accepted, but students cannot be entered for the course concerned until the application has been processed.

**Contact:** **Maureen Jones**  
**Senior Project Officer, VET**  
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## VET Retail Extension Course

BOS  
40/05

Schools that offer the Retail Industry Curriculum Framework will be aware that an extension course is available. This course is classified as a Board Endorsed Course, and counts as an additional unit towards the Preliminary or HSC pattern of study.

The industry requires students to be school-based trainees or to have significant experience in a retail workplace in order to undertake the extension course. By undertaking the 240-hour Retail Framework course plus the extension course, students may achieve a Certificate II in Retail Operations.

As with all Board Endorsed VET Courses, until now schools have had to apply annually to be linked to the Retail extension course. To assist the many schools that need this as an ongoing course, the endorsement period for the VET Retail Extension Course has been extended to two years.

This means *schools that have been endorsed for the Retail Extension Course for 2005 will have this endorsement extended to cover 2006 without further application to the Board*. Schools can check whether the course is currently available, to them by looking at their 'Board Endorsed Courses' on Schools Online.

Schools that are not currently endorsed for the Retail Extension Course must apply to the Board using the *Application to LINK a school to a Board-endorsed VET Course for 2006* form to enter students in 2006.

The LINK form must be completed and signed by the principal. Applications must have relevant school system/sector authority support prior to being forwarded to the Office of the Board of Studies. The LINK form for this purpose is available on the Board's website at

[www.boardofstudies.nsw.edu.au/manuals/pdf\\_doc/bec\\_vet\\_link\\_06.pdf](http://www.boardofstudies.nsw.edu.au/manuals/pdf_doc/bec_vet_link_06.pdf)

Link forms must be submitted by 16 December 2005 in order to have the course available when Schools Online opens for entries at the start of Term 1, 2006. Forms received after this date will be accepted, but students cannot be entered for the course concerned until the application has been processed.

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**Senior Project Officer, VET**  
**(02) 9367 8175**  
**jones@boardofstudies.nsw.edu.au**



**Stage 6 Persian Background Speakers syllabus amendments and updated required reading list**

**BOS 41/05**

**Syllabus amendments**

The Board wishes to advise that following consultation with teachers in both NSW and South Australia, amendments have been made to the 'Prescribed Themes' (p 14 of the *Stage 6 Persian Background Speakers Syllabus*), to the 'Themes and Contemporary Issues' (pp 14 and 15 of the *Stage 6 Persian Background Speakers Syllabus*), and to the 'Texts and Text Types' (p 17 of the *Stage 6 Persian Background Speakers Syllabus*).

In section 8.1.1 'Prescribed Themes' on page 14, the prescribed themes have been amended to:

- Social Issues in Persian-speaking communities
- Culture of Persian-speaking communities
- Persian-speaking communities in a changing world
- Persian language, poetry and literature.

In section 8.1.2 'Prescribed Contemporary Issues', the following table replaces the table on pages 14 and 15:

<b>Theme</b>	<b>Contemporary Issues</b>
Social issues in Persian-speaking communities	<ul style="list-style-type: none"> <li>• Youth issues</li> <li>• The changing role of the family</li> <li>• The role of women</li> <li>• The impact of economic development and social change</li> </ul>

Culture of Persian-speaking communities

- The significance of festivals and traditions
- The influence of culture on young people in diverse Persian-speaking communities
- The significance of Persian arts, handicrafts and architecture

Persian-speaking communities in a changing world

- The significance of prominent historic events, people, and places in contemporary society
- The changing face of tourism and the environment in Persian-speaking communities
- The impact of the media in Persian-speaking communities

Persian language, poetry and literature

- The relevance of modern and classical literature and poetry in contemporary society
- The impact of the changing nature of the language on society

In section 8.3 'Texts and Text Types', the following list replaces the table on page 17:

- Advertisement
- Announcement
- Article\*
- Biography
- Discussion\*
- Essay\*
- Interview\*
- Diary/Journal entry\*
- Letter\*
- Narrative account\*
- Personal profile
- Poem
- Report\*
- Review\*
- Short story\*
- Speech or talk\*
- Summary\*

**Updated Required Reading List**

The Required Reading List for the *Stage 6 Persian Background Speakers Syllabus* has been updated to include some more contemporary texts and to reflect the changes in the prescribed themes and contemporary issues. The list is published in the *Persian Background Speakers Level Resources* on the Board's website.

**Effective:** 2006 Preliminary  
2007 HSC

**Contact:** Dr Margaret Silink  
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Julie Flynn  
Senior Curriculum Officer, Languages  
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**VET Curriculum Writers – Call for BOS  
Expressions of Interest 42/05**

To assist with the management of syllabus development for Vocational Education and Training in 2006, 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 2006 require writers with particular expertise in the following areas:

- Hospitality
- Information Technology
- Metal and Engineering
- Retail
- Tourism.

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 two or three writers might 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:

Curriculum 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:

Ian Balcomb  
Inspector, VET  
Phone: (02) 9367 8038  
balcomb@boardofstudies.nsw.edu.au

Closing date: Friday 16th December 2005.

**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 – Register of Curriculum Writers**

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

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

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

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

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

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

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

**Experience**

*Please attach a brief work résumé.*

**Teaching or related experience:**

Upper Secondary     TAFE     Other

**Subject area/s:** \_\_\_\_\_

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

**Curriculum writing experience**

Syllabus and support materials: \_\_\_\_\_

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

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**

*Include in your attached résumé.*

**Relevant industry experience**

*Include in your attached résumé.*

**Computer skills**

Word processing     Other

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**Registration and accreditation of individual non-government schools NSW**

**BOS  
43/05**

The *Education Act 1990* requires that the following applications be submitted by individual non-government schools no later than 31 March 2006:

- applications for renewal of registration and, if applicable, accreditation where registration/accreditation expires at the end of 2006
- applications for registration and, if applicable, accreditation where provisional registration/accreditation expires at the end of 2006
- applications for renewal of exemption from registration where exemption expires at the end of 2006
- applications for exemption from registration where exemption from provisional registration expires at the end of 2006
- applications to commence new Years of schooling in existing registered/accredited schools in 2007
- applications to open new schools in 2007.

The requirements for registration and accreditation are detailed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*.

Copies of the application forms and the manual are available on the Board's website: [www.boardofstudies.nsw.edu.au/manuals/index.html#regaccreditsystemsmanuals](http://www.boardofstudies.nsw.edu.au/manuals/index.html#regaccreditsystemsmanuals)

**Contact:** Anne Keenan, Acting Inspector,  
Registration and Accreditation  
(02) 9367 8424  
[keenan@boardofstudies.nsw.edu.au](mailto:keenan@boardofstudies.nsw.edu.au)



**Rules of the Board: Amendments to the 'Registered and Accredited Individual Non-government Schools (NSW) Manual' and the 'Registration Systems and Member Non-government Schools (NSW) Manual'**

**BOS  
44/05**

Under Section 131 of the *Education Act 1990*, the *Registered and Accredited Individual Non-government Schools (NSW) Manual* and the *Registration Systems and Member Non-government Schools (NSW) Manual* (the manuals) constitute the rules set out by the Board in relation to registration and accreditation.

Registration requirements and evidence of compliance in relation to outsourcing courses to one or more external provider are described in Section 3.2.3 of the *Registered and Accredited Individual Non-government Schools (NSW) Manual* and Section 5.2.3 of the *Registration Systems and Member Non-government Schools (NSW) Manual*.

The Board has noted that for some non-government

schools the requirement that outsourced courses comprise a minority of a student's overall pattern of study is unduly restrictive given each school's current arrangements for the delivery of educational programs.

Recently the Minister approved amendments to the manuals to allow for a school to outsource more than a minority of courses in exceptional circumstances where Board approval has been granted.

The amended manuals are available on the Board's website at [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

**These rules, as constituted in the manuals, take effect immediately.**

**Contact:** Anne Keenan, Acting Inspector,  
Registration and Accreditation  
(02) 9367 8424,  
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**Registration and accreditation of systemic non-government schools NSW**

**BOS  
45/05**

The *Education Act 1990* requires that the following applications be submitted by Registration Systems no later than 31 March 2006:

- applications for renewal of registration and, if applicable, accreditation where the registration/accreditation of member schools expires at the end of 2006
- applications for registration and, if applicable, accreditation where the provisional registration/accreditation of member schools expires at the end of 2006
- applications for renewal of exemption from registration where the exemption of member schools expires at the end of 2006
- applications for exemption from registration where exemption from provisional registration of member schools expires at the end of 2006
- applications to commence new Years of schooling in existing registered/accredited member schools in 2007
- applications to open new member schools in 2007.

The requirements for registration and accreditation are detailed in the *Registration Systems and Member Non-Government Schools (NSW) Manual*.

Copies of the application forms and the manual are available on the Board's website [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

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