

Official Notices

18 September 2006 – Vol 15 No 5

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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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
42/06

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 the requirements for registration and accreditation.

Section 3.10.1 of the *Registered and Accredited Individual Non-government Schools (NSW) Manual* and section 5.10.1 of the *Registration Systems and Member Non-government Schools (NSW) Manual* detail the registration requirements in relation to annual reporting.

In June 2005, the New South Wales Government announced additional annual reporting requirements for all schools. In February 2006, the government also announced that all schools would be required to provide information in their annual reports on measures taken by the school to promote levels of respect and responsibility.

The manuals have been amended to ensure that the sections in relation to annual reporting incorporate the additional requirements.

Additional amendments have also been made to the manuals to:

- align the manual to the Board's revised *Assessment, Certification and Examination (ACE) Manual*
- clarify the Board's requirements in relation to:
 - the need to establish consistency across all sections of the manuals with the *Institute of Teachers Act 2004*
 - notifying the Board where a non-government school receives formal notification of a breach of the *Building Code of Australia*
 - notifying the Board where the proprietor of a non-government school changes
 - distinguishing between an internal review determined by a registration system and an internal review determined by the Board of Studies.

The amended manuals are accessible now on the Board's website at www.boardofstudies.nsw.edu.au/manuals

The rules, as constituted in the revised manuals, take effect immediately.

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Brother John Taylor Memorial Prize

BOS
43/06

Nominations are being sought for the 2006 Brother John Taylor Memorial Prize, which will be presented at the Premier's Awards for Excellence at the Higher School Certificate early in 2007. The award was established as a memorial to the late Brother John Taylor, a distinguished educationist and member of the Board of Studies.

The Trust Deed governing the prize stipulates that the Trust Fund be applied 'to provide an annual prize to a student or students who have overcome significant disadvantage to achieve academic excellence in the New South Wales Higher School Certificate'.

There is no set form of nomination. However, it is important to note that the prime requirement is to 'overcome significant disadvantage and to achieve academic excellence'. The Trustees can only make their decision based on the material submitted.

'Significant disadvantage' may be demonstrated by circumstances such as a medical condition, disrupted home life or ongoing disability. Nominations must be fully documented and supported by relevant evidence from independent professionals such as doctors, counsellors or other appropriate sources.

'Academic excellence' is assessed from school and Office of the Board of Studies records. The performance of nominees during the school years should be highlighted and supported by relevant school reports or other appropriate evidence.

It cannot be stressed too strongly that the Trustees can only make their decision based on the written material submitted, and this should be fully self-explanatory.

The closing date for nominations is Friday, 8 December 2006.

Nominations should be sent to:

**Brother John Taylor Memorial Prize
Nominations
Examinations Branch
Board of Studies
GPO Box 5300
Sydney NSW 2001**



Eligibility rules and retention of documentation for Stage 6 Languages courses

BOS
44/06

Schools are reminded that students' eligibility to enrol in Stage 6 Beginners Languages courses and Continuers Languages courses, for those languages where there is also a Background Speakers course, is dependent on completion of the Eligibility Declaration forms in the *ACE Manual*, and provision of all relevant documentation (see Section 8 and attachments 8.2 and 8.3).

Students may not be entered in these courses unless a determination of eligibility has been made by the school principal. All documentary evidence must be retained by the school for the Board's monitoring purposes. If a principal is in any doubt about an individual student's eligibility to enrol in a Language course, the Board should be notified, as detailed in Section 8 of the *ACE Manual*. Failure to adhere to the eligibility rules could jeopardise the student's award of the Higher School Certificate.

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Consultation period for new course prescriptions in Extension and Background Speakers Languages courses

BOS
45/06

New course prescriptions are currently being developed for Extension and Background Speakers Languages courses. There will be a consultation period of 6 weeks for each course to enable teachers and professional organisations to provide feedback on the recommendations. The consultation document for each language will be published on the Board of Studies website in the coming weeks. Teachers are asked to check the website to access these documents.

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