

Official Notices

March 1997 — Vol 6 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.

Topics covered by Official Notices in this issue



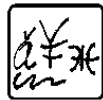
HSC Examinations

2 Unit NAFLaSSL Examinations.....BOS 6/97
Attention: 2 Unit Drama Teachers and Students — 1997 HSC.....BOS 7/97



Creative Arts

Attention: 2 Unit Drama Teachers and Students — 1997 HSC (see BOS 7/97)



Languages Other Than English

2/3 Unit Classical Greek — 1997, 1998 and 1999 HSCBOS 8/97
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2 Unit NAFLaSSL Examinations

BOS
6/97

The Board advises that the criteria for judging performance in Paper 3: Discussing a Theme for all 2 Unit (NAFLaSSL) examinations have been amended as follows:

- understanding and appreciation of the works
- depth of treatment
- content relevant to the demands of the task
- appropriate and effective use of structure
- accuracy and variety of language use.

Effective: 1997 HSC examinations
Contact no: (02) 9927 8238
 (02) 9927 8280
 (02) 9927 8152



Attention: 2 Unit Drama Teachers and Students — 1997 HSC

BOS
7/97

Content Area 5 — Topic 12 Dario Fo

The Board wishes to advise that since there is a difficulty in obtaining copies of the prescribed editions of texts for this topic area students may use any available edition. There will be some differences between editions, eg the ending to the 1987 Methuen edition of *Accidental Death of an Anarchist* differs from the 1992 *Collected Plays* edition. In the examination students should refer to the edition with which they are familiar

Effective: 1997 HSC examinations
Contact no: (02) 9927 8154



2/3 Unit Classical Greek — 1997, 1998 and 1999 HSC

BOS
8/97

The Board advises that in the *1997 Prescribed Texts, Topics, Projects and Works* document and the *LOTE KLA Handbook* Stage 6 for the 1998 and 1999 HSC, the O.C.T (Oxford Classical Texts) refers to page numbers in Thucydides: Book VII; they are in fact *chapter* numbers.

Effective: Immediately
Contact no: (02) 9927 8152
 (02) 9927 8280
 (02) 9927 8266



2/3 Unit Latin — 1997, 1998 and 1999 HSC

BOS
9/97

The Board advises that in the *1997 Prescribed Texts, Topics, Projects and Works* document and the more recently distributed *LOTE KLA Handbook* Stage 6 for the 1998 and 1999 HSC, the 2/3 Unit Latin prescription refers to Livy: Book V as a speech; it is in fact, a *history*.

Effective: Immediately
Contact no: (02) 9927 8152
 (02) 9927 8280
 (02) 9927 8266



1997 JSSTAFE Course Exclusions

BOS
10/97

Schools are advised that the exclusions relating to JSSTAFE courses which are listed in the Board's *ACE Manual* (pages 174-176), relate to 1996 courses and hence are no longer necessarily correct. The current list of exclusions is contained in the JSSTAFE publication *Ideas for Courses 1997*, which was issued by the JSSTAFE Unit mid-1996.

Accordingly, schools should refer to the 'Board of Studies Exclusions' section of *Ideas for Courses 1997*, rather than to the information on pages 174-176 of the *ACE Manual*. These pages will be replaced as part of the next update of the Manual.

Contact no: (02) 9927 8206

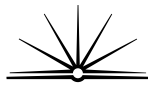


Requirements for Private Providers of Vocational Higher School Certificate Courses — December 1996

BOS
11/97

Introduction

These guidelines have been developed by the NSW Vocational Education Dual Accreditation Committee (VEDAC), which includes representatives of the Board of Studies, VETAB, the Department of School Education, the Catholic Education Commission, the Association of Independent Schools, TAFE NSW and the Department of Training and Education Co-ordination. They are intended to provide guidance to schools and providers regarding private provision of vocational HSC courses. They do not take the place of formal contractual arrangements between schools and providers.



References in these guidelines to VETAB should be taken to include those bodies granted authority by VETAB to act on its behalf for particular purposes. For example, VETAB has delegated authority for course accreditation in some industries to the relevant Industry Training Advisory Body (ITAB).

These guidelines replace the version issued in August 1995, which was included as Section 10.2.4 of the *ACE Manual* (May 1996).

Guidelines

1. What is a Private Provider?

For the purposes of these guidelines, private providers are providers contracted by government or non-government schools to deliver vocational courses as part of the NSW Higher School Certificate. They include such providers as business colleges, community providers, industry trainers, Skillshares and TRAC, but do not include TAFE Colleges delivering courses in the Joint Secondary Schools TAFE Program.

2. Can Private Providers Deliver the Higher School Certificate?

No. The *Education Reform Act* precludes any institution other than a school or TAFE college from offering the Higher School Certificate. Private providers may, however, deliver vocational courses which contribute to the HSC. Courses delivered by private providers for the HSC must meet the requirements set out below.

3. What Course Approval is Required for a Vocational HSC Course?

The Board of Studies is required either to develop or to endorse all courses for the Higher School Certificate. In addition, vocational HSC courses must have accreditation from the Vocational Education and Training Accreditation Board (VETAB). Private providers may deliver vocational courses which have already been developed or endorsed by the Board and accredited by VETAB, or they may propose their own courses to the Board for endorsement (see 4 below).

4. How Can Private Providers Deliver Their Own Courses for the HSC?

Private providers wishing to offer their own courses as HSC courses must submit such courses to the Board of Studies for endorsement. A prerequisite for Board endorsement is that the course is accredited by VETAB. Submissions for course endorsement must also be accompanied by an expression of interest from the school or school system intending to implement the course. For further details regarding Board requirements for course endorsement, providers should contact the Planning and Development Branch, Office of the Board of Studies on (02) 9927 8206.

5. Is Provider Registration Required for Delivery of Vocational HSC Courses?

Yes. All vocational HSC courses must be delivered by VETAB registered providers. Where a private provider intends to deliver an HSC vocational course the provider must have current VETAB registration to deliver that course. Where only some modules of the course are being delivered, the provider must be registered with VETAB to deliver those modules.

Schools can confirm VETAB registration by sighting the certificate(s) issued by VETAB to the provider. Further information on provider registration can be obtained from the VETAB Secretariat on (02) 9261 8158 (from 17 March phone (02) 9244 5335).

6. What are the Responsibilities of the School When Using a Private Provider?

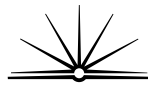
The school retains overall responsibility for monitoring course implementation, and for duty of care while students are participating in courses conducted by private providers.

The school is also responsible for providing information to the Board of Studies for credentialling of the course. This includes student entries, module data collection forms and advice regarding 'U' awards. Private providers must be notified by the school of the Board's requirements in respect of course credentialling, and must provide the necessary information to the school for transmission to the Board.

7. Who Holds Copyright for Vocational HSC Courses?

The Board of Studies has agreed to make its syllabuses freely available for use by educational institutions, but cannot sub-license use of the component modules where copyright is held by another agency. As part of the provider registration process, VETAB will need to be satisfied that the private provider has permission from the agency holding copyright of the curriculum modules used in the course. To date, these are as follows:

Office Skills CEC	ACTRAC Products Ltd
Hospitality CEC	ACTRAC Products Ltd
Furnishing CEC	ACTRAC Products Ltd
Building and Construction CEC	ACTRAC Products Ltd
Electronics CEC	ACTRAC Products Ltd
Rural Industries CEC	TAFE NSW; Rural Training Council of NSW
Retail CEC	not applicable (Board of Studies developed the course)
Industry Studies – Hospitality	ACTRAC Products Ltd
Industry Studies – Metal and Engineering	TAFE NSW
Industry Studies – Retail	not applicable (Board of Studies developed the course)

**8. How Is Work Placement Organised?**

Private providers may organise work placements but this must be done in conjunction with the participating schools. Work placement supervision may also be undertaken by the private provider following negotiation with the school. The responsibility for duty of care and supervision remains with the school, however, with the level of care required dependent on the age of the students.

9. What Documentation of Student Achievement is Required?

Private providers must advise the school(s) in writing as to which modules have been completed by each student. This documentation must also indicate which competencies have been achieved where only some competencies within modules have been achieved. The student's home school retains responsibility for communicating with the Board of Studies for the purpose of HSC credentialling of the course.

10. Who Issues the VETAB Credential?

Where a private provider is delivering its own course endorsed by the Board for the HSC, the provider is responsible for issuing the VETAB credential. Where

a private provider delivers a Board Developed or Content Endorsed Course (ie a course from the list in point 7 above), the Board will issue the VETAB credential. All school systems in NSW have agreed to allow the Board to credential vocational courses in this way, to provide consistency in documentation for secondary students. In these cases, the private provider may issue students with a statement of modules completed.

11. What About Insurance?

Private providers must show proof of public liability insurance cover for students to attend courses on provider premises. The provider must indemnify the school/school system against any liability for injury to a student at the provider's premises.

12. Are There Any Other Conditions?

Other specific conditions for private provider delivery of vocational HSC courses which are not inconsistent with these guidelines may be agreed in writing between the school/school system and the provider.

For further information regarding these guidelines, please contact the Planning and Development Branch, Office of the Board of Studies on (02) 9927 8206.

Cumulative List of all Official Notices to date for 1997

School Certificate Reference Tests and HSC Examinations

Approved Scientific Calculators — School Certificate Reference Tests and Higher School Certificate Examinations 1997	BOS 1/97 Vol 6 No 1
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Attention: 2 Unit Drama Teachers and Students — 1997 HSC	BOS 7/97 Vol 6 No 2

Creative Arts

Dance 2 Unit Syllabus and Support Document	BOS 2/97 Vol 6 No 1
Attention: 2 Unit Drama Teachers and Students — 1997 HSC (see BOS 7/97 Vol 6 No 2)	

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2/3 Unit Classical Greek — 1997, 1998 and 1999 HSC	BOS 8/97 Vol 6 No 2
2/3 Unit Latin — 1997, 1998 and 1999 HSC	BOS 9/97 Vol 6 No 2

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