

Official Notices

Term 1 2008 – Vol 17 No 1

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* on the Board of Studies website www.boardofstudies.nsw.edu.au) unless another date is specified in the notice.

Official Notices go online

The Office of the Board of Studies is considering how best to communicate with schools and, as part of that process, reviewing the *Board Bulletin's* print and electronic publications.

The *Education Act 1990* was amended in September 2007 to make Official Notices effective from the date they are published on the Board of Studies website. Until now it has been necessary to wait for the print publication.

Electronic publication gives schools more timely advice of Board decisions and more time to implement any changes. Emails and websites are already an important source of information for teachers and school executives.

We understand that many schools still rely more heavily on print than electronic communication and so advice about the Official Notices will continue to appear in print form, at least for 2008.

However, there will be an important difference to the Official Notices this year.

All Official Notices from now on will appear on the Board's website www.boardofstudies.nsw.edu.au before you receive the *Board Bulletin* in print.

This is for two reasons:

- 1 The entire *Board Bulletin* will now be available electronically on the Board's website up to a fortnight before it is printed and mailed out to schools.
- 2 Significant Official Notices will be web-published as soon as they are approved, to give schools more time to prepare for change. Examples might include announcing a new syllabus, or altering the requirements for annual reports from non-government schools. These notices could appear at any time during the year.

The date of web publication is the new effective date for each Official Notice. This will be clearly shown at the top of each notice on the website.

Many school staff already subscribe to the Board's web alert email service. This means they receive an email each time new items are placed on the Board's website. As new items are generally uploaded in batches there are usually only two or three email alerts per term. This service is free of charge.

We advise all schools to create a subscription for at least one key member of staff to monitor the Official Notices and other news items that may affect your school's operations.

Instructions for subscribing are at <http://news.boardofstudies.nsw.edu.au/board-bulletins.cfm>

A link to the Official Notices page, which includes the options for receiving alerts about new Official Notices, is on the Board of Studies home page www.boardofstudies.nsw.edu.au

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**HSC Course Prescriptions for
Classical Greek Extension and
revised rotation of texts**

**BOS
01/08**

The Board wishes to advise teachers and students of the revised rotation of prescribed texts for the Classical Greek Extension course. From 2008 each text will be prescribed for two years.

The course prescriptions for Classical Greek Extension 2008–2015 can be accessed on the Board's website at www.boardofstudies.nsw.edu.au/syllabus_hsc

Study of texts prescribed for any Higher School Certificate course may not begin before the completion of the Preliminary course. This exclusion applies to study in the Preliminary Classical Greek Continuers course and to Preliminary courses in other subjects. It also applies to the study of a prescribed text in another medium, such as the film of a play. 'Study' of texts does not apply to attending performances of plays prescribed as HSC texts or to taking part in production of them during the Preliminary course.

Effective: Commencement of 2008 HSC course

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**HSC Course Prescriptions for
Latin Extension**

**BOS
02/08**

The course prescriptions for Latin Extension 2010–2016 can be accessed on the Board's website at www.boardofstudies.nsw.edu.au/syllabus_hsc

Study of texts prescribed for any Higher School Certificate course may not begin before the completion of the Preliminary course. This exclusion applies to study in the Preliminary Latin Continuers course and to Preliminary courses in other subjects. It also applies to the study of a prescribed text in another medium, such as the film of a play. 'Study' of texts does not apply to attending performances of plays prescribed as HSC texts or to taking part in production of them during the Preliminary course.

Effective: Commencement of 2010 HSC course

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**HSC Course Prescriptions for
Classical Hebrew Extension**

**BOS
03/08**

The course prescriptions for Classical Hebrew Extension 2010–2015 can be accessed on the Board's website at www.boardofstudies.nsw.edu.au/syllabus_hsc

Study of texts prescribed for any Higher School Certificate course may not begin before the completion of the Preliminary course. This exclusion applies to study in the Preliminary Classical Hebrew Continuers course and to Preliminary courses in other subjects.

Effective: Commencement of 2010 HSC course

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**Minor Amendment to Stage 6
Latin Continuers Syllabus**

**BOS
04/08**

The Board wishes to advise teachers of a minor amendment to Section 8.3.1 of the *Stage 6 Latin Continuers Syllabus*. The section now reads:

8.3.1 Texts for the Preliminary Course

Students will study a selection of extracts from a variety of texts. Any author from the period c 100BC – c AD100 may be studied except for those prescribed for the HSC in the following year. Authors may include:

Caesar, Catullus, Cicero, Livy, Martial, Ovid, Pliny, Tacitus and Virgil*.

* Note that the specific books or extracts from Virgil's work that are prescribed for the HSC in the following year, including those set for study in English translation, may not be studied in the Preliminary course.

The web version of the syllabus has been updated with this change.

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**Amendment to Latin Continuers
Prose Prescription for the HSC
2009–2011**

**BOS
05/08**

The third thematic focus area set for the text, Cicero, *In Verrem 5* has been amended. 'Cicero's rhetorical method' replaces 'Cicero's rhetoric and method of defence'.

The thematic areas set for the text Cicero, *In Verrem 5* are as follows:

- Verres: character and conduct as governor
- Roman values: vice and virtue
- Cicero's rhetorical method

Effective: Commencement of 2009 HSC course

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**Latin Extension rubrics for
2008–2010**

**BOS
06/08**

Note the following changes to rubrics for the HSC Latin Extension examination:

Section I

The rubrics for Questions 1 and 2 remain unchanged.

In the rubric for Question 3, the first dot point becomes:

- *analyse and evaluate Latin poetry in the lyric genre*

Section II

In the rubric for Question 4, the third dot point becomes:

- *demonstrate your understanding of the content and literary features of Latin lyric poetry*

In the rubric for Question 5, the third dot point becomes:

- *adopt the style and structure of classical Latin authors*

The updated rubrics can be found on the Board's website at: www.boardofstudies.nsw.edu.au/syllabus_hsc/pdf_doc/latin_ext_rubrics.doc

Effective: From 2008 HSC examinations

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**Amendments to Stage 6
Technology syllabuses**

**BOS
07/08**

The Board wishes to confirm advice sent to teachers of amendments to the following Stage 6 Technology documents. The amended documents can be found on the Board of Studies web pages at www.boardofstudies.nsw.edu.au/syllabus_hsc

Implementation of the following amended syllabuses will commence with Preliminary courses in 2008:

- Design and Technology
- Textiles and Design
- Information Processes and Technology
- Information Processes and Technology Course Specifications document.

Because of the number of minor amendments to the *Information Processes and Technology Syllabus*, a summary of the changes is also available on this website.

For each syllabus the website includes:

- the original syllabus approved in 1999 (remaining current for HSC courses in 2008)
- the final amended syllabus approved in 2007 (for Preliminary courses in 2008 and HSC courses in 2009)
- the amended syllabus with tracked changes (annotated comments for Information Processes and Technology).

NOTE: Support materials and Programmed Units of Work for Stage 6 Information Processes and Technology Preliminary Course 2008 are also available on the Board of Studies website.

Effective: Commencement of 2008 Preliminary course

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Final year of delivery of Retail Extension Board Endorsed Course (BOS course number 59371) **BOS 08/08**

The Retail Extension BEC (BOS course number 59371) that students undertook along with the 240 indicative hour course from the terminating Retail Curriculum Framework will only be available in 2008 for Year 12 students.

The Stage 6 Retail Services Curriculum Framework (approved October 2007) will be available for study by Year 11 students from 2008, with the first optional HSC examination in 2009. The Certificate II in Retail will now be achievable through the 240 indicative hour course in the new Retail Services Curriculum Framework.

Effective: Term 1, 2008

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Additional units of competency to the Automotive Curriculum Framework **BOS 09/08**

The Board of Studies wishes to advise of the addition of the following units of competency to the elective pool of the Automotive (240 indicative hours) course and the Automotive School-based Apprenticeship (240 indicative hours) course in the Stage 6 Automotive Curriculum Framework (approved September 2007).

Unit code	Unit title	Unit-specific prerequisite	HSC indicative hours of credit
AURV230449A	Apply paint touch up procedures	Nil	20
AURV331108A	Carry out sewing operations	Nil	30

Parts A and B of the syllabus for the Automotive Curriculum Framework have been updated to include this additional unit of competency.

Amendments have been made to Part A of the Syllabus:

- Page 17, Course Structure – first paragraph, 47 replaced with 49.
- Page 21, Table 3 cont/d – 18th and 26th row added.
- Page 87, Vehicle Body Inventory cont/d – 24th row shaded.
- Page 92, Table 6 – row 11 added

- Page 93, Table 6 – row 5 added.
- Page 100, Course Structure – first paragraph, 157 replaced with 158.
- Page 107, Table 7 cont/d – last row added.
- Page 121, Table 8 – last row added.

Amendments made to Part B of the Syllabus:

- Page 6 – last two rows added.
- Page 365 – units of competency added.

These additions have been made to Parts A and B of the syllabus on the Board's website at www.boardofstudies.nsw.edu.au/syllabus_hsc

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Correction: Amendment to Stage 6 English Prescriptions 2009–2012 **BOS 10/08**

Official Notice BOS 52/07 (*Board Bulletin* Vol 16 No 4, October 2007) omitted one of the specified essays for the Geoffrey Robertson prescribed text *The Justice Game* for the 2009–2012 HSC English Prescriptions (Advanced).

The essay omitted is 'The Romans in Britain'.

The complete list of specified essays is available on the BOS website.

Effective: Commencement of 2009 HSC course

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2007 Notes from the Marking Centre

**BOS
11/08**

The Board advises that from the beginning of Term 1, 2008, the 2007 Notes from the Marking Centre will be placed progressively on the Office of the Board of Studies website at

http://boardofstudies.nsw.edu.au/hsc_exams/index.html

These documents contain information about how students responded to the questions in the HSC examinations, and include the correct answers to the multiple-choice questions (where appropriate), and the marking guidelines used at the marking centre.

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Approved scientific calculators for the 2008 HSC examinations

**BOS
12/08**

The list of approved scientific calculators for use in the 2008 Higher School Certificate examinations has been updated, and can be found on the Board's website at www.boardofstudies.nsw.edu.au/manuals/calculators_hsc.html

Schools seeking approval for the use of any scientific calculator not on this list should contact Chris Thompson by Friday 4 July 2008.

Please note that this list of approved calculators does NOT apply to the General Mathematics HSC examination or to the School Certificate tests. The criteria for the use of calculators in the General Mathematics HSC examination and the School Certificate tests are available at www.boardofstudies.nsw.edu.au/manuals/calculators_hsc_gen_maths.html

The examinations in which scientific calculators may be used are listed in the equipment checklist, which can be found on the Board's website at www.boardofstudies.nsw.edu.au/manuals/equipment_list.html

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Stage 6 Applied Mathematics School Developed Board Endorsed Courses

**BOS
13/08**

Schools are advised that currently endorsed Stage 6 Applied Mathematics School Developed Board Endorsed Courses will be extended up to the implementation of the new suite of Stage 6 Mathematics courses for Year 12 in 2011. That is, any existing endorsed courses can be taught to Year 12 students until the end of 2010. Schools that have currently endorsed courses will not need to apply for re-endorsement for the interim period.

Stage 6 Applied Mathematics School Developed Board Endorsed Courses are available only to students who have completed Preliminary General Mathematics and may not be studied concurrently with any other Mathematics course.

Any school wishing to apply for a new course in Applied Mathematics should fill in the application form and submit it to the local Board of Studies Liaison Officer by Friday 4 April.

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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 – Education Regulation 2007

**BOS
14/08**

Under Section 131 of the *Education Act 1990* (the Act) 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.

In September 2007 the *Education Regulation 2007* (the Regulation) came into force.

The Regulation provides for the Board of Studies to publish its rules on the Board of Studies website (www.boardofstudies.nsw.edu.au). With regard to registration, the rules are published in the web version of the manuals and the Official Notices of the *Board Bulletin*.

The Regulation also impacts on registration by requiring a non-government school to notify the Board of Studies should it close or cease operating, that is, cease to have

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students enrolled in the Years of schooling for which the school is registered or cease to deliver courses of study for which the school is registered. Notification must be given within one month of closing or ceasing to operate. This requirement also applies to part of a school's registration – for example, a campus of a school that closes or a Year of schooling that ceases to operate.

The registration of a school or part of a school will cease with notification that it has closed. In the case of ceasing to operate, the school's registration or part of a school's registration will be limited to two years of not operating. At that time, the registration would cease.

These changes have required amendments to the manuals. For the *Registered and Accredited Individual Non-government Schools (NSW) Manual* the changes involve additional text for Sections 2.3 and 3.9.3, an additional Section 2.4.7 and a new Section 9.3 with the previous Section 9.3 becoming 9.4. For the *Registration Systems and Member Non-government Schools (NSW) Manual* the changes involve additional text for Sections 2.3 and 4.6, an additional Section 2.5.9 and a new Section 11.4 with the previous Section 11.4 becoming 11.5.

The Minister has approved the amendments to the manuals and they become effective with the publication of this notice.

The web versions of the manuals have been updated with regard to the amendments. Please note that the web versions of the manuals are the most up-to-date manuals at any time. The manuals are accessible on the Board's website at:

www.boardofstudies.nsw.edu.au/manuals

For your reference, the *What's new* section of the Board's registration website, *RANGS*, includes a list of all amendments to the manuals since they were first published in June 2004

(<http://rego.boardofstudies.nsw.edu.au/go/what-s-new>).

The rules, as constituted in the current web versions of the manuals, take effect immediately.

Contact: Paul Hewitt
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2007 Annual Reports from Non-government Schools

BOS
15/08

All non-government schools are required to produce and disclose publicly a 2007 annual school report by 30 June 2008.

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* (the manuals) detail the annual reporting requirement. Schools are advised to refer to the manual for complete information about the specific performance measures to be included in reports on the 2007 school year. The most up-to-date manuals may be found on the Board's website

www.boardofstudies.nsw.edu.au/manuals

In addition to disclosing publicly the 2007 annual report, non-government schools are required to submit an electronic copy of the report to the Board of Studies by 30 June 2008. The submission process is through the Board's registration website (*RANGS Online*) using the unique User ID and PIN issued to each school previously. Where a non-government school requires assistance with its User ID or PIN, or needs to apply for an online account, please contact Mr George Kelen, Senior Registration Officer, by telephone on (02) 9367 8280. *RANGS Online* is currently available to accept annual reports.

For schools belonging to a registration system the process for submitting an electronic annual report to the Board varies. Each system will advise its member schools of the process to be followed.

Non-government schools operating for the first time in 2008 are not required to produce or disclose publicly an annual report for the 2007 school year.

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**Reminder: Applications due – BOS
Registration and Accreditation of 16/08
Individual Non-government Schools**

The *Education Act 1990* requires that the following applications be submitted from individual schools by 31 March 2008:

- applications for renewal of registration and accreditation where registration/accreditation expires at the end of 2008
- applications for renewal of exemption from registration where exemption expires at the end of 2008
- applications for registration and accreditation where initial registration/accreditation expires at the end of 2008
- applications to commence new Years of schooling in existing registered/accredited schools in 2009
- applications to open new schools in 2009.

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

The most up-to-date manual and the online application forms (via *RANGS Online*) are available on the Board's website (www.boardofstudies.nsw.edu.au). Should you need assistance to access *RANGS Online* please phone the Registration Unit on (02) 9367 8432.

**Contact: Kerry Sheehan
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**Reminder: Applications due – BOS
Registration and Accreditation of 17/08
Systemic Non-government Schools**

The *Education Act 1990* requires that the following applications be submitted from Registration Systems by 31 March 2008:

- applications for renewal of registration and accreditation where the registration/accreditation of member schools expires at the end of 2008
- applications for renewal of exemption from registration where the exemption of member schools expires at the end of 2008
- applications for registration and accreditation where initial registration/accreditation of member schools expires at the end of 2008
- applications to commence new Years of schooling in existing registered/accredited member schools in 2009
- applications to open new member schools in 2009.

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

The most up-to-date manual and the online application forms (via *RANGS Online*) are available on the Board's website (www.boardofstudies.nsw.edu.au). Should you need assistance to access *RANGS Online* please phone the Registration Unit on (02) 9367 8432.

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**Monitoring the compliance of BOS
non-government schools with 18/08
registration requirements**

The Board of Studies has approved a revised annual program for monitoring the compliance of non-government schools with the registration requirements.

In addition to the current arrangements for school inspections at the time of renewal of registration, the revised process involves two forms of monitoring. The first part of the process involves the selection of a smaller number of schools per year for monitoring by full inspection. Secondly, up to 12 individual and systemic schools will be selected at random. These will be monitored against a small sample of registration requirements. The revised annual program of monitoring will commence in 2008.

In 2008, schools selected for full inspection will be advised in February and contacted regarding a date for the inspection visit.

Schools selected for random monitoring during 2008 will be advised of their selection one month prior to the visit and informed of the particular registration requirements to be monitored one week prior to the visit. Schools that were part of the registration process the previous year, or are scheduled for renewal of registration in the current year, will not be selected for this aspect of the Board's monitoring program.

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