

## Thinking of leaving school before completing your HSC?

If you are thinking about leaving school before completing your HSC there are options available to you to help you take the next steps.

### The Record of School Achievement (RoSA)

The RoSA is an official credential issued by the Board of Studies, Teaching and Educational Standards NSW (BOSTES). It is a record of your academic achievement up until the date you leave school, based on moderated, school-based assessments. The RoSA is issued to eligible students who leave school before completing their HSC.

To be eligible you will need to have completed the mandatory curriculum requirements for Years 7 to 10.

### How is the RoSA different from the School Certificate?

The main difference is that the RoSA is 'cumulative' – what this means is that whenever you choose to leave school, your RoSA will include all your results up until that date.

This is a good way to explain the RoSA to employers when you go for job interviews. Many employers will only know about the School Certificate, which was issued to all students who satisfactorily completed Year 10, and only reported information from Years 7 to 10.

Basically, the RoSA gives an up-to-date picture of everything you have achieved.

### What will the RoSA credential show?

The RoSA credential will show the grades/results you achieved in Year 10 and, if applicable, in Year 11. It will also list any Year 11 or 12 courses you participated in but did not complete before leaving school.

### When will I get my RoSA?

BOSTES will send a PDF of your RoSA to your Students Online account soon after your school has informed us that you have left. Make sure that you have activated your *Students Online* account and checked your email address is correct.

### Literacy and numeracy tests

Employers have said that they rate evidence of literacy and numeracy skills very highly.

With this in mind, BOSTES developed literacy and numeracy tests which you can take at your school before you leave. These tests are done using a computer, and can be taken at your school under a teacher's supervision any time during normal school hours. It is important you let your teacher know as soon as possible if you are thinking about leaving school and would like to do the tests, as they will need to enrol you.

When you have finished each test, you will see your result on the screen. More detailed test results will be available for you to access via your *Students Online* account soon after you take the tests. If you have not already logged in to *Students Online*, speak to your school.

These results are a valuable document as they are evidence of your literacy and numeracy skills. Make sure you show your results to further education providers and in job interviews.

## Other reports you can access via *Students Online*

The RoSA credential is an official report of your results similar to the HSC. While you are waiting for your official credential to arrive, you can access a range of other useful reports from *Students Online*.

Via your secure *Students Online* account you can download an eRecord.

An eRecord is an interim result report that will show your cumulative results depending on the stage you are up to at school. Your eRecord will include your Year 10 and Year 11 grade/results and your VET achievements.

### Need advice?

The decision to leave school before the HSC is a big one and it's OK to take your time.

It's important to give it a lot of thought and make sure you get as much information as possible so that you can make an informed decision.

Making an informed decision involves thinking about what you would really like to do and what that means. Do you want to enrol with a new education provider – such as TAFE – to learn new skills, or are you ready to head straight into the workforce?

Either way, the RoSA can help you achieve your goals.

Make an appointment to see your Careers Advisor or a teacher you know will give you good advice, and explain to them what you want to achieve. You can then discuss how you will work together to make sure you are equipped with everything you need for a successful transition to life beyond school.

### RoSA Checklist

Thinking of leaving? Have you ...

- ✓ spoken to your Careers Advisor or Year Advisor to let them know you are thinking of leaving?
- ✓ activated and logged in to *Students Online* to check the results you have achieved so far?
- ✓ visited the BOSTES website to see how your RoSA credential and your achieved results will change depending on the stage at which you leave school?
- ✓ informed your school if you are interested in sitting the literacy and numeracy tests?

Decided to leave? Have you ...

- ✓ spoken with your school to confirm the required signing-out process?
- ✓ activated and logged in to *Students Online* to make sure your email address is correct?
- ✓ checked that your school has placed a request for your RoSA credential with BOSTES, before you sign out?
- ✓ downloaded your eRecord from *Students Online* to use as an interim result report until your formal RoSA credential arrives in *Students Online My Messages*?

## Literacy and numeracy tests at a glance

### Who?

The optional literacy and numeracy tests are for students who intend to leave school before completing their HSC.

Students who sit for the tests will receive a report on their literacy and numeracy skills to show a potential employer or for further training.

### What?

The tests are developed and delivered by the Board of Studies, Teaching and Educational Standards NSW (BOSTES), using a Computer Adaptive Testing (CAT) model.

CAT allows students to receive questions aimed at their level of ability, and uses their responses to each question to determine which question to next give the student.

Students do the tests using a computer. There is one test for literacy and one test for numeracy, with concepts drawn from the [Australian Core Skills Framework](#) (ACSF).

### Why?

Evidence of literacy and numeracy skills is highly regarded by employers and further education bodies.

### Where?

The online tests are completed by students on computers at their school under supervision.

### When?

A student can sit for the literacy and numeracy tests at their school under a teacher's supervision anytime during normal school hours.

### How?

1. Students thinking of leaving school and wanting to take the tests should speak to their Year Advisor or Careers Advisor as soon as possible.
2. The school will then enrol the student in the tests and confirm a date and time to sit the tests. The tests are taken in one sitting at school.
3. Students will see their results on the screen immediately after completing each test. Detailed test reports will be available the following day. The student will be able to download and print the test reports from *Students Online* for presentation at job interviews or to add to their resume.

Dear Parent/Caregiver

### **Literacy and Numeracy Tests**

The Board of Studies, Teaching and Educational Standards NSW (BOSTES) has developed optional Literacy and Numeracy tests for students who intend to leave school before completing the HSC.

The tests have been designed to provide these students with reports detailing their level of skill in literacy and numeracy.

Discussions with employer groups reveal that the ability to provide tangible evidence of these skills is highly regarded when they are making a decision to employ.

The tests focus on the literacy and numeracy skills required by school-leavers for employment and further education and consist of a range of multiple-choice questions that relate to aspects of everyday life such as reading a recipe, preparing a quote and providing directions to a location.

They are prepared and delivered by the Board of Studies, Teaching and Educational Standards NSW (BOSTES), using a Computer Adaptive Testing (CAT) model.

CAT allows students to receive questions aimed at their level of ability, and uses their responses to each question to determine which question to next give the student.

There is one test for literacy and one test for numeracy, with concepts drawn from the [Australian Core Skills Framework](#) (ACSF). Students do the tests using a computer and under supervision at school.

Students will see their results on the screen immediately after completing each test.

Detailed test reports will be available the following day. Test reports can be downloaded from the BOSTES portal Students Online for presentation at job interviews or to add to a resume.

If you have a son or daughter who is thinking about leaving school before completing the HSC, I ask that you raise with them the option to take these tests as the experience will be of particular benefit for future employment or further education.

It is important that students notify \_\_\_\_\_ for information about enrolling to do the tests.

A demonstration test can be found at <https://literacynumeracy.bostes.nsw.edu.au/>

An example of these test reports can be found on the BOSTES website:

<http://www.boardofstudies.nsw.edu.au/rosa/credentials.html>

## Template for School Newsletters

### Enrol now for literacy and numeracy Tests

Students intending to leave school before completing the HSC have the option of taking online Literacy and Numeracy tests.

The tests are prepared and delivered by the Board of Studies, Teaching and Educational Standards NSW (BOSTES).

There is one test for literacy and one test for numeracy, with concepts drawn from the [Australian Core Skills Framework](#) (ACSF). Students do the tests using a computer and under supervision at school.

Students will see their results on the screen immediately after completing each test. Detailed test reports will be available to download and print from the BOSTES portal Students Online for presentation at job interviews or to add to a resume.

Discussions with employer groups reveal that the ability to provide tangible evidence of these skills is highly regarded when they are making a decision to employ.

The tests consist of a range of multiple-choice questions that relate to aspects of everyday life such as reading a recipe, preparing a quote and providing directions to a location.

If your son or daughter is interested in taking the literacy and numeracy tests, it is important they notify \_\_\_\_\_ for information on enrolling to do the tests.