

# WEST WYALONG HIGH SCHOOL



## **HSC ASSESSMENT MANUAL**

**2024-2025**

Last Updated: October 2024

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# HIGHER SCHOOL CERTIFICATE STUDIES

## THE CERTIFICATE

NESA is the NSW Education Standards Authority that awards students completing Year 12 the Higher School Certificate (HSC). To be eligible, students must comply with the entry requirements, course restrictions and the rules and regulations set down by NESA. These rules and regulations also cover Year 11, which must be successfully completed.

## SOME SCHOOL AND NESA REQUIREMENTS

It is expected that:

- a) *the student's attendance, conduct and progress will be satisfactory;*
- b) *the student will study appropriate courses as approved by NESA;*
- c) *the student will apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school;*
- d) *the student will complete the requirements of each course including any necessary oral, aural, practical or field work;*
- e) *the student will have performed all tasks required as part of the assessments program; and*
- f) *the student will sit for any examination set as part of the course and will sit for the Higher School Certificate examination in Year 12.*

## ASSESSMENTS

The School is required to provide to NESA an assessment of student achievements for each course presented both in Year 11 and HSC year. It is emphasised that the HSC assessment is a measure of actual achievement during the year of preparation for the Higher School Certificate examination, not a prediction or estimate of performance.

## THE PURPOSE OF ASSESSMENT

Assessments are intended to provide an indication of a student's attainment which is based on:

- *a wider coverage of the syllabus than can be measured by the external examination, and*
- *measures and observations obtained through the course rather than at a single examination.*

## **RESPONSIBILITIES OF THE SCHOOL**

In accordance with NESA's requirements, this school has developed an Assessment Programme for each course in both Year 11 and HSC year. We have -

- *Identified the student tasks which best measure the components*
- *Specified weightings to be applied to each of the tasks to maintain the relative importance of each component*
- *Scheduled the various tasks throughout the course*
- *Prepared information for students, setting out the requirements of each course, and*
- *Undertaken to keep records of the student's performance on each task and provide information to the students on their progress.*

## **REPORTING RESULTS**

During the course, the school will provide information to students which will show their achievements relative to each other. **This will occur in the form of school reports.**

In the HSC year, the final assessment mark will be moderated by NESA to ensure that students are not advantaged or disadvantaged by the pattern of marks used by the school. The school's judgement of the order of merit of its students and the relative differences between them will be retained by this process.

## **RESPONSIBILITY FOR SCHOOL ASSESSMENT**

The school executive is responsible for collating subject assessment programs, drawing up assessment task timetables, considering illness and misadventure appeals and dealing with any problems related to assessment tasks.

***THE PRINCIPAL IS THE FINAL ARBITER IN ALL ASSESSMENT MATTERS.***

# SENIOR ASSESSMENT POLICY

## 1. Rationale

This policy aims to provide a **fair system for all students**.

It is designed to:

- assist students who would otherwise be disadvantaged by illness or misadventure.
- ensure that students cannot gain special consideration where this is not warranted.
- ensure that all appeals are dealt with fairly and consistently.
- promote and protect the best interest of all students.

It should be noted that, while students with genuine health problems will be given due consideration, the decision of the School Executive is final. The upholding of an Appeal must not be assumed.

## 2. Student responsibilities

A comprehensive assessment program with details of compulsory tasks and examinations is provided for each student at the beginning of both Year 11 and the HSC course. Some tasks will be performed at school. Others will be submitted as hand-in tasks **NB: The HSC Assessment Program provides students with 50% of their final HSC mark.**

Students are required to:

- sit for tasks **at the time** specified on the assessment program.
- hand in tasks to the front office **by 12.27pm** on the designated date.
- follow the correct procedures if a due date is missed or an extension or special consideration is requested.
- follow the course.
- apply yourself with diligence and sustained effort to the set tasks and experiences that the school provided in the course.
- achieve some or all of the course outcomes.

For further information please visit:

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/rules-and-procedures-guide>

## 3. Teacher responsibilities

- Notify students, in writing, 2 weeks in advance of Assessment Tasks due date.
- Assessment task to be handed back 2 weeks after the date of submission.

#### 4. General rules when applying for misadventure

- An Appeal Form must be collected from the Head Teacher on the day of return from absence when a task or due date has been missed (If the Head Teacher is absent, see the Deputy Principal).
- The Appeal Form must be fully completed and be accompanied by a medical certificate (in cases of illness) or other supporting documentation (in cases of misadventure).
- An Appeal Form must be lodged, with the appropriate Head Teacher, **within 2 days** of return to school after a task or the due date for a hand-in task has been missed, or where special consideration is sought.
- Any appeal lodged after this time will **NOT** be accepted.
- **No** appeal application will normally be accepted after a task has been marked and returned.

#### 5. Absence due to illness on the day of a task

If you are absent on the day of a task due to illness, you are required to:

- **telephone the school** to let the Deputy or Head Teacher know of your absence.
- **obtain a medical certificate** for the time you are away (Section 5).
- on the day of your return to school collect an **Illness and Misadventure Form** from the office.
- complete the form and take it immediately to the Head Teacher for his/her comments.
- submit the completed form with the medical certificate **within 2 days** to the Appropriate Head Teacher.

**Important:** Appeals lodged **after 2 days** of return to school will normally not be considered and **0%** mark will be awarded for the task.

If there is any reason preventing you from completing the form within this time, you must contact the appropriate Head Teacher as soon as possible, but within the 2 days.

Under normal circumstances, you will be expected to sit the missed task (or a substitute task) as soon as possible after your return to school. In the case of serious illness or extended absence, especially where several tasks have been missed, the new dates may be negotiated.

#### 6. Medical Certificates

A Medical Certificate must be submitted for any claim of illness as cause for absence from a task. Medical Certificates should cover the **entire period** of the student's absence, not just the day of a task.



## 7. Illness at school on the day of a task

If you become ill while at school before the commencement of a task, you should:

- inform the appropriate Head Teacher.
- collect an Appeal Form from the office.
- obtain permission to go home if you are too sick to do the task. **You must also obtain a medical certificate from your doctor to present with your Appeal Form.**
- on the day of your return, take the Appeal Form immediately to the Head Teacher for his/her comments.
- submit the completed Appeal Form with the medical certificate **within 2 days** of your return to the appropriate Head Teacher.

**Note:** If you decide to do the task, no allowance can usually be made and you must accept the mark you receive.

Appeals lodged **after 2 days** of return to school will not be considered and **0%** mark will be awarded for the task. If there is any reason preventing you from completing the Appeal Form within this time, you must contact the appropriate Head Teacher as soon as possible, but within the 2 days.

## 8. Illness during a task

- In the unlikely event that you are taken ill during a task, you must notify the supervising teacher **immediately**.
- Students who are sick during a task may apply for consideration using an Appeal Form.
- An appeal of this nature will only be upheld in the most exceptional circumstances.

## 9. Absence from a task with prior Approved Leave

If you know you will miss a task or the deadline for a hand-in task because you will be absent from school on Approved Leave, you are required to:

- have your absence approved by the Principal or Deputy Principal **in advance**.
- consult with the Head Teacher of the subject involved **in advance**.
- negotiate a new date for the task. This will usually be **before** the date scheduled for the task.
- submit an Assessment Appeal Form to the Head Teacher in advance of the absence. You should supply all the necessary details, including a letter from your parent or guardian and a medical certificate where appropriate.

*Note: Approved Leave is not automatic and will only be granted for substantial reasons.*

## 10. Absence on the day of a task for reasons other than illness

If you are absent from a task because of misadventure or a personal matter you must follow the same procedure as for absence due to illness:

- telephone the school to let the Deputy or Head Teacher know of your absence.
- on the day of your return to school collect an Appeal Form.
- attach a letter of explanation from your parent or guardian. However, if the matter is confidential, you should refer this to the Deputy Principal or Principal, who can verify your appeal. In this instance, no other details are necessary on the Appeal Form itself.
- submit the completed Appeal Form with any supporting documentation within 2 days to the Head Teacher.

**Important:** Appeals lodged **after 2 days** of return to school will not be considered and **0%** mark will be awarded for the task.

If there is any reason preventing you from completing the form within this time, you must contact the appropriate Head Teacher, as soon as possible but within the 2 days.

## 11. Submission of hand-in tasks

All assessment tasks done outside of class time are to be handed in, **with completed cover sheet**, to the clerical assistants at the school office before **12.27pm** on the day it is due. Each task will be receipted by the clerical assistants by being recorded with a submission time and date. A copy of the required cover sheet can be found on page 15 of this booklet. (Copies of this sheet are not kept at the Front Office.)

Note: Students who know in advance that they will be absent on the day a hand-in task is due, **MUST** submit their work before the due date. Therefore, holidays, dental appointments, tests for driver's licence etc. are not valid reasons for the late submission of a task.

## 12. Application for illness or misadventure – What happens when the form is submitted?

When you lodge your appeal, you are **requesting** consideration of your special circumstances.

Your application will be considered by the faculty Head Teacher and Deputy Principal. If necessary, it will be referred to the School Executive. It is **NOT** automatic that your appeal will be accepted. You should contact the appropriate Head Teacher if you have any queries regarding your appeal.

### 13. Alternative tasks or procedures

Students should be aware that when they miss a task they **cannot be guaranteed** the mark they might have obtained by doing the task on the specified date.

If an appeal is upheld for a missed task, the **Head Teacher** may:

- authorise the task to be given as soon after the student's return to school as is reasonable and practicable.
- authorise an alternative task to be given as soon after the student's return to school as is reasonable and practicable.
- grant an extension of time (in the case of a hand-in task).
- determine an alternative procedure, in consultation with the School Executive. Often an estimated mark will be calculated statistically at the end of the assessment period.

### 14. When an alternative task cannot be given

If an alternative task cannot be given after the appeal for a missed assessment task has been upheld, a mark will be allocated. This is usually calculated statistically at the end of the course.

### 15. Missing a re-negotiated date for a missed task or extension of time

A re-negotiated date is a firm undertaking to complete the missed task or submit the hand in task at that time. Students who do not comply with this must submit another Appeal Form, which will be considered on its merits as a new appeal.

### 16. Problems with Information Technology

- It is every student's responsibility to ensure that work prepared on a computer is regularly backed up and saved either electronically or hard copy so work is not lost.
- If your computer or printer malfunctions and you cannot print the final version of your work, you are required to submit the file(s) or working drafts printed during the preparation of the task. This should be submitted to the front office before 12:35pm on the day the task is due.
- Students are advised to keep:
  - at least one backup copy of work required for an HSC Task.
  - copies of all printed drafts made during the progress of the assignment.
- The printing of assignments should not be left to the last minute. **“Computer problems” will NOT be accepted as grounds for an appeal for an extension of time.**

## 17. Assessment Tasks and Excursions

It is the student's responsibility to inform the Head Teacher, in advance, of a clash between tasks and school endorsed activities such as excursions and representation. Students will need to:

- consult with the Head Teacher of the subject involved **in advance**.
- negotiate a new date for the task. This will usually be **before** the date scheduled for the task.
- submit an Assessment Appeal Form to the Head Teacher in advance of the absence. You should supply all the necessary details, including a letter from your parent or guardian and a medical certificate where appropriate.

**NOTE:** Students will not be disadvantaged by representing the school and the Head Teacher will endeavour to reschedule the task for the entire class or individual student, as required.

## 18. Tasks or due dates missed without an acceptable reason

If a student misses a task or does not submit work by the due date and an appeal is not upheld (or the school is not notified or an appeal is not submitted) a mark of 0% will be recorded for the task.

Note: Students who know in advance that they will be absent on the day a hand-in task is due, **MUST** submit their work before the due date. Therefore, holidays, dental appointments, tests for drivers' licences, sporting trips etc are not valid reasons for the late submission of a task.

## 19. Award of zero for more than 50% of the assessment mark in a subject

If a student is awarded **0%** mark for more than the equivalent of 50% of the total assessment mark for a subject, because these tasks have been missed, the Principal cannot certify that the course has been satisfactorily studied.

Should this be a Year 11 course it will mean the student cannot follow on with the study of this course and also may mean there have not been sufficient units studied to qualify for a HSC. In the case of a HSC course, the course will not be included in HSC results. This may mean that the student will not be eligible for the award of a Higher School Certificate, as a minimum of 10 units must be satisfactorily presented.

## 20. Trial Examinations

The Trial Examinations are part of the HSC Assessment Task Program and the same rules and regulations apply as for the other HSC Assessment Tasks. An Appeal Form must be submitted to the appropriate Head Teacher by any student missing a task or requiring special consideration.

## **21. Late arrival at a task**

Students must arrive punctually for tasks. Additional time will not be given or alternative arrangements made if a student is late unless there are substantive reasons. Students should report to the appropriate Head Teacher on arrival who may be able to arrange for the student to be isolated to complete the task if circumstances warrant this. An Appeal Form must be lodged before any consideration can be given.

## **22. Applying for an extension**

If it is necessary to apply for an extension of time for the completion of the task you must:

- discuss the matter with the Faculty Head Teacher.
- submit an Appeal Form to the Head Teacher, with any appropriate supporting documentation, for their decision to be recorded.
- submit the form to the appropriate Head Teacher.

## **23. Long term problems**

Students are advised of the following provisions for situations involving a long term problem.

### **NESA Disability Provisions**

NESA may grant special provision to students who have medical conditions that require, for example, rest breaks, food, special furniture. Where provisions are likely to be granted by NESA, they will also be available to students during the Trial HSC Examinations. (The school cannot, however, guarantee NESA's favourable response to a special provisions application). Students who have special needs should discuss them with the school Counsellor as early as possible so that appropriate documentation can be completed.

### **Universities' Access Scheme**

Universities sometimes grant students who have long term medical or other problems that cause significant disadvantage, special consideration through a program called the ACCESS scheme. Students who believe they have such circumstances should discuss them with the school Counsellor as early as possible so that appropriate documentation can be completed.

## **24. Minimum level of application**

NESA requires students to apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course. This applies to all tasks, homework, assignments and not only to the assessment tasks listed in this schedule. Students who fail to complete these put their satisfactory completion of the course in jeopardy. This can then prevent them continuing with the course for the HSC.

## **Malpractice Policy**

***Malpractice in the Assessment Program refers to any attempt by a student to improve their assessment by any means which does not give a true reflection of their own work or their own learning.***

Examples of malpractice would include:

- students having relevant information in their possession or visible or accessible during a test.
- using a programmable calculator during a task.
- deliberately disturbing other students during a task.
- communicating with other students during a task.
- writing before or after instructed to during a task.
- submitting work prepared by another person for an assignment.
- using sources of information or quotations which are not acknowledged.
- submitting downloaded text from the internet without appropriate acknowledgement and quotations.
- making misleading statements about the word length of an assignment
- consulting notes or communicating in any way with anyone during a test
- submitting assignments prepared by or assisted by an outside tutor.
- arriving late to school on the day of a task to gain extra preparation time over fellow students.

### **Consequences**

Cases of alleged malpractice will be considered by a committee convened by the Principal. The Principal's decision in these matters will be final. The likely outcome of a case of malpractice would be that the student would be awarded zero for all or part of the task. It is possible that this could make the student ineligible for an award in that subject at the Higher School Certificate.



# West Wyalong High School Assessment Task Cover Sheet

Subject: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Date Due: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Time: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

TASK NAME: \_\_\_\_\_

Date set: \_\_\_\_\_

**This assessment task is to be presented to the school's Front Office by 12.27pm on the Due Date. (Late submission will result in a score of zero unless this has been negotiated with the Head Teacher).**

*Feedback:*

*Mark:* \_\_\_\_\_

*Ranking:* \_\_\_\_\_

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**Teacher's Signature:** \_\_\_\_\_

**Date returned:** \_\_\_\_\_

# 2024 – 2025 HSC ASSESSMENT TASK CALENDAR

TERM	DATE	WEEK	SUBJECT
<b>Term 4 2024</b>	9 Oct – 13 Oct	1	
	16 Oct – 20 Oct	2	
	23 Oct – 27 Oct	3	Year 12 VET Workplacement
	30 Oct – 3 Nov	4	Year 12 VET Workplacement
	6 Nov – 10 Nov	5	
	13 Nov – 17 Nov	6	
	20 Nov – 24 Nov	7	Biology
	27 Nov – 1 Dec	8	Ancient History, Business Studies, Design & Technology
	4 Dec – 8 Dec	9	English Standard, English Studies, Investigating Science, Numeracy
	11 Dec – 15 Dec	10	Investigating Science, PDHPE, SLR
	19 Dec	11	
<b>Term 1 2025</b>	29 Jan – 2 Feb	1	
	5 Feb – 9 Feb	2	Visual Arts
	12 Feb – 16 Feb	3	Mathematics Standard 2
	19 Feb – 23 Feb	4	
	26 Feb – 1 Mar	5	<b>Half Yearly Exams</b>
	4 Mar – 8 Mar	6	
	11 Mar – 15 Mar	7	English Standard, English Studies, Investigating Science
	18 Mar – 22 Mar	8	Ancient History, Design & Technology
	25 Mar – 29 Mar	9	Numeracy, PDHPE
	1 Apr – 5 Apr	10	Business Studies, SLR
	8 Apr – 12 Apr	11	
<b>Term 2 2025</b>	29 Apr – 3 May	1	Biology
	6 May – 10 May	2	Mathematics Standard 2
	13 May – 17 May	3	Visual Arts
	20 May – 24 May	4	
	27 May – 31 May	5	
	3 June – 7 June	6	Design & Technology
	10 Jun – 14 Jun	7	Mathematics Standard 2, Numeracy
	17 Jun – 21 Jun	8	Ancient History, English Studies, Investigating Science
	24 Jun – 28 Jun	9	Business Studies
	1 Jul – 5 Jul	10	English Standard, SLR
<b>Term 3 2025</b>	22 Jul – 26 Jul	1	PDHPE
	29 Jul – 2 Aug	2	Biology
	5 Aug – 9 Aug	3	English Studies, Visual Arts
	12 Aug – 16 Aug	4	
	19 Aug – 23 Aug	5	<b>HSC Trial Exams - All Subjects</b>
	26 Aug – 30 Aug	6	<b>HSC Trial Exams - All Subjects</b>
	2 Sept – 6 Sept	7	Numeracy
	9 Sept – 13 Sept	8	
	16 Sept – 20 Sept	9	
	23 Sept – 27 Sept	10	

**Please check these assessment task dates with your teachers.**



# **ASSESSMENT SCHEDULES**

**2024-2025**

(updated August 2024)

# Ancient History

## HSC Assessment Schedule

Ancient History		Task 1	Task 2	Task 3	Task 4
<b>Due Date</b>		<b>Term 4 Week 8 2024</b>	<b>Term 1 Week 8 2025</b>	<b>Term 2 Week 8 2025</b>	<b>Term 3 Weeks 5/6 2025</b>
<b>Task description</b>		<b>Historical analysis – In Class</b> Cities of Vesuvius: Pompeii and Herculaneum	<b>Oral Presentation</b> Ancient Societies	<b>Source analysis</b> Personalities in their Times	<b>Trial Examination</b> All Topics
<b>Outcomes assessed</b>		AH12-2, AH12-6, AH12-7, AH12-8, AH12-10	AH12-1, AH12-4, AH12-5, AH12-6, AH12-7, AH12-9	AH12-2, AH12-5, AH12-6, AH12-7, AH12-9	AH12-1, AH12-3, AH12-5, AH12-6, AH12-9
Components		Weighting %			
Knowledge and understanding of course content	<b>40</b>	<b>5</b>	<b>15</b>	<b>5</b>	<b>15</b>
Historical skills in the analysis and evaluation of sources and interpretations	<b>20</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Historical inquiry and research	<b>20</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Communication of historical understanding in appropriate forms	<b>20</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Total %</b>	<b>100</b>	<b>20</b>	<b>30</b>	<b>20</b>	<b>30</b>

# Biology

## HSC Assessment Schedule

<b>Biology</b>		<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>
<b>Due Date</b>		<b>Term 4 Week 7 2024</b>	<b>Term 2 Week 1 2025</b>	<b>Term 3 Week 2 2025</b>	<b>Term 3 Weeks 5/6 2025</b>
<b>Task description</b>		<b>Model &amp; Presentation Module 5</b>	<b>Depth Study Module 6</b>	<b>Practical Investigation Module 7</b>	<b>Trial HSC Examination Modules 5, 6, 7 &amp; 8</b>
<b>Outcomes assessed</b>		BIO11/12-3, BIO11/12-4, BIO11/12-7, BIO12-12	BIO11/12-1, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO12-13	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO12-14	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO12-12, BIO12- 13, BIO12-14, BIO12-15
<b>Components</b>		<b>Weighting %</b>			
Skills in working scientifically	<b>60</b>	<b>15</b>	<b>15</b>	<b>20</b>	<b>10</b>
Knowledge and understanding	<b>40</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
Total %	<b>100</b>	<b>25</b>	<b>25</b>	<b>30</b>	<b>20</b>

# Business Studies

## HSC Assessment Schedule

<b>Business Studies</b>		<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>
<b>Due Date</b>		<b>Term 4 Week 8 2024</b>	<b>Term 1 Week 10 2025</b>	<b>Term 2 Week 9 2025</b>	<b>Term 3 Weeks 5/6 2025</b>
<b>Task description</b>		<b>Operations Task</b>	<b>Finance Stimulus Task</b>	<b>Marketing Plan</b>	<b>Trial HSC Examination</b>
<b>Outcomes assessed</b>		H1, H2, H3, H4, H5, H9	H2, H4, H5, H6, H8, H9 H10	H5, H7, H8, H9	H1, H2, H3 H4, H5, H6, H7, H8, H9 H10
<b>Components</b>		<b>Weighting %</b>			
Knowledge and understanding of course content	<b>40</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
Stimulus-based skills	<b>20</b>	-	<b>10</b>	-	<b>10</b>
Inquiry and research	<b>20</b>	<b>5</b>	-	<b>15</b>	-
Communication of business information, ideas and issues in appropriate forms	<b>20</b>	<b>5</b>	<b>5</b>	-	<b>10</b>
<b>Total %</b>	<b>100</b>	<b>20</b>	<b>25</b>	<b>25</b>	<b>30</b>

# Design & Technology

## HSC Assessment Schedule

Design & Technology		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 8 2024	Term 1 Week 8 2025	Term 2 Week 6 2025	Term 3 Weeks 5/6 2025
Task description		MDP oral presentation	Innovation Case Study	Research, testing and experimenting	Trial HSC Examination
Outcomes assessed		H1.2, H4.1, H4.2, H5.1, H5.2	H2.1, 2.2, H3.1, H4.1, H6.2	H1.1, H3.2, H4.2, H4.3, H5.2, H6.1	H1.1, H2.1, H2.2, H3.1, H4.3, H6.2
Components		Weighting %			
Knowledge and understanding of course content	<b>40</b>	-	<b>20</b>	-	<b>20</b>
Designing and producing knowledge and skills in designing, managing, producing and evaluating a major design project	<b>60</b>	<b>20</b>	-	<b>30</b>	<b>10</b>
Total %	<b>100</b>	<b>20</b>	<b>20</b>	<b>30</b>	<b>30</b>

# English Standard

## HSC Assessment Schedule

English Standard		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 9 2024	Term 1 Week 7 2025	Term 2 Week 10 2025	Term 3 Weeks 5/6 2025
Task description		<b>Analytical Response using prescribed text and related material</b> Common Module: Texts & Human Experiences	<b>Multi-Modal Presentation</b> Module B: Close Study	<b>Portfolio of Work</b> Module C: Craft of Writing	<b>Trial HSC Examination</b>
Outcomes assessed		EN12-1, EN12-3, EN12-5, EN12-6, EN12-7	EN12-1, EN12-2, EN12-3, EN12-5, EN12-7	EN12-1, EN12-3, EN12-4, EN12-5, EN12-9	EN12-1, EN12-3, EN12-5, EN12-6, EN12-7, EN12-8
Components		Weighting %			
Knowledge and understanding of course content	50	10	15	10	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50	10	10	15	15
Total %	100	20	25	25	30

### NESA REQUIREMENTS:

The Year 12 formal school-based assessment program is to reflect the following requirements:

- a maximum of four assessment tasks
- the minimum weighting for an individual task is 10%
- the maximum weighting for an individual task is 40%
- one task may be a formal written examination with a maximum weighting of 30%
- *Module C – The Craft of Writing* must be assessed with a total weighting of 25%
- one task must be a multimodal presentation enabling students to demonstrate their knowledge, understanding and skills across a range of modes
- assessment of the Common Module must integrate student selected related material.

# English Studies

## HSC Assessment Schedule

English Studies		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 9 2024	Term 1 Week 7 2025	Term 2 Week 8 2025	Term 3 Week 3 2025
Task description		<b>Critical Response incorporating related material</b> Mandatory Module: Texts and Human Experiences	<b>Multi-Modal Presentation</b> Elective Module	<b>Reading and writing in class tasks using set text and unseen material</b> Elective Module	<b>Collection of classwork</b> All modules
Outcomes assessed		ES12-1, ES12-4, ES12-7, ES12-8	ES12-1, ES12-2, ES12-3 ES12-4, ES12-6, ES12-7, ES12-10	ES12-1, ES12-2, ES12-4, ES12-5, ES12-7, ES12-8, ES12-9, ES12-10	ES12-2, ES12-3, ES12-4, ES12-5, ES12-7, ES12-10
Components		Weighting %			
Knowledge and understanding of course content	<b>50</b>	<b>15</b>	<b>10</b>	<b>10</b>	<b>15</b>
Skills in: <ul style="list-style-type: none"> <li>• comprehending texts</li> <li>• communicating ideas</li> <li>• using language accurately, appropriately and effectively</li> </ul>	<b>50</b>	<b>10</b>	<b>10</b>	<b>15</b>	<b>15</b>
Total %	<b>100</b>	<b>25</b>	<b>20</b>	<b>25</b>	<b>30</b>

### NESA REQUIREMENTS:

The Year 12 formal school-based assessment program is to reflect the following requirements:

- a maximum of four assessment tasks
- the minimum weighting for an individual task is 10%
- the maximum weighting for an individual task is 40%
- only one task may be a formal written examination with a maximum weighting of 20%
- one task must be a collection of classwork demonstrating student learning across the modules studied with a minimum weighting of 30%
- assessment of the Common Module must integrate teacher or student selected related material.

# Investigating Science HSC Assessment Schedule

Investigating Science		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 9/10 2024	Term 1 Week 7 2025	Term 2 Week 8 2025	Term 3 Weeks 5/6 2025
Task description		Practical Investigation & Report Module 5	Secondary Sourced Research Task Modules 5 & 6	Depth Study Modules 7 & 8	Trial HSC Examination Module 5,6,7,8
Outcomes assessed		INS11/12-1 INS11/12-2 INS11/12-3 INS11/12-4 INS11/12-5 INS11/12-7 INS12-12	INS11/12-1 INS11/12-2 INS11/12-3 INS11/12-4 INS11/12-7 INS12-13	INS11/12-1 INS11/12-5 INS11/12-6 INS11/12-7 INS12-14 INS12-15	INS11/12-1 INS11/12-2 INS11/12-3 INS11/12-4 INS11/12-5 INS11/12-6 INS11/12-7 INS12-12, INS12-13, INS12-14, INS12-15
Components		Weighting %			
Skills in working scientifically	60	15	15	20	10
Knowledge and understanding	40	5	5	10	20
Total %	100	20	20	30	30



# Mathematics Standard 2

## HSC Assessment Schedule

Mathematics Standard 2		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 3 2025	Term 2 Week 2 2025	Term 2 Week 7 2025	Term 3 Weeks 5/6 2025
Task description		In-class supervised test Topics M6, M7	Assignment/ Investigation Topics S4, S5	In-class supervised test Topics N2, N3	<b>Trial HSC Examination</b> Topics A4, M6, M7, F4, F5, S4, S5, N2, N3, S2
Outcomes assessed		MS2-12-3, MS2-12-4, MS2-12-9, MS2-12-10	MS2-12-2, MS2-12-7, MS2-12-9, MS2-12-10	MS2-12-8, MS2-12-9, MS2-12-10	MS11-1 to MS11-10 MS2-12-1 to MS2-12-10
Components		Weighting %			
Understanding, fluency and communicating	50	10	15	10	15
Problem solving, reasoning and justification	50	10	15	10	15
Total %	100	20	30	20	30

# Numeracy

## HSC Assessment Schedule

Numeracy		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 9 2024	Term 1 Week 9 2025	Term 2 Week 7 2025	Term 3 Week 7 2025
Task description		Assignment New Job, New Adventure	Assignment Festival	Assignment Rule of Thirds	Assignment Explorations in Numeracy
Outcomes assessed		N6-2.3 N6-2.4 N6-2.5 N6-3.1	N6-2.2 N6-2.3 N6-2.5 N6-3.2	N6-1.1 N6-2.3 N6-2.5 N6-3.1	N6-1.1 N6-2.6 N6-3.1 N6-3.2
Components		Weighting %			
Knowledge and understanding	50	12.5	12.5	12.5	12.5
Skills	50	12.5	12.5	12.5	12.5
Total %	100	25	25	25	25

# Personal Development, Health & Physical Education (PDHPE)

## HSC Assessment Schedule

PDHPE		Task 1	Task 2	Task 3	Task 4
<b>Due Date</b>		<b>Term 4 Week 10 2024</b>	<b>Term 1 Week 9 2025</b>	<b>Term 3 Week 1 2025</b>	<b>Term 3 Weeks 5/6 2025</b>
<b>Task description</b>					<b>Trial HSC Examination</b>
<b>Outcomes assessed</b>		H1, H2, H3, H4, H5, H14, H15, H16	H7, H8, H9, H10, H11, H16, H17	H8, H13, H16, H17	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13, H14, H15, H16
Components		Weighting %			
Knowledge and understanding of factors that affect health and the way the body moves.	<b>40</b>	<b>5</b>	<b>10</b>	<b>10</b>	<b>15</b>
Skills in influencing personal and community health and also taking action to improve participation and performance in physical activity.	<b>30</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>10</b>
Skills in critical thinking, research and analysis.	<b>30</b>	<b>10</b>	<b>5</b>	<b>10</b>	<b>5</b>
<b>Total %</b>	<b>100</b>	<b>25</b>	<b>20</b>	<b>25</b>	<b>30</b>

# Sport, Lifestyle & Recreation (SLR)

## HSC Assessment Schedule

Sport, Lifestyle & Recreation		Task 1	Task 2	Task 3
Due Date		Term 4 Week 10 2025	Term 1 Week 10 2025	Term 2 Week 10 2025
Task description				
Outcomes assessed		1.1, 1.3, 1.4, 2.3, 3.6, 4.1, 4.2, 4.4	1.5, 2.3, 3.5, 4.3	1.4, 2.4, 3.7, 4.5
Components		Weighting %		
Knowledge & understanding of:				
<ul style="list-style-type: none"> <li>• sports coaching and training methodology</li> <li>• first aid principles</li> </ul>	<b>50</b>	<b>10</b>	<b>20</b>	<b>20</b>
Skills in:				
<ul style="list-style-type: none"> <li>• designing programs that respond to performance needs</li> <li>• assess and respond appropriately to emergency care situations</li> </ul>	<b>50</b>	<b>25</b>	<b>15</b>	<b>10</b>
Total %	<b>100</b>	<b>35</b>	<b>35</b>	<b>30</b>

# Visual Arts

## HSC Assessment Schedule

Visual Arts		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 2 2025	Term 2 Week 3 2025	Term 3 Week 3 2025	Term 3 Weeks 5/6 2025
Task description		Development of B.O.W & V.A.P.D	In Class Written Task	Final Presentation of B.O.W & V.A.P.D	Trial HSC Examination
Outcomes assessed		H1, H4	H7, H8, H9	H1, H2, H3, H4, H5, H6	H7, H8, H9, H10
Components		Weighting %			
Artmaking	50	15	-	35	-
Art Criticism and Art History	50	-	20	-	30
Total %	100	15	20	35	30

# **VOCATIONAL EDUCATION AND TRAINING (VET) COURSES**

# TAFE COURSES

If studying a TAFE course, please see your TAFE teacher for details of the course tasks, the outcomes/competencies required and assessment due dates.

It is a requirement that all TAFE students regularly check their email (DEC and TAFE) to ensure they are aware of any requirements from TAFE.



School Name: West Wyalong High School

Assessment Schedule Year 11 - 2024

Assessment Tasks for CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3) Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.			Task 1 White Card	Task 2 Work safe, stay safe	Task 3 Working it out	Task 4 Project planning	EXAM (Optional)
Code	Unit of Competency	HSC Examinable Unit	Date 2/2/24	Date 12/4/24	Date 5/7/24	Date 27/9/24	Week 8 Term 3 Date 9/9/24
CPCWHS1001	Prepare to work safely in the construction industry		X				
CPCCWHS2001	Apply WHS requirements, policies, and procedures in the construction industry	√		X			
CPCCCM1011	Undertake basic estimation and costing				X		
CPCCOM1015	Carry out measurements and calculations	√			X		
CPCCOM2001	Read and interpret plans and specifications	√				X	
CPCCOM1013	Plan and organise work	√				X	

Depending on the achievement of units of competency, the possible qualification outcome at the completion of Year 11 Statement of Attainment toward CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3).

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.





School Name: West Wyalong High School

Assessment Schedule Year 12 - 2025

Assessment Tasks for CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3) Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.			Task 5 Option 5.3	Task 6 Tools and equipment	Task 7 Group project	HSC TRIAL EXAM
Code	Unit of Competency	HSC Examinable Unit	Week 5 Term 4 Date 13/11/24	Week 10 Term 1 Date 10/4/25	Week 10 Term 3 Date 25/9/25	Week 5/6 Term 3 Date 21/8/25
CPCCJN2001	Assemble components		X			
CPCCJN3004	Manufacture and assemble joinery		X			
CPCCCA2002	Use carpentry tools and equipment			X		
CPCCCM2005	Use construction tools and equipment	√		X		
CPCCCA2011	Handle carpentry materials			X		
CPCCVE1011	Undertake a basic construction project				X	
CPCCOM1012	Work effectively and sustainability in the construction industry	√			X	

Depending on the achievement of units of competency, the possible qualification outcome is a CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3).

**For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student's achievement of tasks similar to the HSC examination, such as a trial HSC examination.**

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as "not yet competent" or "competent". In some cases, other descriptive words may be used leading up to "competent".



School Name: West Wyalong High School

Assessment Schedule Year 11 - 2024

Assessment Tasks for SIT20322 Certificate II in Hospitality <i>Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.</i>		Task 1 Safety in the kitchen	Task 2 Service please	Optional EXAM
Code	Unit of Competency	Week 9 Term 2 Date 8/6/24	Week 5 Term 3 Date 23/8/24	Week 8 Term 3 Date 9-13 September
SITXFSA005	Use hygienic practices for food safety	X		
SITXWHS005	Participate in safe work practices	X		
SITXFSA006	Participate in safe food handling practices	X		
SITHCCC025	Prepare and present sandwiches	X		
SITXCCS011	Interact with customers		X	
SITXCOM007	Show social and cultural sensitivity		X	

Depending on the achievement of units of competency, the possible qualification outcome at the completion of Year 11 is a Statement of Attainment toward a SIT20322 Certificate II in Hospitality.

**\* Examinable units to be confirmed by teacher.**

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.



School Name: West Wyalong High School

Assessment Schedule Year 12 - 2025

Assessment Tasks for SIT20322 Certificate II in Hospitality <i>Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.</i>		Task 3 The hospitality industry	Task 4 Beverage making 101	Task 5 Working 9 to 5	HSC TRIAL EXAM
Code	Unit of Competency	Week 10 Term 1 Date 12/4/25	Week 10 Term 2 Date 5/7/25	Week 10 Term 3 Date 27/9/25	Week 5/6 Term 3 Date 21-29 August
SITHIND006	Source and use information on the hospitality industry	X			
SITHFAB024	Prepare and serve non-alcoholic beverages		X		
SITHFAB025	Prepare and serve espresso coffee		X		
SITHFAB027	Serve food and beverages		X		
BSBTWK201	Work effectively with others			X	
SITHIND007	Use hospitality skills effectively			X	

Depending on the achievement of units of competency, the possible qualification outcome is a SIT20322 Certificate II in Hospitality.

For students sitting the optional HSC exam, an estimated mark is required. This mark will be calculated using 50% Preliminary 50% HSC Trial.

\* Examinable units to be confirmed by teacher.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.



School Name: West Wyalong High School

Assessment Schedule Year 11 - 2024

Assessment Tasks for MEM10119 Certificate I in Engineering (Release 2) & Statement of Attainment towards MEM20422 Certificate II in Engineering Pathways (Release 1) Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.		Task 1 Welcome to the industry	Task 2 Right tool, right job	Task 3 Engineering in practice
Code	Unit of Competency	Week 2 Term 2 Date 10/05/24	Week 10 Term 2 Date 3/07/24	Week 10 Term 3 Date 25/09/24
MEM13015	Work safely and effectively in manufacturing and engineering	X		
MEM16006	Organise and communicate information	X		
MEM11011	Undertake manual handling	X		
MEM18001	Use hand tools		X	
MEM18002	Use power tools/hand held operations		X	
MEM12024	Perform computations			X
MEM16008	Interact with computing technology			X
MEM07032	Use workshop machines for basic operations			X

Depending on the achievement of units of competency, the possible qualification outcome at the completion of Year 11 is a Statement of Attainment towards MEM10119 Certificate I in Engineering (Release 2) & Statement of Attainment towards MEM20422 Certificate II in Engineering Pathways (Release 1).

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.



School Name: West Wyalong High School

Assessment Schedule Year 12 - 2025

Assessment Tasks for MEM10119 Certificate I in Engineering (Release 2) & Statement of Attainment towards MEM20422 Certificate II in Engineering Pathways (Release 1) Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.		Task 4 Can we build it	Task 5 Welding	Task 6 Career planning
Code	Unit of Competency	Week 10 Term 1 Date 9/04/25	Week 10 Term 2 Date 2/07/25	Week 8 Term 3 Date 10/09/25
MEMPE006	Undertake a basic engineering project	X		
MEMPE001	Use engineering workshop machines	X		
MEMPE002	Use electric welding machines		X	
MEMPE00	Use fabrication equipment		X	
MEMPE005	Develop a career plan for the engineering and manufacturing industry			X

Depending on the achievement of units of competency, the possible qualification outcome is a MEM10119 Certificate I in Engineering (Release 2) & Statement of Attainment towards MEM20422 Certificate II in Engineering Pathways (Release 1).

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.



School Name: West Wyalong High School

Blended Assessment Schedule Year 11 - 2024

Assessment Tasks for AHC20122 Certificate II in Agriculture Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.			Task 1 WHS	Task 2 Communicate and Work Effectively	Task 3 Operate Tractors	Task 4 Biosecurity	Task 5 Handle and Observe Livestock	Task 18 Soil	Task 16 Recognise plants	EXAM (Optional)
Code	Unit of Competency	HSC Examinable Unit	Week 5 Term 1 Date 1/3/24	Week 11 Term 1 Date 12/4/24	Week 8 Term 2 Date 21/6/24	Week 10 Term 2 Date 5/7/24	Week 10 Term 3 Date 27/9/24	Week 5 Term 4 Date 15/11/24	Week 10 Term 4 Date 20/12/24	Week 8 Term 3 Date 13/9/24
AHCWHS202	Participate in workplace health and safety processes	√	X							
AHCWRK212	Work effectively in industry	√		X						
AHCWRK213	Participate in workplace communications			X						
AHCMOM202	Operate tractors				X					
AHCMOM304	Operate machinery and equipment				X					
AHCBIO203	Inspect and clean machinery, tools and equipment to preserve biosecurity					X				
AHCLSK205	Handle livestock using basic techniques						X			
AHCLSK204	Carry out regular livestock observation						X			
AHCSOL203	Assist with soil or growing media sampling and testing							X		
AHCPCM204	Recognise Plants								X	

Depending on the achievement of units of competency, the possible qualification outcome at the completion of Year 11 Statement of Attainment toward AHC20122 Certificate II in Agriculture.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.



Assessment Tasks for AHC20122 Certificate II in Agriculture Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.			Task 6 Health & Welfare of Livestock	Task 7 Weather	Task 8 Chemicals and Weeds	Task 9 Environmentally Sustainable	Task 10 Carry out Basic Electric Fencing	HSC Trial EXAM (Optional)
Code	Unit of Competency	HSC Examinable Unit	Week 6 Term 1 Date 7/3/25	Week 10 Term 1 Date 11/4/25	Week 6 Term 2 Date 6/6/25	Week 10 Term 2 Date 4/7/25	Week 10 Term 3 Date 26/9/25	Week 5/6 Term 3 Date 29/8/25
AHCLSK202	Care for health and welfare of livestock	√	X					
AHCWRK210	Observe and report on weather	√		X				
AHCCHM201	Apply chemicals under supervision	√			X			
AHCPMG201	Treat weeds				X			
AHCWRK211	Participate in environmentally sustainable work practices	√				X		
AHCINF205	Carry out basic electric fencing operations						X	

Depending on the achievement of units of competency, the possible qualification outcome is a AHC20122 Certificate II in Agriculture.

For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student’s achievement of tasks similar to the HSC examination, such as a trial HSC examination.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.

# TAFE EXTERNAL COURSES

For all courses delivered by external providers such as TAFE NSW, please consult with the RTO (Registered Training Organisation) for the assessment criteria.

- Certificate III in Agriculture
- Certificate III in School Based Education Support