



THE HENRY LAWSON HIGH SCHOOL



2025

Preliminary Course Assessment Guidelines

CHALLENGE, ENCOURAGE, ACHIEVE



THE HENRY LAWSON HIGH SCHOOL

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Dear parent/guardian and student.

Welcome to the preliminary year of the Higher School Certificate Course.

This booklet outlines the assessment tasks associated with all courses offered at The Henry Lawson High School. These assessment tasks are very important in allowing fair and accurate opportunities for all students to demonstrate their learning and for teachers to accurately assess their understanding of skills and content. Due to the demands of assessment in the Preliminary and Higher School Certificate courses, it is important that students seek the support of their teachers to allow them to achieve their best.

In the booklet is a calendar which clearly indicates when assessment tasks will be due. It is strongly advised to ensure that a copy of this calendar is placed in an area of high visibility for both the student and parents, allowing you to prepare for these as they approach. Additional copies of the calendar are available on request.

The booklet also outlines all assessment procedures including submission of tasks and applications for extension.

Support is always available for students who need assistance.

Classroom teachers are always the best place to start should a student need support to understand and complete the task. Should a student have a valid reason for requiring an extension beyond the due date, this process is outlined in the booklet on page 8. Students should discuss this need with their teachers as soon as they become aware that they need assistance. Teachers can be contacted through making a phone appointment through the office or through email.

Should an extension on the tasks be required over multiple areas of learning, please contact the Principal or Year Advisor, who will refer assessment related needs to the assessment coordinator, Mrs Jillian Reidy. I will then communicate with the student and family, to ensure that the student needs are conveyed to staff, and processes are supported.

Should you have any questions about the assessment processes, please feel free to contact the school for clarification.

Regards

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CHALLENGE, ENCOURAGE, ACHIEVE

The Henry Lawson High School
Preliminary Course Planner

TERM 1 2025

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
01/02/25	05/02/25	12/02/25	19/02/25	26/02/25	04/03/25	11/03/25	18/03/25	25/03/25	01/04/25	08/04/25
					D&T	Maths Stand.	Ancient History	Music	Maths Ext.	English Stand.
							Chemistry	Maths Adv	English Studies	Visual Art
							Business Studies	Biology	Modern	English Adv.
							SLR		Geography	CAFS
									Legal Studies	

TERM 2 2025

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
30/04/25	06/05/25	13/05/25	20/05/25	27/05/25	03/06/25	10/06/25	17/06/25	25/06/25	01/07/25
	Agriculture		Maths Adv	Ancient History			Legal Studies	English Studies	Agriculture
	D&T		Inv. Science	D&T			Maths Ext	Maths Stand.	English Stand.
	Human Movement		Music				CAFS		Modern History
							SLR		

TERM 3 2025

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
23/07/25	29/07/25	05/08/25	12/08/25	19/08/25	26/08/25	02/09/25	09/09/25	16/09/25	23/09/25
Geography	English Adv	Biology		Chemistry	Inv. Science			English Studies	Visual Art
				Business Studies					Ancient History
				D&T					Human Movement

Exam block out	Work placement	

THE HENRY LAWSON HIGH SCHOOL

PRELIMINARY COURSE 2025

ASSESSMENT POLICY AND ADVICE MANUAL

CONTENTS:

1. Information: NESAs
2. Policies and Procedures
3. Assessment Schedules

Board Developed Courses

Agriculture
 Ancient History
 Biology
 Business Studies
 Chemistry
 Design and Technology
 English Advanced
 English Standard
 English Studies
 Investigating Science
 Legal Studies
 Geography
 Mathematics Advanced
 Mathematics Standard
 Mathematics Extension 1
 Music
 Modern History
 Human Movement Science
 Physics
 Sports, Lifestyle & Recreation (SLR)
 Visual Arts

Vocational Educational and Training Courses

Construction
 Hospitality
 Manufacturing and Engineering
 Primary Industries

Summary of Responsibilities

It is the student's responsibility to:

- i. Familiarise themselves with NESAs requirements for the satisfactory completion of a course and for satisfactory attendance.
- ii. Ensure they have a copy of the assessment schedule for EACH course they are studying and that they are aware of specific course requirements.
- iii. Be aware of the assessment policies and procedures of The Henry Lawson High School as detailed in this manual, and abide by them.
- iv. Ensure that they do not interfere with the progress of other students.
- v. Make a genuine attempt at all assessment tasks.

Keep this manual in a safe place for reference throughout the year.

1. INFORMATION FOR PRELIMINARY COURSE STUDENTS 2025

A. What does 'satisfactorily completed' mean?

Satisfactory study of a course involves not only the completion of assessment tasks but satisfactory participation and progress in ALL aspects of that course.

To satisfactorily complete a Preliminary course, students must:

- i. have a satisfactory record of attendance. As a general rule, a student who has missed **in excess of 15%** of the available school days is **not likely to have achieved the outcomes** established for the course and therefore, **would not be deemed to have satisfactorily completed** a Preliminary course.
- ii. complete the requirements of the course as specified by the syllabus. This includes mandatory oral and practical work, and work placements for school and TAFE delivered VET courses.
- iii. make a serious attempt at assessment tasks and examinations.

B. Preliminary Course Assessment Mark

Preliminary course assessment will be based on performance in assessment tasks. Schools are required to set tasks to measure performance in all the components of a course specified by the NESAs, not just those which can be measured in an examination. This includes field work, research skills, lab work, extended essays, oral presentations etc.

The individual components of a course have a weighting specified by the NESAs. These weightings form the basis of assessment and are explained in the subject guides.

Preliminary Course Result

School-based assessment throughout the Preliminary course contributes 100% of a student's Preliminary course mark. On the Record of School Achievement, students will be awarded a grade A-E that will indicate their level of achievement.

Vocational Education and Training (VET) courses

Students do not receive an assessment mark for VET courses. VET courses deliver units of competency that are drawn from Industry Training Packages.

VET Work Placement

Work placement is a mandatory Preliminary course requirement of each VET course. For each course, a minimum number of hours, 35 hours per year, are required in the workplace, to enable students to progress toward the achievement of industry competencies and to practise skills acquired in the classroom or workshop.

Important Note:

NESA expects students to undertake all assessment tasks set.

Failure to complete assessment tasks will jeopardise satisfactory completion of Preliminary courses.

2. THE HENRY LAWSON HIGH SCHOOL ASSESSMENT POLICIES AND PROCEDURES

A. When does assessment occur?

- i. Assessment for Preliminary course begins in Term 1 of 2025 and continues until the end of the Preliminary course which is the final day of Term 3, 2025.
- ii. The times specified in this manual are a guide only. THLHS reserves the right to make any changes as are deemed necessary. Students will be notified in writing of any changes.
- iii. Students will be given written notification of an assessment task at least two weeks before it is due. The assessment task advice will state the nature of the task, the criteria to be marked, the weighting of the task, the outcomes to be assessed and the due date.
- iv. Students will sign a form to acknowledge that they have received advice of the task.
- v. Should details of an assessment task be given when a student is absent, it is their responsibility to ensure that they find out those details on their return.

B. Plagiarism and malpractice

- i. If part or all of the work submitted is the work of another person, this is PLAGIARISM, which is a form of cheating.
- ii. Malpractice is any activity that gives a student an unfair advantage over another student through:
 - buying, stealing, borrowing or copying someone else's work
 - submitting work prepared by a parent or tutor
 - deliberate behaviour that adversely affects the performance of other students during the sitting of an assessment task or examination
 - providing a false explanation of why work was not handed in by the due date
 - providing material for another student to claim as their own
- iii. Any plagiarism or malpractice (as defined in the NESAs 'All My Own Work' modules) will result in zero for the entire assessment task and an N award warning.
- iv. Although no marks will be received, the task will need to be resubmitted in order to meet NESAs requirements for the satisfactory completion of an Preliminary course.

C. Out of class assessment tasks

- i. All tasks MUST be submitted by 9.00 am on the due date.
 - All tasks must be accompanied by a signed declaration form that the work submitted is the student's own work (see forms in the back of this booklet).
 - All digital tasks must be submitted either by a student's school email account (@education.nsw.gov.au) OR approved online learning system e.g. Google classroom. A signed declaration form must still be submitted by 9.00 am on the due date.
 - All paper tasks must be submitted on time to the faculty head teacher on duty in the front office. The faculty head teacher will sign for receipt of assessment tasks and collect all assessment items by 9.00 am.
- ii. The submission of tasks by 9.00 am on the due date is the student's responsibility. If for some reason a student is unable to attend school on the day a task is due, they must make arrangements for someone else to hand it in for them (brother, sister, parent, neighbour etc.) by 9.00 am on the due date.
- iii. Where an assessment task is submitted after 9.00 am on the due date and no extension has been granted, **the student will be awarded zero.**

D. In school assessment tasks, tests and examinations

In all in school assessment tasks, tests and examinations, a student must:

- follow the supervisor's instructions and behave in a polite and courteous manner towards the supervisors and other students, and
- be honest and ethical in completing the task, and
- make a genuine attempt at all parts of the task.

If a student does not comply with these rules, they may be excluded from the assessment and will be awarded zero marks.

E. Expected non-submission of an assessment

If a student has prior knowledge of a circumstance that will impact on their ability to submit a task by 9.00 am on the due date or attend an in-class task, test or examination, they must complete and submit an *Assessment Task Illness/Misadventure and Extension Application Form*. (see forms in the back of this booklet).

The application form must:

- be submitted prior to the due date with reasonable notice, and
- give a valid reason for the request, and
- have appropriate supporting documentation attached, and
- include evidence of communication with the subject teacher.

The success or otherwise of the student's application will be communicated to the teacher, head teacher and student by email. Please note that submission of an application form DOES NOT automatically mean the application is successful.

F. Unexpected illness or exceptional circumstances

In the case of unexpected illness or exceptional circumstances, an *Assessment Task Illness/Misadventure and Extension Application Form* with the appropriate corroborating evidence such as a medical certificate may be made to the Head Teacher Assessment, after the date set down for the assessment task. If the application is successful the Head Teacher Assessment will authorise the student to approach the head teacher concerned to organise another time for them to complete the assessment task. The student should make arrangements to complete missed assessment tasks **as soon as possible after their return to school**.

G. Non-serious attempt or non-submission

- i. If a student submits a task on time but the attempt is deemed by the teacher to be a non-serious attempt, the student risks fulfilling requirements in regards to 'satisfactory completion' of the course, as the task is counted as a non-submission and will receive zero marks.
- ii. It is the student's responsibility to have backup copies of all work completed on a computer or laptop. The school will not accept 'failure of equipment' as a reason for the non-submission of a serious attempt at an assessment task.

H. Non-assessed tasks

In addition to assessment tasks, students will be given other tasks, which are an integral part of the learning process. If students fail to complete these tasks, they risk being deemed to have not satisfactorily completed the course, thus forfeiting their right to commence the Higher School Certificate course in this subject.

I. Principal's decision

In all matters relating to the satisfactory completion of assessed and non-assessed tasks, the decision of the principal is final.

J. Appeals – Reviews

- i. An appeal may be made. Marks gained in assessment tasks are best queried at the time the tasks are returned to students and discussed with the teacher straight away.
- ii. Any review undertaken will only consider if the assessment tasks and processes were appropriate for the stage of the course being assessed.
- iii. When lodging an appeal students must use the official THLHS application form in the back of this booklet.

K. Further notes

- i. Any changes to the assessment schedules will be made in negotiation with the class, with changes noted in writing.
- ii. Students undertaking a course through TAFE or distance education will be given details of the assessment program and policy from that institution.

L. Where to get advice.

- i. Principal, deputy principal, Head Teacher Assessment, Year 12 adviser, careers adviser, school counsellor, head teacher or class teacher.
- ii. If students have any concerns about any aspect of an assessment task, they can discuss it with their class teacher, or follow up with the relevant head teacher or Head Teacher Assessment.

COURSE: AGRICULTURE						
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS		
				Knowledge and understanding of agricultural production systems.	Knowledge, understanding and skills required to manage agricultural production systems.	Skills in effective research, experimentation and communication
Animal growth and nutrition trial	Week 2 Term 2	P1.2, P2.2, P4.1	30%	10%	5%	15%
Farm case study presentation and written response	Week 10 Term 2	P1.1, P2.3, P3.1, P5.1	30%	10%	15%	5%
Yearly Examination	Week 8/9 Term 3	P1.1, P1.2, P2.1, P2.2, P2.3, P3.1, P4.1, P5.1	40%	20%	20%	
TOTAL			100%	40%	40%	20%

COURSE: ANCIENT HISTORY							
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS			
				Knowledge and understanding	Source analysis and evaluation	Inquiry and research	Communication
The Nature of Ancient History <i>Essay</i>	Week 8 Term 1	AH11-1 AH11-2 AH11-3 AH11-4 AH11-9 AH11-10	30%	20%		10%	
Case Studies <i>Half Yearly Exam</i>	Week 5 Term 2	AH11-6 AH11-9 AH11-10	40%	20%	15%		5%
Features of Ancient Societies <i>Historical investigation</i>	Week 10 Term 3	AH11-1 AH11-2 AH11-3 AH11-4 AH11-5 AH11-6 AH11-7 AH11-8	30%		5%	10%	15%
TOTAL			100%	40%	20%	20%	20%

COURSE: BIOLOGY					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Skills in working scientifically	Knowledge and understanding of course content
Practical skills task	Week 9 Term 1	BIO11/12-1 BIO11/12-2 BIO11/12-3 BIO11/12-4 BIO11/12-5 BIO11/12-7 BIO11-8	25%	15%	10%
Depth study	Week 3 Term 3	BIO11/12-1 BIO11/12-5 BIO11/12-6 BIO11/12-7 BIO11-10	40%	25%	15%
Year 11 Examination	Week 8/9 Term 3	BIO11/12-1 BIO11/12-2 BIO11/12-3 BIO11/12-4 BIO11/12-5 BIO11/12-6 BIO11/12-7 BIO11-8 BIO11-9 BIO11-10 BIO11-11	35%	20%	15%
TOTAL			100%	60%	40%

COURSE: BUSINESS STUDIES							
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS			
				Knowledge and understanding of course content	Stimulus-based skills	Inquiry and research	Communication of business information, ideas and issues in appropriate forms
Stimulus Business Report	Week 8 Term 1	P1, P2, P6, P7, P8	25%	5%	10%	10%	
Business Plan	Week 5 Term 3	P4, P7, P8, P9, P10	35%	15%		10%	10%
Yearly Examination	Week 8 Term 3	P1, P2, P3, P4, P5, P6, P8, P9, P10	40%	20%	10%		10%
TOTAL			100%	40%	20%	20%	20%

COURSE: CHEMISTRY					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Skills in working Scientifically	Knowledge and understanding of course content
Practical Investigation (Properties and structure of matter)	Week 8 Term 1	CH11/12-1 CH11/12-2 CH11/12-3 CH11/12-4 CH11/12-5 CH11/12-6 CH11/12-7 CH11-8	35%	25%	10%
Depth Study - Research and Presentation (Quantitative and Reactive chemistry)	Week 5 Term 3	CH11/12-1 CH11/12-2 CH11/12-3 CH11/12-4 CH11/12-5 CH11/12-7 CH11-9 CH11-10	35%	25%	10%
Yearly Examination	Week 9 Term 3	CH11/12-1 CH11/12-4 CH11/12-5 CH11/12-6 CH11/12-7 CH11-8 CH11-9 CH11-10 CH11-11	30%	10%	20%
TOTAL			100%	60%	40%

COURSE: DESIGN AND TECHNOLOGY					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Knowledge and skills in designing, managing, producing and evaluating design projects	Knowledge and understanding of course content
Design Task 1 Design Problem	Week 2 Term 2	P1.1, P2.1, P2.2, P3.1, P4.1, P4.2, P4.3, P5.1, P5.2,	40%	30%	10%
Designer Case Study	Week 5 Term 2	P1.1, P2.1, P2.2, P4.1,	20%		20%
Design Task 2 Innovation of a Coffee table	Week 5 Term 3	P1.1, P2.1, P2.2, P3.1, P4.1, P4.2, P4.3, P5.1, P5.2, P5.3, P6.2	40%	30%	10%
TOTAL			100%	60%	40%

COURSE: ENGLISH (ADVANCED)					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Knowledge and understanding	Skills in responding and composing
Read to Write: persuasive and creative writing	Week 11 Term 1	EA11-1 EA11-3 EA11-4 EA11-5 EA11-6 EA11-9	30%	10%	20%
Narratives that Shape the World: multimodal narrative composition and evaluation	Week 2 Term 3	EA11-1 EA11-2 EA11-3 EA11-4 EA11-5 EA11-6 EA11-7 EA11-8	40%	20%	20%
All course content: yearly examination	Week 8/9 Term 3	EA11-1 EA11-3 EA11-5 EA11-7	30%	20%	10%
TOTAL			100%	50%	50%

COURSE: ENGLISH (STANDARD)					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Knowledge and understanding	Skills in responding and composing
Read to Write: Persuasive and creative writing	Week 11 Term 1	EN11-1 EN11-3 EN11-4 EN11-5 EN11-6 EN11-9	30%	10%	20%
Contemporary Possibilities: Multimodal presentation	Week 10 Term 2	EN11-1 EN11-2 EN11-3 EN11-5 EN11-7 EN11-9	40%	20%	20%
All course content: Yearly examination	Week 8/9 Term 3	EN11-1 EN11-3 EN11-4 EN11-5	30%	20%	10%
		TOTAL	100%	50%	50%

COURSE: ENGLISH STUDIES					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Knowledge and understanding	Skills in responding and composing
Achieving through English	Week 10 Term 1	ES11-1 ES11-2 ES11-3 ES11-4 ES11-5 ES11-6	30%	20%	10%
Who Do I Think I Am?	Week 9 Term 2	ES11-1 ES11-2 ES11-5 ES11-6 ES11-7 ES11-8 ES11-9	30%	10%	20%
Classwork Portfolio	Week 9 Term 3	ES11-1 ES11-4 ES11-6 ES11-7 ES11-10	40%	20%	20%
		TOTAL	100%	50%	50%

COURSE: GEOGRAPHY							
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS			
				Knowledge and understanding of course content	Geographical tools and skills	Inquiry and research including fieldwork	Communication of geographical information, ideas and issues in appropriate forms
Scenario-based response (in-class) Earth's natural systems	Week 10 Term 1	GE-11-01 GE-11-02 GE-11-09	20%	10%	5%		5%
Research task People, patterns and processes	Week 1 Term 3	GE-11-01 GE-11-03 GE-11-04 GE-11-08	40%	20%	5%	10%	5%
Geographical Investigation	Week 8 Term 3	GE-11-05 GE-11-06 GE-11-07 GE-11-08	40%	10%	10%	10%	10%
TOTAL			100%	40%	20%	20%	20%

COURSE: HEALTH AND MOVEMENT SCIENCE						
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS		
				Knowledge and understanding of course content	Skills in collaboration, analysis, communication, creative thinking, problem-solving and research	
				40%	60%	
Depth Study: Investigating Biomechanics and Report	Week 2 Term 2	HMS 11-03 HMS 11-04 HMS 11-06 HMS 11-09	30%	15	15	
Collaborative	Week 10 Term 3	HMS 11-05 HMS 11-09 HMS 11-10 HMS 11-XX*	40%	10	30	
Yearly Examination	Week 8/9 Term 3		30%	15	15	
TOTAL			100%	40%	60%	

COURSE: INVESTIGATING SCIENCE					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Skills in working scientifically	Knowledge and understanding of course content
Media presentation: Second-hand data topics 1-2	Week 4 Term 2	INS11/12-2, INS11/12-3, INS11/12-4, INS11/12-5, INS11/12-7 INS11-11,	30%	20%	10%
Depth Study topic 1-3: Research and communication	Week 6 Term 3	INS11/12-1, INS11/12-4 INS11/12-5, INS11/12-7 INS 11-9	40%	30%	10%
Yearly Examination	Week 9 Term 3	INS11-8 INS11-9 INS11-10 INS11-11	30%	10%	20%
TOTAL			100%	60%	40%

COURSE: LEGAL STUDIES							
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS			
				Knowledge and understanding of course content	Analysis and evaluation	Inquiry and research	Communication of legal information, ideas and issues in appropriate forms
Examination The Legal System	Week 10 Term 1	P1, P2, P3, P4	30%	10%		10%	10%
Case Study The Individual and the Law Essay	Week 8 Term 2	P5, P6, P7, P8	40%	10%	10%	10%	10%
Yearly Exam	Week 8/9 Term 3	P1, P2, P9, P10	30%	20%	10%		
TOTAL			100%	40%	20%	20%	20%

COURSE: MATHEMATICS ADVANCED					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Understanding, Fluency & Communication	Problem Solving, Reasoning & Justification
In Class Assessment Functions	Week 9 Term 1	F1	30%	15%	15%
Investigation Function/ Calculus	Week 4 Term 2	F1, C1	30%	10%	20%
Exam	Week 8 Term 3	All	40%	25%	15%
TOTAL			100%	50%	50%

COURSE: MATHEMATICS STANDARD					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Understanding, Fluency & Communication	Problem Solving, Reasoning & Justification
Task 1 In Class Assessment	Week 7 Term 1	A1, M1.1, M1.2	30%	15%	15%
Task 2 Investigation	Week 9 Term 2	S1.1, S1.2	30%	10%	20%
Task 3 Exam	Week 8 Term 3	All	40%	25%	15%
TOTAL			100%	50%	50%

COURSE: MATHEMATICS EXTENSION 1					
TASK	DUE DATE	OUTCOMES	WEIGHTINGS	COMPONENTS	
				Understanding, Fluency & Communication	Problem Solving, Reasoning & Justification
In Class Assessment Polynomials & Functions	Week 10 Term 1	ME-A1 ME-F2	30%	15%	15%
Task 2 Investigation	Week 8 Term 2	ME-F1	30%	10%	20%
Task 3 Exam	Week 8 Term 3	All	40%	25%	15%
TOTAL			100%	50%	50%

COURSE: MODERN HISTORY							
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS			
				Knowledge and understanding	Source analysis and evaluation	Inquiry and research	Communication
Investigating Modern History <i>Historical narrative and essay</i>	Week 10 Term 1	MH11-1 MH11-2 MH11-3 MH11-5 MH11-9	30%	20%			10%
Historical Investigation <i>Research journal and presentation</i>	Week 10 Term 2	MH11-6 MH11-7 MH11-8 MH11-9 MH11-10	40%	5%	5%	20%	10%
The Shaping of the Modern World <i>Yearly examination</i>	Week 8/9 Term 3	MH11-2 MH11-3 MH11-4 MH11-6	30%	15%	15%		
TOTAL			100%	40%	20%	20%	20%

COURSE: MUSIC							
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS			
				Musicology	Aural	Performance	Composition
Viva Voce & Composition Diary Entries	Week 9 Term 1	P5, P7, P8	30%	25%			5%
Aural Exam & Composition Diary Entries	Week 4 Term 2	P2, P4, P6	30%		25%		5%
Major Performance & Final Composition Diary	Week 8 Term 3	P1, P3, P9	40%			25%	15%
TOTAL			100%	25%	25%	25%	25%

COURSE: SPORT, LIFESTYLE AND RECREATION					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Knowledge and understanding	Skills in responding and composing
Sports Coaching and Training	Term 1 Week 8	3.1, 3.2, 4.2, 4.5	35	20	15
First Aid and Sports Injuries	Term 2 Week 8	2.5, 3.6, 4.4, 4.5	35	20	15
End of year exam	Term 3 Week 8/9	1.1, 1.3, 1.4, 2.1, 2.2, 2.3, 2.5, 3.2, 3.6	30	30	0
TOTAL:			100	50	50

COURSE: VISUAL ARTS					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Artmaking	Art Criticism/ History
Documenting Practice Documentary analysis of a selected artist's practice through the frames (historical/ critical)	Week 11 Term 1	P1, P3, P9, P10	30%	15%	15%
Exploring Representation Submitted artworks min of 2 exploring personal areas of interest in artmaking	Week 10 Term 3	P1, P2, P3, P4, P5	35%	35%	
Yearly Examination Art Criticism and Art History Written Examination	Week 9 Term 3	P6, P7,P8, P9, P10	35%		35%
TOTAL			100%	50%	50%

VET courses

Construction (Certificate II in Construction Pathways)
Hospitality (Certificate II in Kitchen Operations)
Manufacturing and Engineering (Certificate I in Engineering & Statement of Attainment toward Certificate II in Engineering Pathways)
Primary Industries (Certificate II in Agriculture)

Assessment in these courses is through competency based assessment procedures. To be deemed satisfactory, students must satisfactorily complete each assessment task as set by the Registered Training Organisation (RTO). Assessment task due dates are negotiated by staff delivering each framework. Generally, VET subjects require the completion of one task each term.

Students who choose to complete the mandatory HSC exam will be required to do a trial examination in that subject.

An estimate mark for these subjects will be sent to the NESA. The mark will be used in case of misadventure, where students are unable to sit the HSC exam. The estimate mark will be based on results from the trial exam you complete.

Work placement

For satisfactory completion of VET courses, students must complete 35 hours work placement per year. Failure to do so will result in the course not counting towards the HSC.

Recognition of prior learning (RPL)

If students bring skills and competencies to this course, they can be given recognition for them, and not repeat these units in class. Students need to speak with their teacher, and complete the relevant forms. Likewise, if students have worked in this industry, these hours will contribute to their mandatory work placement hours. Again, students need to discuss this with their teacher.

Qualification: **CPC20220 - Certificate II in Construction Pathways** (Release 6) and SOA towards **CPC20120 Certificate II in Construction** (Release 3)
 SCOPE AND SEQUENCE – 2 units x 2 years

Cluster	Unit Code and Title	NESA Hrs	Term 1, 2025				Term 2, 2025				Term 3, 2025					
			1-5		6-10		1-5		6-10		1-5		6-10			
Cluster 1	CPCCWHS1001 Prepare to work safely in the construction industry															
Cluster 2	CPCCWHS2001 Apply WHS requirements, policies, and procedures in the construction industry	20														
Cluster 3	Project 1 - Workshop Project CPCCCM1011 Undertake basic estimation and costing CPCCCOM1015 Carry out measurements and calculations	45														
Cluster 4	Project 2 - Workshop Project CPCCCOM2001 Read and interpret plans and specifications CPCCCOM1013 Plan and organise work	35														
	Project 3 - Outdoor Project															

Scope and Sequence Schedule - Cookery 2 Units x 2 Years Commencing 2025

Term 1 - Year 11 (Preliminary) year of study

This scope and sequence outline the delivery period. Assessments can be conducted at any point. The student and trainer should agree that the student is ready to be assessed. Variations to delivery and the assessment must be noted on this schedule. Skills can be taught and practiced anytime throughout the course.

		Weeks										
Term 1		1	2	3	4	5	6	7	8	9	10	11
VET Course Induction		No Stu-dents										
Task 1: Safety in the kitchen (70 hours)												
SITXFSA005	Use hygienic practices for food safety	No Stu-dents										
SITXWHS005	Participate in safe work practices											
SITXFSA006	Participate in safe food handling practices											
SITHCCC0025	Prepare and present sandwiches											
Task 2: Service please (30 hours)												
SITX-COM007	Show social and cultural sensitivity	No Stu-dents										
SITXCCS001	Interact with customers											

Term 2 - Year 11 (Preliminary) year of study

This scope and sequence outline the delivery period. Assessments can be conducted at any point. The student and trainer should agree that the student is ready to be assessed. Variations to delivery and the assessment must be noted on this schedule. Skills can be taught and practiced anytime throughout the course.

Weeks

	1	2	3	4	5	6	7	8	9	10	11
Term 2											
Task 1: Safety in the kitchen.											
SITXF-SA005											
Use hygienic practices for food safety											
SITXW-HS005											
Participate in safe work practices											
SITXF-SA006											
Participate in safe food handling practices											
SITHC-CC025											N/A
Prepare and present sandwiches											
Task 2: Service please											
SITX-COM007											
Show social and cultural sensitivity											
SITXC-CS011											
Interact with customers											

Term 3 - Year 11 (Preliminary) year of study

This scope and sequence outline the delivery period. Assessments can be conducted at any point. The student and trainer should agree that the student is ready to be assessed. Variations to delivery and the assessment must be noted on this schedule. Skills can be taught and practiced anytime throughout the course.

		Weeks										
Term 3		1	2	3	4	5	6	7	8	9	10	11
Task 2 : Service please												
SITX-COM007	Show social and cultural sensitivity											
SITXCCS011	Interact with customers											
Task 3: Lets start cooking and cleaning (30 hours)												
SITHKOP009	Clean kitchen premises and equipment											
SITXINV006	Receive, store and maintain stock											
Task 4: Pack it up (10 hours)												
SITHCCC026	Package prepared foodstuffs											
Task 5 : There's no I in team (105 hours)												
SITHCCC023	Use food preparation equipment											
SITHCCC024	Prepare and present simple dishes											
SITHCCC027	Prepare dishes using basic method of cookery											
SITHCCC034	Work effectively in a commercial kitchen											

N / A

Scope and Sequence Schedule - Primary Industries 2 Units x 2 Years Commencing 2025

Term 1 - Year 11 (Preliminary) year of study

This scope and sequence outline the delivery period. Assessments can be conducted at any point. The student and trainer should agree that the student is ready to be assessed. Variations to delivery and the assessment must be noted on this schedule. Skills can be taught and practiced anytime throughout the course.

		Weeks										
Term 1		1	2	3	4	5	6	7	8	9	10	11
VET Course Induction		No Students										
Task: WHS (15 Hours)												
AHCWHS20	Participate in workplace health and safety processes	No Students										
Task: Operate tractors (35 Hours)												
AHCMOM20	Operate tractors	No Students										
AHCMOM30	Operate machinery and equipment											
Task: Biosecurity (15 Hours)												
AHC BIO203	Inspect and clean machinery, tools and equipment to preserve biosecurity	No Students										

Term 2 - Year 11 (Preliminary) year of study

This scope and sequence outline the delivery period. Assessments can be conducted at any point. The student and trainer should agree that the student is ready to be assessed. Variations to delivery and the assessment must be noted on this schedule. Skills can be taught and practiced anytime throughout the course.

		Weeks										
Term 2		1	2	3	4	5	6	7	8	9	10	11
Task: Communicate and work effectively (30 Hours)												
AHCWRK212	Work effectively in industry											
AHCWRK213	Participate in workplace communications											
Task: Handle and observe livestock (25 Hours)												
AHCLSK205	Handle livestock using basic tech-											
AHCLSK204	Carry out regular livestock observation											
Task: Care for livestock (20 Hours)												
AHCLSK202	Care for health and welfare of live-											

N/A

Term 3 - Year 11 (Preliminary) year of study

This scope and sequence outline the delivery period. Assessments can be conducted at any point. The student and trainer should agree that the student is ready to be assessed. Variations to delivery and the assessment must be noted on this schedule. Skills can be taught and practiced anytime throughout the course.

		Weeks										
Term 3		1	2	3	4	5	6	7	8	9	10	11
Task: Handle and observe livestock (25 Hours)												
AHCLSK205	Handle livestock using basic tech-											
AHCLSK204	Carry out regular livestock observa-											
Task: Care for livestock (20 Hours)												N/A
AHCLSK202	Care for health and welfare of live-											
Task: Insert Elective Option 1 task name (Provide Feed, Monitor Water, Identify and Mark Livestock) (10 Hours)												
Insert Code	Insert Name											

Dear Mr & Mrs

Re: OFFICIAL WARNING – Non-completion of a Preliminary course

I am writing to advise that your son/daughteris in danger of not meeting the Course Completion Criteria for the Preliminary course in

NESA requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the 1st/2nd official warning we have issued concerning

A minimum of two course-specific warnings must be issued prior to a final 'N' determination being made for a course.

Course Completion Criteria

Where it is determined that a student has not met the course Completion Criteria, they place themselves at risk of receiving an 'N' (non-completion of course) determination. An 'N' determination will mean that the course will not be listed on the student's Record of Achievement. It may also mean that the student is unable to proceed to the HSC course as he has not satisfactorily completed the Preliminary course.

To date has not met a) b) or c) of the course Completion Criteria.**

The following table lists those tasks, requirements or outcomes not yet completed or achieved, and/or for which a genuine attempt has not been made. In order for to satisfy course Completion Criteria, the following tasks, requirements or outcomes need to be satisfactorily completed:

TASK NAME	DATE TASK INITIALLY DUE	ACTION REQUIRED	DATE TO BE COMPLETED
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*** Course Completion Criteria**

The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

- a) followed the course developed or endorsed by the Board; and
- b) **applied** themselves with diligence and sustained effort to the set tasks and experience provided in the course by the school; and
- c) **achieved** some or all of the outcomes

Please discuss this matter with and contact the school if further information or clarification is needed.

Yours faithfully,

HEAD TEACHER

Mr A Flagg
PRINCIPAL

please detach this section and return to the school

**REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF A
PRELIMINARY COURSE**

- * I have received the letter dated indicating that is in danger of not having satisfactorily completed the Preliminary course,
- * I am aware that this course may not appear on his/her Record of Achievement.
- * I am also aware that the "N" determination may make him/her ineligible to proceed to the Higher School Certificate course.
- * I am also aware that the "N" determination may make him/her ineligible for the award of the Higher School Certificate.

PARENT/GUARDIAN'S SIGNATURE: _____

DATE: _____

STUDENT'S SIGNATURE: _____

DATE: _____



THE HENRY LAWSON HIGH SCHOOL

Assessment Task Submission and Receipt Form

Subject: _____
 Task name: _____
 Due date: _____

Student declaration:

I declare that the task I am submitting is my own work*. I have:

- ✓ been honest and ethical in completing this task
- ✓ acknowledged my sources (where relevant)
- ✓ used my own words
- ✓ sought to understand what the task requires of me
- ✓ not cheated
- ✓ not plagiarised
- ✓ respected intellectual property (copyright)
- ✓ collaborated on group work, without copying or colluding (where relevant)

*For more information on BOSTES rules for assessment tasks, go to: <http://amow.boardofstudies.nsw.edu.au>

Student Name: _____ Signed: _____ Date: _____

Mode of submission

Today I have submitted (tick the relevant box):

- ? an email to my teacher with the task attached
- ? the task via the school Moodle site
- ? the task on paper into the faculty head teacher in the front office
- ? other: _____



THE HENRY LAWSON HIGH SCHOOL

Task Receipt

Task details

Subject:
Task name:
Due date:

This task received at: _____ (time) on _____ (date)
 Signed: _____ (Head Teacher / Deputy Principal)

Assessment Task Illness / Misadventure and Extension Application Form



Student Name:	
---------------	--

1] Bring this form to the Head Teacher Assessment to get approval to start the process.

2] Tick the box below to indicate what has happened or is about to happen with your assessment task:

Tick		Tick	
<input type="checkbox"/>	I missed an in-class task / exam	<input type="checkbox"/>	I know I will miss an in-class task / exam
<input type="checkbox"/>	I am applying for an extension	<input type="checkbox"/>	I am asking for consideration

3] Fill in the details of the task below:

Course		Task Name	
Date Due		Task Type	
Date Set			

4] Fill in relevant details in the box below:

5] Indicate below your **communication** with your class teacher, including plans to resubmit, re-sit, or get an estimate:

6] Sign below:

Student		Teacher	
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Submission to Head Teacher Assessment:

Date		Decision	
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Notes	
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CONTACT DETAILS

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