



THE HENRY LAWSON HIGH SCHOOL



2022

Preliminary Course Assessment Guidelines

CHALLENGE, ENCOURAGE, ACHIEVE

The Henry Lawson High School
Preliminary Course Planner
 TERM 1 2022

Week 1 01/02/22	Week 2 07/02/22	Week 3 14/02/22	Week 4 21/02/22	Week 5 28/02/22	Week 6 07/03/22	Week 7 14/03/22	Week 8 21/03/22	Week 9 28/03/22	Week 10 04/04/22
						Ancient History	Chemistry IPT PDHPE	English Studies Legal Studies Math Advanced Maths Standard	Visual Arts English Advanced English Standard Maths Extension Modern History
Aust Day									
SDD									

TERM 2 2022

Week 1 27/04/22	Week 2 02/05/22	Week 3 09/05/22	Week 4 16/05/22	Week 5 23/05/22	Week 6 30/05/22	Week 7 06/06/22	Week 8 13/06/22	Week 9 20/06/22	Week 10 27/06/22
ANZAC Day	CAFS	D&T	Investigating Science Biology Maths Advanced	Ancient History		PDHPE	Queen's Birthday Maths Standard Agriculture Legal Studies English Standard Maths Extension	CAFS English Studies	English Standard Visual Arts Modern History
Business Studies									
Geography									
Ongoing competency assessments throughout the term in school-based vocational subjects									

TERM 3 2022

Week 1 19/07/22	Week 2 25/07/22	Week 3 01/08/22	Week 4 08/08/22	Week 5 15/08/22	Week 6 22/08/22	Week 7 29/08/22	Week 8 05/09/22	Week 9 12/09/22	Week 10 19/09/22
D&T	Geography English Advanced Visual Arts	Geography	Business Studies	Chemistry IPT	Agriculture Biology Investigating Science Legal Studies	IPT Agriculture Geography Business Studies	CAFS D&T Modern History Maths Standard	Ancient History Chemistry English Advanced English Standard English Studies	PDHPE Biology Investigating Science
Ongoing competency assessments throughout the term in school-based vocational subjects									

	Public Holidays	Work placement	SDD
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**THE HENRY LAWSON HIGH SCHOOL
PRELIMINARY COURSE 2022
ASSESSMENT POLICY AND ADVICE MANUAL**

CONTENTS:

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Board Developed Courses

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Biology
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Community and Family Services
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English Advanced
English Standard
English Studies
Geography
Investigating Science
Legal Studies
Information Processes and Technology
Mathematics Standard
Mathematics Advanced
Mathematics Extension 1
Modern History
PD/Health/PE
Visual Arts

Vocational Educational and Training Courses

Manufacturing and Engineering
Hospitality
Primary Industries

Summary of Responsibilities

It is the student's responsibility to:

- i. Familiarise themselves with NESA 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 2022

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 NESA, 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 NESA. 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 2022 and continues until the end of the Preliminary course which is the final day of Term 3, 2022.
- 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 NESA '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 NESA 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 course content	Knowledge, understanding and skills required to manage agricultural production systems	Skills in effective research, experimentation and communication
Animal growth and nutrition trial	Term 2 Week 8	P1.2, P2.2, P4.1, P5.1	30%	10%	10%	10%
Plant industry research portfolio	Term 3 Week 6	P1.1, P2.1, P3.1	30%	10%	10%	10%
Yearly Exam	Term 3 Week 7	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>	Term 1 Week 7	AH11-1 AH11-2 AH11-3 AH11-4 AH11-9 AH11-10	30%	20%		10%	
Case Studies <i>Half Yearly Exam</i>	Term 2 Week 5	AH11-6 AH11-9 AH11-10	40%	20%	15%		5%
Features of Ancient Societies <i>Historical investigation</i>	Term 3 Week 9	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
Fieldwork: communicating	Term 2 Week 4	BIO11/12-2 BIO11/12-3 BIO11/12-4 BIO11/12-5 BIO11/12-7 BIO11-11	35%	25%	10%
Depth Study: Investigating and reporting	Term 3 Week 6	BIO11/12-1 BIO11/12-2 BIO11/12-3 BIO11/12-4 BIO11/12-5 BIO11/12-7 BIO11-14	35%	20%	15%
Yearly Examination	Term 3 Week 10	BIO11-8 BIO11-9 BIO11-10 BIO11-11	30%	10%	20%
TOTAL			100%	55%	45%

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
Case Study Nature of Business	Term 2 Week 1	P1, P2, P6, P7, P8	25%	5%	10%	10%	
Small Business Plan Business Planning	Term 3 Week 4	P1, P3, P6, P7, P9	35%	15%		10%	10%
Yearly Exam	Term 3 Week 7	P3, P4, P5, 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)	Term 1 Week 8	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)	Term 3 Week 5	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	Term 3 Week 9	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: COMMUNITY AND FAMILY STUDIES						
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS		
				Knowledge and understanding of how the following impact on wellbeing: - resource management - positive relationships - range of societal factors - nature of groups, families and communities	Skills in: - applying management processes to meet the needs of individuals, groups, families and communities - planning to take responsible action to promote wellbeing	Knowledge and understanding about research methodology and skills in researching, critical thinking, analysing and communicating
Leadership styles - interview and report	Term 2 Week 2	P2.1 P2.3 P4.1 P4.2	30%	10%	5%	15%
Resource Management, Individuals and Groups-in class task	Term 2 Week 9	P1.1 P2.1 P2.3 P4.1 P4.2 P6.1 P6.2	40%	25%	10%	5%
Literature Review - Families and Communities	Term 3 Week 8	P1.1 P2.2 P2.4 P2..4 P3.1P4.1 P4.2 P6.2	30%	5%	10%	15%
TOTAL			100%	40%	25%	35%

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
1: Design Task 1 Design Problem storage solution	Term 2 Week 3	P1.1, P2.1, P2.2, P3.1, P4.1, P4.2, P4.3, P5.1, P5.2,	40%	30%	10%
2: Designer Case Study	Term 3 Week 1	P1.1, P2.1, P2.2, P4.1,	20%		20%
3: Design Task 2 Innovation of a Coffee table	Term 3 Week 8	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	Term 1 Week 10	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	Term 3 Week 2	EA11-1 EA11-2 EA11-3 EA11-4 EA11-5 EA11-6 EA11-7 EA11-8	40%	20%	20%
Critical Study of Literature: critical essay	Term 3 Week 9	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	Term 1 Week 10	EN11-1 EN113 EN11-4 EN11-5 EN11-6 EN11-9	30%	10%	20%
Contemporary Possibilities: multimodal presentation	Term 2 Week 10	EN11-1 EN112 EN11-3 EN11-5 EN11-7 EN11-9	30%	15%	15%
Close Study of Literature: writing portfolio	Term 3 Week 9	EN11-1 EN113 EN11-7 EN11-8	40%	25%	15%
TOTAL			100%	50%	50%

COURSE: ENGLISH STUDIES

TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Knowledge and understanding	Skills in responding and composing
Achieving through English: Cover letter, resume and interview	Term 1 Week 9	ES11-1 ES11-2 ES11-3 ES11-4 ES11-6	30%	20%	10%
Who Do I Think I Am: Website on Self (multimodal)	Term 2 Week 9	ES11-3 ES11-4 ES11-6 ES11-7 ES11-10	30%	10%	20%
Writing Portfolio of selected class work	Term 3 Week 9	ES11-1 ES11-5 ES11-8 ES11-9 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
Research Task Biophysical Interactions	Term 2 Week 1	P1, P2, P3, P7, P8	20%	10%	5%	5%	
Senior Geography Project	Term 3 Week 2	P7, P8, P9, P10, P11, P12	40%	10%	10%	10%	10%
Yearly Exam	Term 3 Week 7	P3, P4, P5, P8, P9, P10	40%	20%	5%	5%	10%
TOTAL			100%	40%	20%	20%	20%

COURSE: INFORMATION AND PROCESSES TECHNOLOGY						
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS		
				Introduction to Information Skills and Systems	Tools for Information Processes	Developing Information Systems
Information Skills and systems	Term 1 Week 8	P1.1 P1.2 P2.1 P2.2	20%	5%	5%	10%
Developing an information system	Term 3 Week 5	P6.2 P7.1 P7.2	40%		20%	20%
Yearly Examination	Term 3 Week 7	P1.1 P1.2 P2.1 P2.2 P3.1 P4.1 P5.1 P6.1 P6.2 P7.1 P7.2	40%	10%	20%	10%
TOTAL			100%	15%	45%	40%

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	Term 2 Week 4	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	Term 3 Week 6	INS11/12-1, INS11/12-4 INS11/12-5, INS11/12-7 INS 11-9	40%	30%	10%
Yearly Examination	Term 3 Week 10	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
Research Task The Legal System	Term 1 Week 9	P1, P2, P3, P4	30%	10%		10%	10%
Case Study The Individual and the Law Essay	Term 2 Week 8	P5, P6, P7, P8	40%	10%	10%	10%	10%
Yearly Exam	Term 3 Week 6	P1, P2, P9, P10	30%	20%	10%		
TOTAL			100%	40%	20%	20%	20%

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

COURSE: MATHEMATICS ADVANCED					
TASK	DUE DATE	OUTCOMES	WEIGHTINGS	COMPONENTS	
				Understanding, Fluency & Communication	Problem Solving, Reasoning & Justification
In Class Assessment Functions	Term 1 Week 9	F1	30%	15%	15%
Investigation Function/ Calculus	Term 2 Week 4	C1	30%	10%	20%
Exam	Term 3 Week 8	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	Term 1 Week 10	ME-F2 ME-F1	30%	15%	15%
Task 2 Investigation	Term 2 Week 8	T1, T2	30%	10%	20%
Task 3 Exam	Term 3 Week 8	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 Historical narrative and essay	Term 1 Week 10	MH11-1 MH11-2 MH11-3 MH11-5 MH11-9	30%	20%			10%
Historical Investigation Research journal and presentation	Term 2 Week 10	MH11-6 MH11-7 MH11-8 MH11-9 MH11-10	40%	5%	5%	20%	10%
The Shaping of the Modern World In-class exam	Term 3 Week 8	MH11-2 MH11-3 MH11-4 MH11-6	30%	15%	15%		
TOTAL			100%	40%	20%	20%	20%

COURSE: VISUAL ARTS					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Artmaking	Art Criticism/History
Cartoon design	Week 10 Term 1	DM4 DM5 DM6	30%	30%	
Graphic design	Week 10 Term 2	DM4 DM5 DM6	40%	40%	
Research task	Week 2 Term 3	CH3	30%		30%
TOTAL			100%	70%	30%

COURSE: PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Knowledge and understanding of course content	Skills in critical thinking, research, analysis and communicating
Preliminary Core 1 Task: Better Health for Individuals Research Portfolio	Term 1 Week 8	P2, P3, P4, P16	35%	15%	20%
Preliminary Core 2 Task: The Body In Motion Movement Analysis	Term 2 Week 7	P7, P9, P16, P17	35%	15%	20%
Preliminary Examination	Term 3 Week 10	P1-P17	30%	10%	20%
TOTAL			100%	40%	60%

VET courses

**Construction (Certificate II in Construction Pathways) Hospitality
(Certificate II in Kitchen Operations) Primary Industries (Certificate II in
Agriculture) Sport Coaching (Certificate II in Sport Coaching)**

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.

SCOPE AND SEQUENCE – **Course name: Manufacturing and Engineering – Introduction** 2unit x 2year

Qualification: MEM10119 Certificate I in Engineering								
Preliminary Commencement: 2022								
Unit Code	Unit Title	NESA Hrs	Term 1		Term 2		Term 3	
			1-5	6-10	1-5	6-10	1-5	6-10
MEM13015	Work safely and effectively in manufacturing and engineering	40						
MEM16006	Organise and communicate information	15						
MEM11011	Undertake manual handling	5						
MEM18001	Use hand tools	20						
MEM18002	Use power tools/hand held operations	20						
MEM12024	Perform computations	20						
MEM16008	Interact with computing technology	10						
MEM07032	Use workshop machines for basic operations	20						

SCOPE AND SEQUENCE – **Course name: Hospitality**

(SIT20416 Certificate II in Kitchen Operations) 2-unit x 2 year

Qualification: SIT20416 Certificate II in Kitchen Operations					
Preliminary 2022 (Commencement: Term 1, 2022)					
Unit Code	Unit Title	NESA Hrs	Term 1	Term 2	Term 3
BSBWOR203	Cluster 1 Work effectively with others	15	Delivery and assessment		
SITXFSA001	Cluster 2 Part A Use hygienic practices for food safety	10	Delivery and assessment		
SITHCCC001	Cluster 2 Part B Use food preparation equipment	20	Delivery and assessment		
SITXFSA002	Participate in safe food handling practices	15			

SCOPE AND SEQUENCE – AHC20116 Certificate II in Agriculture 2 Unit x 2 Year 240-hour course

Preliminary Commencement: 2022																											
Unit Code	Unit Title	NESA Hrs	Term 1										Term 2								Term 3						
			1-5					6-10					1-5				6-10				1-5			6-10			
AHCW HS201	Cluster 1 Participate in workplace health and	15																									
AHCW RK204	Cluster 2 Work effectively in the industry	20																									
AHCW RK205	Cluster 2 Participate in workplace communication s	10																									
AHCW RK209	Cluster 2 Participate in	15																									
AHCM OM202	Cluster 7 Operate tractors	20																									
AHCM OM304	Cluster 7 Operate machinery & equipment	15																									
AHCBI O201	Cluster 12 Inspect & clean machinery for plant, animal & soil material	10																									
AHCIN F202	Cluster 9 Install, maintain & repair farm fencing	15																									
AHCIN F201	Cluster 9 Carry out basic electric fencing operations	10																									
	Units to complete & HSC Content																										

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)

(date)

Signed: _____

(Head Teacher / Deputy Principal)

Assessment Task Illness / Misadventure and Extension Application Form



Student Name:	
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- 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	
	I missed an in-class task / exam		I know I will miss an in-class task / exam
	I am applying for an extension		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:

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

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- 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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49 South Street, Grenfell NSW 2810

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Web: www.henrylawso-h.schools.nsw.gov.au