



**YEAR 10**  
**INFORMATION HANDBOOK**  
2017



**School Curriculum  
and Standards  
Authority**



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# YEAR 10 INFORMATION HANDBOOK 2017

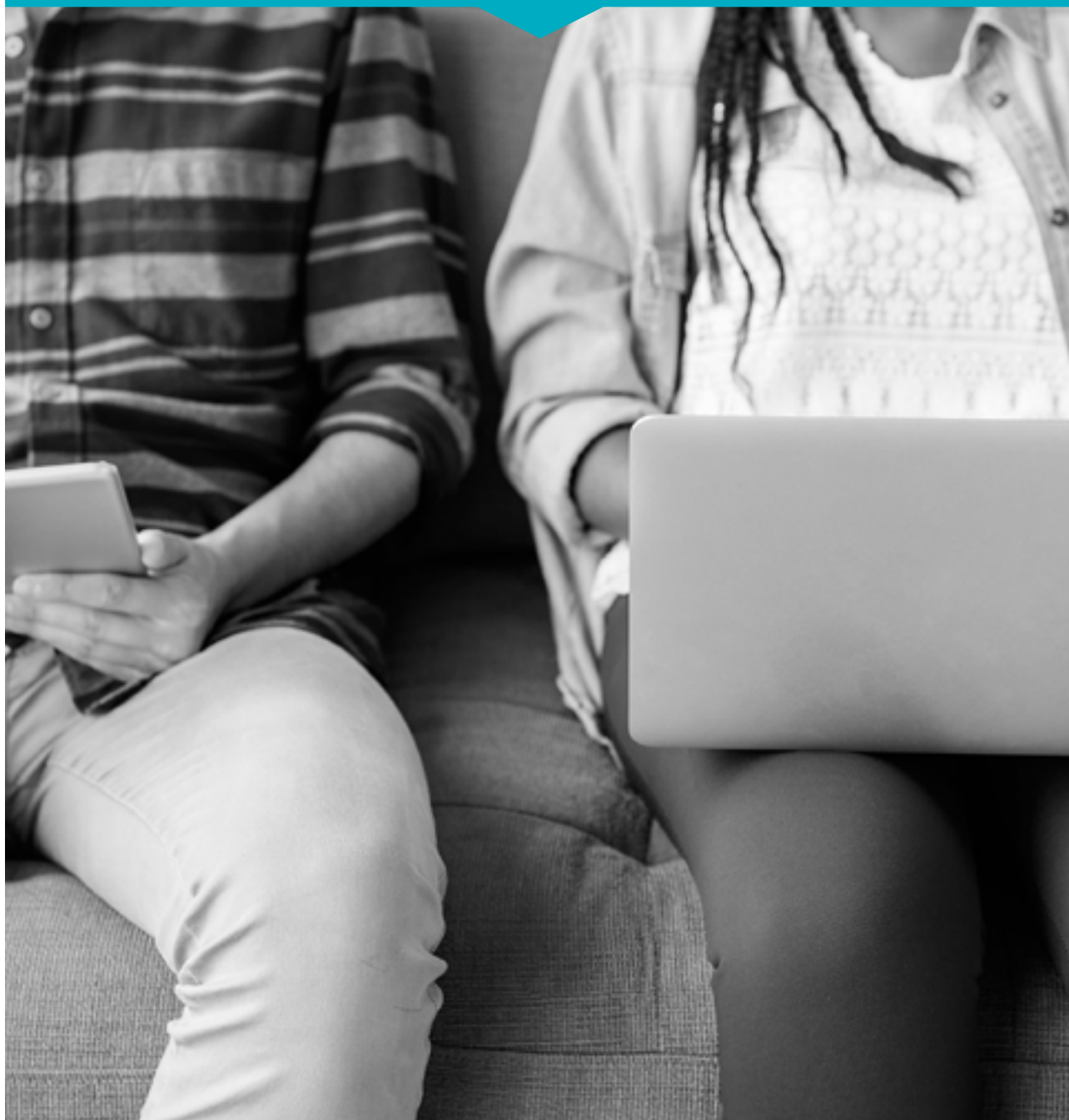
**Student name:**

**SCSA/WA student number:**

**Before you read further, remember the following:**

<b>ATAR</b>	Australian Tertiary Admission Rank
<b>OLNA</b>	Online Literacy and Numeracy Assessment
<b>SCSA</b>	the School Curriculum and Standards Authority
<b>the Authority</b>	the School Curriculum and Standards Authority
<b>TISC</b>	Tertiary Institutions Service Centre
<b>VET</b>	Vocational Education and Training
<b>WACE</b>	Western Australian Certificate of Education
<b>WASSA</b>	Western Australian Statement of Student Achievement

## SENIOR SECONDARY SCHOOLING



This handbook contains information for students currently enrolled in Year 10. It is designed to provide a reference point for studies in Year 11 and Year 12 and, in particular, for the Western Australian Certificate of Education (WACE).

Further information and advice is also available to you and your parents from school staff such as counsellors, year coordinators, vocational education and training (VET) coordinators and deputy principals.

## The Western Australian Statement of Student Achievement (WASSA)

The WASSA is issued to each Year 12 student at the completion of their senior secondary schooling; senior secondary school typically takes two years. The WASSA lists all courses and programs that a student has completed and the grades and marks achieved.

The WASSA formally records, as relevant:

- achievement of WACE requirements
- achievement of the literacy (reading and writing) standard
- achievement of the numeracy standard
- achievement of any exhibitions and awards
- school grades, school marks and combined scores in ATAR courses
- school grades and school marks in General and Foundation courses
- completed Preliminary units
- completed VET industry specific courses
- successfully completed VET qualifications and VET units of competency
- completed endorsed programs
- number of community service hours undertaken (if reported by the school).

## The Western Australian Certificate of Education (WACE)

The WACE is awarded by the School Curriculum and Standards Authority (Authority) when students successfully meet the requirements of the WACE.

If you wish to achieve a WACE, the Authority requires you to complete at least four Year 12 Australian Tertiary Admission Rank (ATAR) courses or a Certificate II (or higher) VET qualification.

### WACE achievement requirements

To meet the WACE achievement requirements, you must:

- demonstrate a minimum standard of literacy and a minimum standard of numeracy
- complete a minimum of 20 units, or equivalents as described below
- complete at least four Year 12 ATAR courses\* or complete a Certificate II\*\* (or higher\*\*\*) VET qualification.

\*In the context of ATAR courses in the WACE, the term 'complete' requires that a student sits the ATAR course examination or has an approved sickness/misadventure application for not sitting the examination in that course. Students who do not sit the ATAR course examination will not have a course mark or grade recorded on their WASSA, nor will they receive an ATAR course report. The pair of units will not contribute to any WACE requirements.

Note: for ATAR courses with practical components, students must complete both the written and practical examinations.

\*\*In the context of VET in the WACE, the term 'complete' requires that a student has been deemed competent in all units of competency that make up a full qualification.

\*\*\*The partial completion of a Certificate III or higher VET qualification may meet this requirement according to predetermined criteria (see the **WACE Manual**).

### Literacy and numeracy standard requirement

You must demonstrate the minimum literacy and numeracy standard based on skills regarded as essential for individuals to meet the demands of everyday life and work. This standard is equivalent to Level 3 of the *Australian Core Skills Framework* (<https://www.education.gov.au/australian-core-skills-framework>).

For the WACE literacy standard, you must meet the minimum standard of literacy either by achieving Band 8 or higher in the reading and writing components of the Year 9 National Assessment Program – Literacy and Numeracy (NAPLAN) **or** by successfully completing



the literacy components of the Authority's Online Literacy and Numeracy Assessment (OLNA) in Year 10 or subsequently.

For the WACE numeracy standard, you must achieve either Band 8 or higher in the numeracy component of Year 9 NAPLAN **or** successfully complete the numeracy component of the OLNA in Year 10, or subsequently.

This means that if you have achieved Band 8 or above in the reading, writing or numeracy component of the Year 9 NAPLAN you will be considered to have *pre-qualified* for that component.

### *Sitting the OLNA*

If you **have not** pre-qualified in reading, writing or numeracy you are required to sit the corresponding component/s of the OLNA in Semester 1 of Year 10. If you do not meet the standard in Semester 1, then you must sit the OLNA in Semester 2, Year 10, and, if required, Semester 1, Year 11. You will have up to six opportunities (in March and September of each year) before completing Year 12 to demonstrate the WACE minimum standard of literacy and numeracy.

### **International and mature-age students**

If you are an international and/or mature-age student, you are required to sit the OLNA at the first available opportunity. If you **have not** pre-qualified through NAPLAN and, choose **not** to sit the OLNA, you will **not** qualify for the WACE.

### **Adjustments**

If you have a condition/s that may significantly limit your capacity to participate in the OLNA, disability adjustment provisions for timed assessments are available. For information about the adjustment provisions, see <http://senior-secondary.scsa.wa.edu.au/assessment/olna/disability-adjustments>.

If you are a student with a disability or have additional needs and choose not to sit the assessment or have not demonstrated the standard through your performance in Year 9 NAPLAN you will **not** qualify for the WACE. It is important that you and your parents/guardians/carers discuss your options with appropriate staff members at your school.

After discussions with parents/guardians/carers, and the school, you may choose not to sit the OLNA. However, this means that you will **not** achieve the WACE.

### **Breadth and depth requirement**

You must:

- complete a minimum of 20 units, which may include unit equivalents attained through VET and/or endorsed programs. This requirement must include at least:
  - a minimum of ten Year 12 units, or the equivalent
  - four units from an English course, post-Year 10, including at least one pair of Year 12 units from an English course

- one pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology) subjects.

### Achievement standard requirement

You must achieve at least 14 C grades (or equivalents) in Year 11 and Year 12 units, including at least six C grades in Year 12 units (or equivalents).

### Unit equivalents

The WACE requirement for at least 20 units and at least 14 C grades may be met partly through unit equivalents. These are units within VET and endorsed programs of least 55 nominal hours. They are known as unit equivalents because they are considered equivalent to one unit of a Year 11 or Year 12 course.

Unit equivalents can be obtained through VET qualifications and/or endorsed programs. The maximum number of unit equivalents available through VET and endorsed programs is four Year 11 units and four Year 12 units. You may obtain unit equivalents through:

- up to eight unit equivalents through completion of VET qualifications, or
- up to four unit equivalents through completion of endorsed programs, or
- up to eight unit equivalents through completion of a combination of VET qualifications and endorsed programs, but with endorsed programs contributing no more than four unit equivalents (two Year 11 units and two Year 12 units).

For VET qualifications:

- a Certificate I is equivalent to two Year 11 units
- a Certificate II is equivalent to two Year 11 and two Year 12 units
- a Certificate III or higher is equivalent to two Year 11 and four Year 12 units
- a partially completed Certificate III or higher is equivalent to two Year 11 and two Year 12 units (credit is allocated only if the criteria for partial completion are met). (See the **WACE Manual**).

For endorsed programs, unit equivalents are identified on the Authority's approved list of endorsed programs (<http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>).



## STUDY OPTIONS



Year 11 gives you the opportunity to choose courses that reflect your strengths and interests, and support your career aspirations. If you enjoy the courses you study, you are more likely to do well in them.

The Authority provides a wide range of courses and programs for Year 11 and Year 12. Schools make decisions about which courses and programs they will offer. These decisions are based on a range of factors such as resources, staffing and community need.

There are four types of WACE courses – ATAR, General, VET industry specific and Foundation courses.

### WACE courses

#### *Australian Tertiary Admission Rank (ATAR) courses*

ATAR courses are designed for students who are aiming to enrol in a university course directly from school. These courses will be examined by the Authority and contribute to the achievement of an ATAR. You must sit the final examination to complete the course.

#### *General courses*

General courses are designed for students who are aiming to enter vocationally based training or the workforce straight from school. These courses will not be examined by the Authority. However, they each have an externally set task (EST) in Year 12 which is set by the Authority.

#### *Vocational Education and Training (VET) industry specific courses*

These courses are designed for students aiming to enter further vocationally based training or the workforce straight from school. They include a full AQF qualification, mandatory workplace learning and contribute to the Certificate II requirement for a WACE. VET industry specific courses count towards your WACE as course unit credit, which allows more VET to be included in your secondary education program and have it contribute towards your WACE.

### *Foundation courses*

Foundation courses are designed for students who have not been able to demonstrate the minimum standard of literacy and/or numeracy before Year 11 and are unlikely to do so before the end of Year 12 without significant levels of support.

These courses are not designed, nor intended, to be an alternative senior secondary pathway. They are not externally examined. However, they each have an EST in Year 12 which is set by the Authority.

These courses provide a focus on functional literacy and numeracy skills, practical work-related experience and the opportunity to build personal skills that are important for life and work.

The **only** students who may enrol in Foundation courses in Semester 1 of Year 11 are those who have not yet demonstrated the minimum standard of literacy and/or numeracy by the end of Year 10.

Students who have demonstrated the minimum standard of literacy and/or numeracy by the end of Year 10 **are not** eligible to enrol in the Foundation courses in Year 11.

From Semester 2 2017, students who have not demonstrated the minimum literacy standard are permitted to enrol in both the List A and List B Foundation courses (and, if the literacy standard is not achieved before the end of Year 11, Semester 1, remain enrolled in Foundation courses until the end of Year 12.

Students who demonstrate the minimum standard of:

- literacy in Semester 1 of Year 11 are not eligible to continue in the List A Foundation courses in Semester 2 of that year
- numeracy in Semester 1 of Year 11 are not eligible to continue in the Foundation List B courses unless they are yet to demonstrate the minimum literacy standard
- literacy in Semester 2 of Year 11 or during Year 12 will be permitted to continue in Year 12 in Foundation English and their other List A and List B Foundation courses studied in Year 11
- numeracy in Semester 2 of Year 11 or during Year 12 will be permitted to enrol in Foundation Mathematics and other List B Foundation courses in Year 12.

A full list of courses and their codes is provided in the **WACE Manual**.

### *Examples of some study options for students*

Table 1 shows examples of some study options for students. They do not represent the minimum requirements to achieve a WACE which have previously been described.

**Table 1: Examples of study options**

Student	Courses studied (with minimum C grade achievement)	Eligibility for WACE certification	Eligibility for ATAR
A	six Year 11 ATAR courses five Year 12 ATAR courses	Yes (22 units, 10 Year 12)	Yes
B	four Year 11 ATAR courses two Year 11 General or Foundation courses four Year 12 ATAR courses two Year 12 General courses or Foundation courses	Yes (24 units, 12 Year 12)	Yes
C	four Year 11 ATAR courses two Year 11 General or Foundation courses two Year 12 ATAR courses four Year 12 General or Foundation courses	No (24 units, 12 Year 12) missing a Certificate II or higher	No
D	four Year 11 ATAR courses two Year 11 General or Foundation courses one Year 12 ATAR course two Year 12 General or Foundation courses VET Cert II – attributed to Year 11 (two unit equivalents) and Year 12 (two unit equivalents) Endorsed program: Workplace Learning (two unit equivalents, 110 hours) – attributed to Year 12	Yes (24 units, 10 Year 12)	No
E	four Year 11 General or Foundation courses VET Cert I – attributed to Year 11 (two unit equivalents) four Year 12 General or Foundation courses VET Cert II – attributed to Year 11 (two unit equivalents) and Year 12 (two unit equivalents)	Yes (22 units, 10 Year 12)	No
F	four Year 11 General or Foundation courses Cert II VET industry specific course attributed to Year 11 (two course units) and Year 12 (two course units) four Year 12 General courses Endorsed program: Workplace Learning (two unit equivalents, 110 hours) – attributed to Year 12	Yes (20 units, 10 Year 12) Certificate II completed as part of VET industry specific course	No
G	three Year 11 General or Foundation courses Certificate I – attributed to Year 11 (two unit equivalents) four Year 12 General or Foundation courses VET Certificate II – attributed to Year 11 (two unit equivalents) and Year 12 (two unit equivalents) Endorsed program: Workplace Learning (two unit equivalents, 110 hours) – attributed to Year 12	Yes (22 units, 12 Year 12)	No

Student	Courses studied (with minimum C grade achievement)	Eligibility for WACE certification	Eligibility for ATAR
H	three Year 11 General or Foundation courses VET Certificate I – attributed to Year 11 (two unit equivalents) three Year 12 General or Foundation courses VET Certificate II – attributed to Year 11 (two unit equivalents) and Year 12 (two unit equivalents) Endorsed program: Workplace Learning (two unit equivalents, 110 hours) – attributed to Year 12	Yes (20 units, 10 Year 12)	No
I	four Year 11 General or Foundation courses four Year 12 General or Foundation courses VET Certificate III – attributed to Year 11 (two unit equivalents) and Year 12 (four unit equivalents) Endorsed program: Workplace Learning (two unit equivalents, 110 hours) – attributed to Year 11	Yes (24 units, 12 Year 12)	No

\*Excluding unacceptable combinations (see Undergraduate Admission Requirements for School Leavers on the TISC website: <http://www.tisc.edu.au/static/guide/admission-req-sleaver.tisc>).

### Completion of VET

For students who do not complete at least four Year 12 ATAR courses, the successful completion of a Certificate II (or higher) qualification is one of the minimum requirements for achievement of the WACE. A Certificate II or higher can be obtained through various delivery arrangements with a registered training organisation (RTO). Students may have their VET achievements contribute to the WACE either as:

- a VET industry specific course
- VET credit transfer (the mechanism by which VET qualifications may be used to substitute for a specified number of WACE course units – see also unit equivalents), or
- a combination of the above.

VET credit transfer can contribute up to eight of the 20 units you need to achieve your WACE.

There are special circumstances in which a partly completed Certificate III or higher may meet the minimum requirement of a Certificate II. A comprehensive account of VET procedures, and the process for identifying and presenting a case for a variety of special circumstances, is located on the Authority's website.

For more information on how VET contributes towards your WACE visit the Authority's VET page at <http://senior-secondary.scsa.wa.edu.au/vet/how-vet-contributes-towards-wace>. It is important you check with your school to confirm your VET qualification will meet the requirements to contribute to the WACE.

Note: VET qualifications **do not** contribute to the WACE breadth of study requirement (i.e. they are not identified as List A or List B subjects).

### *Preliminary courses*

The Authority also offers Preliminary courses for those students who have been identified as having a learning difficulty and/or an intellectual disability.

They provide a relevant option for students who:

- cannot access the ATAR, General or Foundation course content with adjustment and/or disability provisions
- have been identified as having a recognised disability under the *Disability Discrimination Act 1992* and meet the above criteria.

Preliminary courses **do not** contribute to achievement of the WACE. Students who meet the requirements of Unit Completion for Preliminary course units will have their progress documented in the WASSA.

## VET AND ENDORSED PROGRAMS

### *General features of programs*

The general features of the program types are summarised below.

### **VET**

VET qualifications are for students wishing to participate in nationally recognised training. All VET qualifications require registered training organisation (RTO) delivery, assessment and quality control under the relevant VET regulatory body. A Certificate II or higher is one of the range of requirements for achieving a WACE. VET credit transfer can contribute up to eight of the 20 units you need to achieve your WACE. These qualifications contribute to the WACE as unit equivalents.



### **Endorsed programs**

These programs provide access to areas of learning not covered by WACE courses or VET programs and contribute to the WACE as unit equivalents. Endorsed programs may replace up to two Year 11 course units and two Year 12 course units you need to achieve your WACE.



Endorsed programs can be delivered in a variety of settings by schools, community organisations, universities, training organisations and workplaces.

The list of endorsed programs is available on the Authority website (<http://senior-secondary.scsa.wa.edu.au/vet/endorsed-programs>).

You should discuss endorsed programs opportunities with the appropriate staff member at your school.



# APPENDICES



## APPENDIX 1: LIST A AND LIST B SUBJECTS

To ensure an appropriate breadth of study in your senior secondary studies, you are required to select at least one Year 12 course unit from each of List A and List B subjects.

List A (arts/languages/social sciences)	
AIS Aboriginal and Intercultural Studies	IBL Indonesian: Background Language <sup>#</sup>
ABL Aboriginal Languages of Western Australia	IND Indonesian: Second Language
HIA Ancient History	IFL Indonesian: First Language <sup>#</sup>
ARA Arabic <sup>#</sup>	ITB Italian: Background Language <sup>#</sup>
BME Business Management and Enterprise	ISL Italian: Second Language
CAE Career and Enterprise	JBL Japanese: Background Language <sup>#</sup>
CFC Children, Family and the Community	JSL Japanese: Second Language
CBL Chinese: Background Language <sup>#</sup>	JFL Japanese: First Language <sup>#</sup>
CSL Chinese: Second Language	LIT Literature
CFL Chinese: First Language <sup>#</sup>	MBS Malay: Background Speakers <sup>#</sup>
DAN Dance	MPA Media Production and Analysis
DRA Drama	GRE Modern Greek <sup>#</sup>
ECO Economics	HIM Modern History
ENG English	MUS Music
ELD English as an Additional Language or Dialect	PAE Philosophy and Ethics
FBL French: Background Language <sup>#</sup>	POL Polish <sup>#</sup>
FSL French: Second Language	PAL Politics and Law
GEO Geography	REL Religion and Life
GBL German: Background Language <sup>#</sup>	RUS Russian <sup>#</sup>
GSL German: Second Language	TUR Turkish <sup>#</sup>
HEA Health Studies	VIA Visual Arts
HEB Hebrew <sup>#</sup>	All other Languages

<sup>#</sup> To count as a List A course these languages must be studied at a registered school/provider or at a community organisation through a registered school or provider. Where a student is enrolled in the examination for one of these languages as a non-school candidate the course does not count for the WACE unit completion or breadth of study requirements.

List B (mathematics/science/technology)	
ACF Accounting and Finance	HBY Human Biology
APS Animal Production Systems	ISC Integrated Science
AIT Applied Information Technology	MMS Marine and Maritime Studies
AET Automotive Engineering and Technology	MDT Materials Design and Technology
AVN Aviation	MAT Mathematics
BIO Biology	MAA Mathematics Applications
BCN Building and Construction	MAE Mathematics Essential
CHE Chemistry	MAM Mathematics Methods
CSC Computer Science	MAS Mathematics Specialist
DES Design	OED Outdoor Education
EES Earth and Environmental Science	PES Physical Education Studies
EST Engineering Studies	PHY Physics
FST Food Science and Technology	PPS Plant Production Systems
HPO Health, Physical and Outdoor Education	PSY Psychology



## APPENDIX 2: OTHER INFORMATION YOU MAY WISH TO ACCESS

Courses – Year 11 and 12

<http://senior-secondary.wa.edu.au/syllabus-and-support-materials>

Disability adjustments

<http://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines>

Eligibility criteria for languages and EAL/D courses

<http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/languages>

Endorsed programs

<http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>

Online Literacy and Numeracy Assessment (OLNA)

<http://senior-secondary.scsa.wa.edu.au/assessment/olna>

School-based assessment

<http://senior-secondary.scsa.wa.edu.au/assessment/school-based-assessment>

Vocational Education and Training (VET)

<http://senior-secondary.scsa.wa.edu.au/vet>

- VET Industry Specific courses
- VET credit transfer
- How VET contributes to the WACE
- WACE recognition of VET accredited courses
- News and Frequently asked questions <http://senior-secondary.scsa.wa.edu.au/vet/faqs>

## The Western Australian Certificate of Education (WACE)

<http://senior-secondary.scsa.wa.edu.au/the-wace>

## ATAR examinations

<http://senior-secondary.scsa.wa.edu.au/assessment/examinations>

- Examination information
- University entrance
- Special provisions

## Past ATAR course examinations

<http://senior-secondary.scsa.wa.edu.au/further-resources/past-atar-course-exams>

## Past WACE examinations

<http://senior-secondary.scsa.wa.edu.au/further-resources/past-wace-examinations>

## WASSA (Western Australian Statement of Student Achievement)

<http://senior-secondary.scsa.wa.edu.au/certification/wassa>



Visit the Authority website  
at [www.scsa.wa.edu.au](http://www.scsa.wa.edu.au)  
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