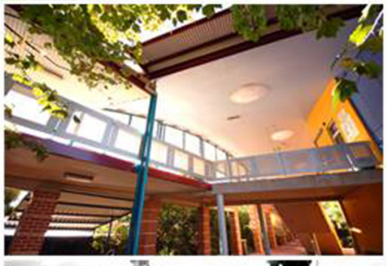

WYNDHAM COLLEGE

HSC ASSESSMENT HANDBOOK *2021*

V.E.T. Schedules

V.E.T.

Schedules

2020 – 2021

Term 4, 2020 to Term3 2021

Term 4 2020 – 2021 Student Competency Assessment Schedule

Assessment Tasks for **Certificate III Assistant Dance Teaching** CUA30313		Cluster C **The Dancing Body** Week: **10** Term: **4 2020**	Cluster D **The Dance Class** Week: **8** Term: **2 2021**	Cluster E **The Dance Critic** Week: **6** Term: **3 2021**
Code	**Unit of Competency**			
CHCECE006	Support behaviour of children and young people	X		
CUACHR301	Develop basic dance composition skills	X		
CUAMLT201	Develop and apply musical ideas and listening skills	X		
SISFFIT309A	Plan and deliver group exercise sessions		X	
CUADLT301	Assist with dance teaching		X	
CUADTM301	Develop basic dance analysis skills			X
CUAIND304	Plan a career in the creative arts industry			X

Depending on the achievement of units of competency, the possible qualification outcome is a **Statement of Attainment towards Certificate III in Assistant Dance Teaching CUA30313** or a **Certificate III in Assistant Dance Teaching CUA30313.**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as ‘not yet competent’ or ‘competent’. In some cases other descriptive words may be used leading up to ‘competent’. This means a course mark is not allocated.

Term 4 2020 – 2021 Student Competency Assessment Schedule

Assessment Tasks for **Certificate II Business** BSB20115		Cluster C	Cluster D	Cluster E	Cluster F
		Communicating in the workplace	**Financial Innovation**	**Working well with others**	**Working effectively and sustainably**
		Week: **8** Term: **4 2020**	Week: **3** Term: **1 2021**	Week: **9** Term: **1 2021**	Week: **10** Term: **2 2021**
Code	**Unit of Competency**				
BSBCMM201	Communicate in the workplace	X			
BSBCUS201	Deliver a service to customers	X			
TLIP2029	Prepare and process financial documents		X		
BSBINN201	Contribute to workplace innovation		X		
BSBWOR203	Work effectively with others			X	
BSBWOR202	Organise and complete daily work activities			X	
BSBIND201	Work effectively in a business environment			X	
BSBSUS201	Participate in environmentally sustainable work practices				X
BSBITU307	Develop keyboarding speed and accuracy				X

Depending on the achievement of units of competency, the possible qualification outcome is **Certificate II Business BSB20115** or a **Statement of Attainment towards Certificate II Business Services BSB20115**.

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as 'not yet competent' or 'competent'. In some cases other descriptive words may be used leading up to 'competent'. This means a course mark is not allocated.

Schools will schedule exam items in preparation for the HSC. These do not form part of the RTO assessment requirements.

Trial exam	Weeks: 2 & 3 Term: 3 2021

Term 4 2020 – 2021 Student Competency Assessment Schedule

Assessment Tasks for **Certificate II Construction Pathways** CPC20211		Cluster C	Cluster D	Cluster E	Cluster F
		Reading plans and calculating	**Formwork**	**Level a simple slab**	**Assemble for off-site manufacture**
		Week: **5** Term: **4 2020**	Week: **6** Term: **1 2021**	Week: **5** Term: **2 2021**	Week: **6** Term: **3 2021**
Code	**Unit of Competency**				
CPCCCM2001A	Read and interpret plans and specifications	X			
CPCCCM1015A	Carry out measurements and calculations	X			
CPCCCA2003A	Erect and dismantle formwork for footings and slabs on the ground		X		
CPCCCA2011A	Handle carpentry materials		X		
CPCCCM2006B	Apply basic levelling procedures			X	
CPCCCO2013A	Carry out concreting to simple forms			X	
CPCCCM2005B	Use construction tools and equipment			X	
CPCCJN2001A	Assemble components				X
CPCCJN2002B	Prepare for off-site manufacturing process				X

Depending on the achievement of units of competency, the possible qualification outcome is **Certificate II Construction Pathways CPC20211** or a **Statement of Attainment towards Certificate II Construction Pathways CPC20211**.

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as 'not yet competent' or 'competent'. In some cases other descriptive words may be used leading up to 'competent'. This means a course mark is not allocated.

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Trial exam	Weeks: 2 & 3 Term: 3 2021

Term 4 2020 – 2021 Student Competency Assessment Schedule

Assessment Tasks for **Statement of Attainment towards Certificate III in Live Production and Services** CUA30415		Cluster E	Cluster F	Cluster G
		On the stage	**Vision Systems**	**Customer is always right**
		Week: **3** Term: **1 2021**	Week: **9** Term:: **2 2021**	Week: **4** Term: **2 2021**
Code	**Unit of Competency**			
CUASTA301	Assist with production operations for live performances	X		
CUASMT301	Work effectively backstage during performances	X		
ICTTEN202	Use hand and power tools	X		
CUAVSS302	Operate vision systems		X	
SITXCCS303	Provide service to customers			X

Depending on the achievement of units of competency, the possible qualification outcome is a **Statement of Attainment towards Certificate III in Live Production and Services CUA30415**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as ‘not yet competent’ or ‘competent’. In some cases other descriptive words may be used leading up to ‘competent’. This means a course mark is not allocated.

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Trial exam	Weeks: 2 & 3 Term: 3 2021

Term 4 2020 – 2021 Student Competency Assessment Schedule

Assessment Tasks for **Certificate II Hospitality** SIT20316		**Cluster B** **Practical Café Skills** Ongoing until completion of Workplacement	**Cluster C** **Working Relationships** Week: **9** Term: **4 2020**	**Cluster D** Safe, Clean and Skilled Week: **6** Term: **1 2021**	**Cluster E Parts 1 & 2** **Restaurant** Service Week: **8** Term: **2 2021**	**Cluster F** **Working in Hospitality** Week: **6** Term: **3 2021**
Code	**Unit of Competency**					
SITHFAB005	Prepare and serve espresso coffee	X				
SITHCCC003	Serve and present sandwiches	X				
SITHFAB004	Prepare and serve non-alcoholic beverages	X				
BSBWOR203	Work effectively with others		X			
SITXCOM002	Show social and cultural sensitivity		X			
SITXFSA002	Participate in safe food handling practices			X		
SITHCCC001	Use food preparation equipment			X		
SITHFAB007	Serve food and beverage				X	
SITXCC003	Interact with customers				X	
SITHIND003	Use hospitality skills effectively				X	
SITHIND002	Source and use information on the hospitality industry					X
BSBSUS201	Participate in environmentally sustainable work practices					X
SITXCOM001	Source and present information					X

Depending on the achievement of units of competency, the possible qualification outcome is a **Certificate II in Hospitality SIT20316** or a **Statement of Attainment towards Certificate II in Hospitality SIT20316**.

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as 'not yet competent' or 'competent'. In some cases other descriptive words may be used leading up to 'competent'. This means a course mark is not allocated.

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Trial exam	Week: 2 & 3 Term: 3 2021

Term 4 2020 – 2021 Student Competency Assessment Schedule

Assessment Tasks for **Certificate II Kitchen Operations** SIT20416		Cluster D **Food Glorious Food** Week: **10** Term: **4 2020**	Cluster E **Working in Industry** Week: **8** Term: **2 2021**	Cluster F **Cooking in the Commercial Kitchen** Week: **8** Term: **3 2021**
Code	**Unit of Competency**			
SITHCCC003	Prepare and present sandwiches	X		
SITHCCC006	Produce appetisers and salads	X		
BSBWOR203	Work effectively with others		X	
SITHIND002	Source and use information on the hospitality industry		X	
BSBSUS201	Participate in environmentally sustainable work practices		X	
SITHCCC005	Produce dishes using basic methods of cookery			X
SITHCCC011	Use cookery skills effectively			X

Depending on the achievement of units of competency, the possible qualification outcome is a **Statement of Attainment towards Certificate II in Kitchen Operations SIT20416** or a **Certificate II in Kitchen Operations SIT20416.**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as 'not yet competent' or 'competent'. In some cases other descriptive words may be used leading up to 'competent'. This means a course mark is not allocated.

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Trial exam	Week: 2 & 3 Term: 3 2021

Term 4 2020 – 2021 Student Competency Assessment Schedule

Assessment Tasks for **Statement of Attainment towards Certificate III in Information, Digital Media and Technology** ICT30118		Cluster C **Working Sustainably** Week: **5** Term: **4 2020**	Cluster E **Working on the web** Week: **10** Term: **4 2020**	Cluster F **Working Sustainably** Week: **10** Term: **1 2021**	Cluster G **Advanced Applications** Week: **10** Term: **2 2021**	Cluster H **Social Media** Week: **10** Term: **2 2021**
Code	**Unit of Competency**					
ICTICT302	Install and optimise operating system software	X				
ICTSAS308	Run standard diagnostic tests	X				
ICTWEB302	Build simple website using commercial programs		X			
ICTWEB303	Produce digital images for the web		X			
ICTICT301	Create user documentation		X			
ICTICT203	Operate application software packages	X		X		
BSBSUS401	Implement and monitor environmentally sustainable work practices			X		
ICTICT308	Use advanced features of computer applications				X	
ICTWEB201	Use social media tools for collaboration and engagement					X

Depending on the achievement of units of competency, the possible qualification outcome is a **Statement of Attainment towards Certificate III in Information, Digital Media and Technology ICT30118**

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Schools will schedule exam items in preparation for the HSC. These do not form part of the RTO assessment requirements.

Trial exam	Week: 2 & 3 Term: 3 2021

Term 4 2020 – 2021 Student Competency Assessment Schedule

Assessment Tasks for **Statement of Attainment towards Certificate II in Engineering Pathways MEM20413**		**Cluster 4** **Can we build it** Week: **8** Term: **1 2021**	**Cluster 5** **Working in Industry** Week: **8** Term: **2 2021**
Code	**Unit of Competency**		
MEMPE006A	Undertake a basic engineering project	X	
MEMPE001A	Use engineering workshop machines	X	
MEMPE005A	Develop a career plan for the engineering and manufacturing industry	X	
MEMPE002A	Use Electric welding machines		X
MEMPE004A	Use fabrication equipment		X

Depending on the achievement of units of competency, the possible qualification outcome is a
Statement of Attainment towards Certificate II in Engineering Pathways MEM20413

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Education
NSW GOVERNMENT Public Schools

Macquarie Park RTO 90222

Term 4 2020 – 2021 Student Competency Assessment Schedule

Assessment Tasks for **Certificate III in Retail** SIR30216		Cluster D	Cluster E	Cluster F	Cluster G
		Working in the Industry	**Handling stock**	**Merchandising to Sell**	**Sales and security**
		Week: **6** Term: **4 2020**	Week: **5** Term: **1 2021**	Week: **3** Term: **2 2021**	Week: **9** Term: **2 2021**
Code	**Unit of Competency**				
SIRXIND001	Work effectively in a service environment	X			
SIRXIND002	Organise and maintain a store environment	X			
SIRRINV001	Receive and handle retail stock		X		
SIRRINV002	Control stock		X		
SIRRMER001	Produce visual merchandise displays			X	
SIRXPDK001	Advise on products and services			X	
SIRXRSK001	Identify and respond to security risks				X
SIRXSLS001	Sell to the retail customer				X
SIRXSLS002	Follow point-of-sale procedures				X

Depending on the achievement of units of competency, the possible qualification outcome is a **Certificate III in Retail SIR30216** or a **Statement of Attainment towards a Certificate III in Retail SIR30216**.

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Schools will schedule exam items in preparation for the HSC. These do not form part of the RTO assessment requirements.

Trial exam	Weeks: 2 & 3 Term: 3 2021

Education
NSW GOVERNMENT Public Schools

Macquarie Park RTO 90222

Term 4 2020 – 2021 Student Competency Assessment Schedule

Assessment Tasks for **Certificate III in Sport Coaching** SIS30519		**Cluster C 1st Elective**	**Cluster F**	**Cluster C 2nd Elective**	**Cluster D**	**Cluster E**
		Officiating in Sport	**First Aid**	**Strength & Conditioning**	**The Community Coach**	**Next Level CoachLng**
		Week: **5** Term: **4 2020**	Week: **6** Term: **4 2020**	Week: **9** Term: **1 2021**	Week: **9** Term: **2 2021**	Week: **9** Term: **3 2021**
Code	**Unit of Competency**					
SISSSOF002	Continuously improve coaching skills and knowledge	X				
HLTAID003	Provide first aid		X			
SISSSCO002	Work in community coaching role				X	
SISSSCO005	Continuously improve coaching skills and knowledge				X	
SISXCAI009	Instruct strength and conditioning techniques			X		
SISSSCO012	Coach sports participants up to an intermediate level					X

Depending on the achievement of units of competency, the possible qualification outcome is a **Certificate III in Sport Coaching SIS30519** or a **Statement of Attainment towards a Certificate III in Sport Coaching SIS30519**.

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as ‘not yet competent’ or ‘competent’. In some cases other descriptive words may be used leading up to ‘competent’. This means a course mark is not allocated.

V.E.T.

Schedules

2020

Term 1, 2020 to Term3 2020

2020 Student Competency Assessment Schedule

Assessment Tasks for **Certificate III in Assistant Dance Teaching CUA30313**		Cluster A	Cluster B	Cluster C
		The moving body	**The healthy body**	**Apply first aid**
		Week: **10** Term: **1 2020**	Week: **10** Term: **2 2020**	Week: **7** Term: **3 2020**
Code	**Unit of Competency**			
CUADTM411	Teach basic dance technique	X		
CUAWHS403	Incorporate anatomy and nutrition principles into skill development	X		
HLTAID003	Apply first aid			X
BSBWHS201	Contribute to health and safety of self and others		X	
SISCCRO302A	Apply legal and ethical instructional skills		X	

Depending on the achievement of units of competency, the possible qualification outcome is a **Certificate III in Assistant Dance Teaching CUA30313** or a **Statement of Attainment** towards a **Certificate III in Assistant Dance Teaching CUA30313**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent’. In some cases other descriptive words may be used leading up to “competent”. A course mark is not allocated.

Proposed work placement weeks:	Ongoing beginning Term 2 2020

2020 Student Competency Assessment Schedule

Assessment Tasks for **Certificate II in Business BSB20115**		Cluster A	Cluster B
		Prepared for work	**Working effectively**
		Week: **10** Term: **1 2020**	Week: **7** Term: **3 2020**
Code	**Unit of Competency**		
BSBWHS201	Contribute to health and safety of self and others	X	
BSBWOR204	Use business technology	X	
BSBITU211	Produce digital text documents		X
BSBITU212	Create and use spreadsheets		X
BSBINM201	Process and maintain workplace information		X

Depending on the achievement of units of competency, the possible qualification outcome is **Certificate II in Business BSB20115** or a **Statement of Attainment** towards a **Certificate II in Business BSB20115.**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent’. In some cases other descriptive words may be used leading up to “competent”. A course mark is not allocated.

Schools may schedule examinations in preparation for the HSC exam. These do not form part of the RTO assessment requirements.

Yearly Examination	Weeks: **9 & 10** Term: **3 2020**

Proposed work placement weeks:	Term 2 Week 7 Week beginning 9/6 Term 3 Week 5 Week beginning 17/8

2020 Student Competency Assessment Schedule

Assessment Tasks for **Certificate II Construction Pathways CPC20211**		**Cluster A**	**Cluster B**
		Safety	**Organise to Communicate**
		Week: **8** Term: **2 2020**	Week: **4** Term: **3 2020**
Code	**Unit of Competency**		
CPCCWHS1001	Prepare to work safely in the construction industry	X	
CPCCOHS2001A	Apply OHS requirements, policies, and procedures in the construction industry	X	
CPCCCA2002B	Use carpentry tools and equipment	X	
CPCCCM1012A	Work effectively and sustainably in the construction industry	X	
CPCCCM1013A	Plan and organise work		X
CPCCCM1014A	Conduct workplace communication		X

Depending on the achievement of units of competency, the possible qualification outcome is **Certificate II Construction Pathways CPC20211** or a **Statement of Attainment** towards a **Certificate II Construction Pathways CPC20211.**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent’. In some cases other descriptive words may be used leading up to “competent”. A course mark is not allocated.

Schools may schedule examinations in preparation for the HSC exam. These do not form part of the RTO assessment requirements.

Yearly Examination	Weeks: 9 & 10 Term: **3 2020**

Proposed work placement weeks:	Term 2 Week 7 Week beginning 9/6 Term 3 Week 7 Week beginning 31/8

2020 Student Competency Assessment Schedule

Assessment Tasks for Statement of Attainment towards **Certificate III in Live Production and Services CUA30415**		**Cluster A**	**Cluster B**	**Cluster C**	**Cluster D**
		Safety	**The Entertainment Industry**	**Audio Operations**	**Lighting Operations**
		Week: **6** Term: **1 2020**	Week: **10** Term: **1 2020**	Week: **10** Term: **2 2020**	Week: **8** Term: **3 2020**
Code	**Unit of Competency**				
CPCCOHS1001A	Work safely in the construction industry	X			
CUAIND301	Work effectively in the creative arts industry		X		
CUAWHS302	Apply work health and safety practices	X	X		
CUASOU301	Undertake live audio operations			X	
CUASOU306	Operate sound reinforcement systems			X	
CUALGT301	Operate basic lighting				X
CUASTA202	Assist with bump in and bump out of shows				X

Depending on the achievement of units of competency, the possible qualification outcome is a **Statement of Attainment towards Certificate III in Live Production and Services CUA30415.**

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Schools may schedule examinations in preparation for the HSC exam. These do not form part of the RTO assessment requirements.

Yearly Examination	Weeks: **9 & 10** Term: **3 2020**

Proposed work placement weeks:	Ongoing school events Term 3 Week 8 Week beginning 7/9

2020 Student Competency Assessment Schedule

Assessment Tasks for **Certificate II Hospitality SIT20316**		**Cluster A**	**Cluster B**	**Cluster C**
		Getting ready for work	**Practical Café Skills**	**Working Relationships**
		Week: **8** Term: **1 2020**	Week: **4** Term: **3 2020**	Week: **8** Term: **3 2020**
Code	**Unit of Competency**			
SITXFSA001	Use hygienic practices for food safety	X		
SITXWHS001	Participate in safe work practices	X		
SITHFAB005	Prepare and serve espresso coffee		X	
SITHCCC003	Prepare and present sandwiches		X	
SITHFAB004	Prepare and serve non-alcoholic beverages		X	
BSBWOR203	Work effectively with others			X
SITXCOM002	Show social and cultural sensitivity			X

Depending on the achievement of units of competency, the possible qualification outcome is **Certificate II Hospitality SIT20316** or a **Statement of Attainment** towards a **Certificate II in Hospitality SIT20316.**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent’. In some cases other descriptive words may be used leading up to “competent”. A course mark is not allocated.

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Yearly Examination	Weeks: **9 & 10** Term: **3 2020**

Proposed work placement weeks:	Term 2 Week 8 Week beginning 15/6 Term 2 Week 10 Week beginning 29/6 Term 3 Week 5 Week beginning 17/8

2020 Student Competency Assessment Schedule

Assessment Tasks for **Certificate II in Kitchen Operations SIT20416**		Cluster A	Cluster B	Cluster C
		Getting ready for work	**Intro to the Commerical kitchen**	**Keeping food safe**
		Week: **8** Term: **1 2020**	Week: **10** Term: **2 2020**	Week: **8** Term: **3 2020**
Code	**Unit of Competency**			
SITXFSA001	Use hygienic practices for food safety	X		
SITXWHS001	Participate in safe work practices	X		
SITHKOP001	Clean kitchen premises and equipment		X	
SITHCCC001	Use food preparation equipment		X	
SITXINV002	Maintain the quality of perishable items			X
SITXFSA002	Participate in safe food handling practices			X
SITHCCC002	Prepare and present simple dishes			X

Depending on the achievement of units of competency, the possible qualification outcome is **Certificate II in Kitchen Operations SIT20416** or a **Statement of Attainment** towards a **Certificate II in Kitchen Operations SIT20416.**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent’. In some cases other descriptive words may be used leading up to “competent”. A course mark is not allocated.

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Yearly Examination	Weeks: **9 & 10** Term: **3 2020**

Proposed work placement weeks:	Term 2 Week 7 Week beginning 9/6 Term 3 Week 6 Week beginning 24/8

2020 Student Competency Assessment Schedule

Assessment Events for Statement of Attainment towards **Certificate III in Information, Digital Media and Technology ICT30118**		**Cluster A**	**Cluster B**	**Cluster C**
		Prepare for work	**Systems and Software**	**Working Sustainably**
		Week: **7** Term: **1 2020**	Week: **3** Term: **2 2020**	Week: **2** Term: **3 2020**
Code	**Unit of Competency**			
ICTICT202	Work and communicate effectively in an ICT environment	X		
BSBWHS304	Participate effectively in WHS communication and consultation processes		X	
ICTICT203 (This unit is assessed over 3 tasks)	Operate application software packages (Part = 14 hours of 20 hours & not fully assessed until year 12)		X	X
ICTICT302	Install and optimise operating system software			X
ICTSAS308	Run standard diagnostic tests			X

Depending on the achievement of units of competency, the possible qualification outcome is a **Statement of Attainment** towards a **Certificate III in Information, Digital Media and Technology ICT30118**

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Schools may schedule examinations in preparation for the HSC exam. These do not form part of the RTO assessment requirements.

Yearly Examination	Weeks: **9 & 10** Term: **3 2020**

Proposed work placement weeks:	Term 2 Week 8 Week beginning 15/6 Term 2 Week 10 Week beginning 29/6 Term 3 Week 7 Week beginning 31/8 Term 3 Week 8 Week beginning 7/9

2020 Student Competency Assessment Schedule

Assessment Tasks for Certificate I in Engineering MEM10119		Cluster A	Cluster B	Cluster C
		Welcome to the industry	**Right tool, right job**	**Engineering in practice**
		Week: **2** Term: **2 2020**	Week: **10** Term: **2 2020**	Week: **7** Term: **3 2020**
Code	**Unit of Competency**			
MEM13015	Work safety and effectively in manufacturing and engineering	X		
MEM16006	Organise and communicate information	X		
MEM11011	Undertake manual handling	X		
MEM18001	Use hand tools		X	
MEM18002	Use power tools / hand held operations		X	
MEM12024	Perform computations			X
MEM16008	Interact with computer technology			X
MEM07032	Use workshop machines for basic operations			X

Depending on the achievement of units of competency, the possible qualification outcome is **Certificate I in Engineering MEM10119** or a **Statement of Attainment** towards **Certificate I in Engineering MEM10119**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent’. In some cases other descriptive words may be used leading up to “competent”. A course mark is not allocated.

Proposed work placement weeks:	Term 2 Week 7 Week beginning 9/6 Term 3 Week 5 Week beginning 17/8

2020 Student Competency Assessment Schedule

Assessment Tasks for **Certificate III in Retail SIR30216**		Cluster A	Cluster B	Cluster C
		Customer service	**Safety**	**Are you being served ?**
		Week: **7** Term: **1 2020**	Week: **3** Term: **2 2020**	Week: **2** Term: **3 2020**
Code	**Unit of Competency**			
SIRXWHS002	Contribute to workplace health and safety	X		
SIRXCEG001	Engage the customer		X	
SIRXCOM002	Work effectively in a team		X	
SIRXCEG002	Assist with Customer Difficulties			X
SIRXCEG003	Build Customer relationships and loyalty			X

Depending on the achievement of units of competency, the possible qualification outcome is a **Certificate III in Retail SIR30216** or a **Statement of Attainment** towards a **Certificate III in Retail SIR30216**.

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Schools may schedule examinations in preparation for the HSC exam. These do not form part of the RTO assessment requirements.

Yearly Examination	Weeks: **9 & 10** Term: **3 2020**

Proposed work placement weeks:	Term 2 Week 7 Week beginning 9/6 Term 3 Week 6 Week beginning 24/8

2020 Student Competency Assessment Schedule

Assessment Tasks for **Certificate III in Sport Coaching SIS30519**		**Cluster A**	**Cluster B**	**Cluster C**	**Cluster E**
		Tournament Time	**Coaching Principles**		**First Aid**
		Week: **4** Term: **2 2020**	Week: **10** Term: **2 2020**	Week: 5 Term: **3 2020**	Week: **8** Term: **3 2020**
Code	**Unit of Competency**				
HLTWHS001	Participate in workplace health and safety	X			
SISXIND006	Conduct sport, fitness and recreation events	X			
SISSSCO003	Meet participant coaching needs		X		
ICPDMT263	Identify risk and apply risk management procedures		X		
SISSSCO005	Continuously improve coaching skills and knowledge			X	
HLTAID003	First aid - outsourced				Credit Transfer (outsourced)

Depending on the achievement of units of competency, the possible qualification outcome is **Certificate III in Sport Coaching SIS30519** or a **Statement of Attainment** towards a **Certificate III in Sport Coaching SIS30519.**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent’. In some cases other descriptive words may be used leading up to “competent”. A course mark is not allocated.

Proposed work placement weeks:	Ongoing beginning Term 1 2020

Assessment Policies and Procedures

COURSE GUIDE AND ASSESSMENT POLICY

A. ELIGIBILITY FOR THE AWARD OF AN HSC

1. Study Of An Appropriate Pattern Of Study

To qualify for the Higher School Certificate students must satisfactorily complete an HSC pattern of study comprising at least 10 units, following on from the Preliminary pattern of study. Both patterns must include:

- at least six units from NESA Developed courses;
- at least two units of a NESA Developed course in English;
- at least three courses of two units value or greater (either NESA Developed or Endorsed courses);
- at least four subjects

To satisfy pattern of study requirements for the Higher School Certificate, a student may count a maximum of six Preliminary units and six HSC units from courses in Science.

2. Complete Courses Satisfactorily

A student will be considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence the student has:

(a) followed the course developed or endorsed by the Authority
(b) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
(c) achieved some or all of the course outcomes
(d) made a genuine attempt to complete course requirements
(e) in addition to any other set tasks and experiences in any course, completed assessment tasks that contribute in excess of 50 percent of available marks.
(f) sat for and made a genuine attempt at examinations

It should be noted that, as a result of absence from a course, the principal may determine that course completion criteria may not be met.

Students whose attendance is called into question will be required to prove to the principal's satisfaction, following a review of their performance, that they are meeting the course completion criteria.

B. ASSESSMENT GUIDELINES

1. General

Assessment tasks indicate achievement over a wide range of syllabus outcomes. Students will receive the following advice about assessment in each course before assessment begins.

(a) the practical and written tasks, such as tests, assignments and projects, on which their assessments are to be based.
(b) the weighting to be allocated to each task.

(c) an indication as to when the task will be held.

2. Notification Of Tasks

In addition to the schedule of assessment tasks, the college will provide adequate notice of the precise timing of each assessment task. Generally, at least two weeks' notice of the details of a task will be given and any change to the task that may occur.

NB If a student is absent from school for a day or a session it is the student's responsibility to check if any information relating to an Assessment Task has been communicated.

3. VET Mandatory Work Placement

As with all other courses, students undertaking VET courses may be deemed to have either completed or not completed course requirements. It should be noted that if a student fails to undertake any mandatory work placement component it may be determined that the student has not made a genuine attempt to complete course requirements. In this case the principal can indicate that the course has not been satisfactorily completed and the student may be issued with an "N" determination.

4. Completion Of Tasks

NESA hopes that, through the process of continuing assessment, it will be able to reward sustained effort on the part of senior students and sample a wider (and, therefore, more accurate) range of student attainments. A sound performance in assessment tasks over the Preliminary course also helps to prepare students for the actual HSC which will modify their school assessment. It should be realised that the assessment program places a responsibility upon students to complete the assessment tasks. At Wyndham College the following policies towards missed tasks have been determined.

i. Students who **complete** all aspects of the assessment task and **submit it** on or **before** the due date are eligible for the full mark allocated for the task.

ii. Students who **attend** an assessment task which is to be completed at school are eligible for the full mark allocated for the task.

iii. Students who **fail to submit** an assessment task by the due date **must be given zero** if they have no valid reason.

iv. Students who **fail to attend** on the specified date an assessment task which is to be completed at school **must be given zero** if they have no valid reason.

v. Students who fail to submit an assessment task by the due date, but who have a valid reason (such as sickness or approved leave validated by appropriate documentation) are eligible for the full mark allocated to the task if they have completed the task. A medical certificate may not be accepted as excusing late submission of tasks **where the task was issued well in advance of the illness** and the medical certificate shows that the student was not incapacitated for a large part of that time. You should submit whatever progress work has been completed at that time e.g. drafts, plans, rough work etc. This will be assessed by the teacher and may be awarded marks. PLEASE NOTE: YOU MUST SUBMIT THE TASK ON THE DAY YOU RETURN TO SCHOOL.

vi. Students who **fail to attend** an assessment task which is to be completed at school, but who **have a valid reason** (e.g. sickness) must be given an opportunity to do the task or an equivalent task at a later date. In exceptional circumstances it may be necessary to give a mark

based on the student's other assessment tasks. These students are eligible for the **full mark** allocated to the task.

vii. Students who **submit** an **incomplete** task on or before the due date are to be allocated a mark. This mark is to be based on the proportion of the task completed. The task does **not** automatically receive a zero mark. As an example, if the task had six equally weighted components and a student attempted only three of these, that student would be eligible for up to 50% of the mark allocated to the task.

viii. If a student believes factors beyond their control, e.g. sickness or family misfortune, have affected their ability to do their best on a task they may apply for an extension by seeing the appropriate Head Teacher at least 24 hours before the due date. NO EXTENSION WILL BE GRANTED TO APPLICATIONS RECEIVED ON THE DAY A TASK IS DUE.

ix. If a student submits a task which is deemed to be a non-serious attempt by the teacher, then a zero mark will be awarded.

x. During examination sessions, any portable electronic devices, including iPods, are not permitted and only NESA approved equipment, such as calculators, may be used.

xi. Hard copies (not computer files) of written task responses are to be submitted unless the task stipulates otherwise. It is the student's responsibility to have work printed in time for submission.

xii. Printing of major works can be organised through the school provided it is submitted one week before the due date.

xiii. Computer / Printer failure cannot be used as a reason to submit work late.

Where a student is going to be absent, the student or parent/guardian should contact the Head Teacher or class teacher if possible, before the task takes place. If unexpectedly absent on the day of the task the student should phone the school and inform the Deputy Principal, or the Head Teacher of the subject. Workplacement is not a valid reason to submit work late. All students on Workplacement must make arrangements to submit the work by the due date.

5. School Assessments under Examination Conditions

In school assessments are often carried out under examination conditions. Wyndham College uses examination procedures modelled on those used for NESA external examinations. The majority of students meet expectations. Students need to be aware of the examination Procedures and Code of Conduct. They ensure the smooth running of examinations and an environment in which all students are able to respond to the best of their ability without disruption from others.

6. Procedures and Code of Conduct

- Wear school uniform. This assists the supervisor identify you as a student of this campus. Bring all necessary equipment in a CLEAR ZIP LOCK BAG or CLEAR PENCIL CASE. A black or blue pen, pencil, pencil sharpener, eraser, highlighter and ruler marked in mms and cms are allowed in ALL examinations.

- For examinations requiring a calculator use only a NESA approved calculator. Make sure it is fully charged.

- You may bring a clear bottle of water into the examination; you cannot leave to refill it.

- Supervisors have the right to inspect any equipment you bring into the examination room.
- Arrive at the exam room 20 minutes before examination start time. It can take some time to find your seat. A seating map will be placed on the outside of the HALL to help you.
- Organise your transport to be on time for examinations.
- If you arrive late, entry into the examination will be at the supervisors' discretion.
- Sit at your allocated desk. Do not swap name place cards.
- Remove your watch and place it in clear view on the desk in front of you. It cannot be a programmable watch.
- When instructed, thoroughly check your examination paper – it is possible that pages are missing or there has been an error in the printing.
- Reading time is for reading only. NO writing or highlighting may be undertaken during reading time.
- Read instructions carefully, noting requirements for the use of answer booklets.
- Supervisors are NOT able to interpret questions.
- Write your name or NESA number, as instructed by the supervisor, on every page of your answer booklet.
- Write in black or blue pen, preferably black.
- Stop writing immediately you are instructed to do so.
- Arrange completed answers according to supervisor's instructions.
- Do not remove examination papers from the examination room.
- Only leave the examination room when the supervisor says it is OK to do so. Leave immediately, when instructed to do so.
- If you are ill or a problem exists during the examination notify the supervisor immediately, by quietly raising your hand.

Students must NOT:

- Borrow equipment.
- Take mobile phones or programmable watches or other electronic devices into the examination room.
- Speak or communicate to anyone other than a supervisor during the examination. Behave in a manner that is likely to disturb or disrupt other students.

- Smoke, eat or come to examinations under the influence of alcohol or illegal drugs.

- Try to cheat or participate in any form of malpractice. Cheating or malpractice may result in zero marks being awarded and an 'N' determination issued.

If a student breaches the conduct of code during the examination, the school will use a Yellow/Red Card notification system. Students will receive one official warning - a Yellow Card placed on their desk. Should the behaviour continue the student will be removed from the examination venue (Red Card) and sent to the Deputy Principal. This will result in disciplinary action.

Yellow Card: THIS IS A WARNING. You have been observed breaking the code of conduct. DO NOT ATTEMPT TO DISCUSS THIS NOW. The next step will be a Red Card and removal.

Red Card: You have been observed breaking the code of conduct. You are to leave the examination room IMMEDIATELY without disrupting others. Please report immediately to the Deputy Principal.

If you are ill or have a major problem on the morning of the examination:

Notify your Year Deputy or the front office (9208 7100)) as soon as possible, and make an Illness/misadventure application as soon as you return to school.
Note: Illness/misadventure appeals require a Medical Certificate.

Rescheduled examinations must take DURING the examination period unless ther are extenuating circumstances.

7. Appeals And Reviews

Where students are dissatisfied with any aspect of the assessment procedure, they should in the first instance approach the Head Teacher of the subject concerned. If the problem cannot be resolved at the faculty level, it may be referred to the Assessment Review Committee (Principal, Deputy of the Year not concerned and the Head Teacher Secondary Studies), who will convene to consider the particular case. Queries about the marks awarded for a task CAN ONLY be considered if made when the task is handed back to the class.

8. Malpractice

Students who cheat in any way, including plagiarism, make a non-serious attempt, or truant for an assessment task will score zero for the task. In addition, the task will be recorded as a non-attempt in terms of the requirement that students complete tasks which must total more than 50% of available marks. Note: **Cheating occurs when a student attempts to gain an unfair advantage**. The Principal will make all such judgements in consultation with the Review Committee. Plagiarism is the submitting of work that is not wholly your own, e.g. submitting slabs of text from the internet or a textbook.

9. Non-Serious Attempt

Students studying a Preliminary course must make a genuine attempt to complete course requirements. It is a matter for the teacher's professional judgment to determine whether a student has made a genuine attempt to complete these requirements.

Students who do not make a genuine attempt **must be given zero** and will be required to complete a substitute task.

In the case of competency-based courses, where a student has not successfully completed any units of competency, it is a matter for the teacher's professional judgment to determine whether the attempts made by the student to complete the course are genuine.

Where students are studying a Preliminary course that includes a requisite examination, students must sit for and make a genuine attempt at the examination. If it is determined that a student has not made a genuine attempt to complete course requirements, the principal must indicate on the appropriate documentation that the course has not been satisfactorily completed.

10. "N" Determinations

NESA has delegated to principals the authority to determine if students seeking the award of the Higher School Certificate at their school have satisfactorily completed each Developed and / or Endorsed Course in which they are enrolled in accordance with the requirements issued by NESA.

Principals therefore will determine if there is sufficient evidence that each student has applied themself with diligence and sustained effort to the set tasks and experiences provided in the course by the school.

Principals may determine an appropriate attendance pattern(s) that will allow each student to achieve the outcomes of each course being studied. **Principals may determine that, as a result of absence, the course completion criteria may not be met.** Clearly, absences will be regarded seriously by principals who will give students early warning of the consequences of such absences. Warning letters will relate the student's absence to the non-completion of course requirements.

11. Warnings

If at any time it appears that a student is at risk of being given an "N" (No completion of course requirements) determination in any course, including VET courses, the principal will warn the student as soon as possible and advise the parent or guardian (if the student is under 18 years of age) in writing. This warning will be given in time for the problem to be corrected and will provide advice about the possible consequences of an "N" determination in a course on Higher School Certificate eligibility.

Students who have not complied with the requirements for satisfactory completion of a course at the time of finalizing assessments cannot be regarded as having satisfactorily completed the course.

Sample Warning Letter

WYNDHAM COLLEGE

Nirimba Education Precinct
Eastern Road
QUAKERS HILL NSW 2763

PHONE: 02 9208 7100
FAX: 02 9208 7199

NON-COMPLETION OF A HIGHER SCHOOL CERTIFICATE COURSE
OFFICIAL WARNING

Student's name: Date:

Dear

I am writing to advise that your son / daughter is in danger of not meeting the course completion criteria for the Higher School Certificate course.

The Board of Studies requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the first official warning we have issued concerning the above course/task. 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. In Year 12 students must make a genuine attempt at assessment tasks that contribute in excess of 50% of available marks. Completion of tasks worth exactly 50% is not sufficient; tasks worth in excess of 50% must be completed.

The satisfactory completion of a course requires principals to have sufficient evidence that the student has met the following criteria.

a) Followed the course developed or endorsed by the Board.
b) Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school.
c) Achieved some or all of the outcomes.

To date, your son / daughter has not satisfactorily 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 your son / daughter to satisfy the course completion criteria, the following tasks, requirements or outcomes need to be satisfactorily completed/achieved.

Task name Course requirement Course outcome	***Date task initially due (if applicable)***	***Action required by student***	***Date to be completed by (if applicable)***

Task Description: **This task is worth % of the total course assessment.**

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

_____ _____ _____

Class Teacher Head Teacher Deputy Principal

Please detach this section and return to the school

REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF A HIGHER SCHOOL CERTIFICATE COURSE

Student's name: Course: Date:

I have received the letter indicating that my son / daughter is in danger of not having satisfactorily completed the course listed above.

I am aware that this course may not appear on his / her Record of Achievement.

I am also aware that the 'N' determination will make my son / daughter ineligible for the award of the Higher School Certificate.

Parent/Caregiver's signature _____ Date _____

Student's signature _____ Date _____

STUDENT APPEAL FORM **Illness/Misadventure**

FAMILY NAME _____

GIVEN NAME _____

NESA STUDENT NUMBER _____ **CONNECT** _____ **YEAR 11 OR 12**

SUBJECT _____ PRELIM/HSC **TEACHER** _____

TASK _____

TASK ISSUE DATE _____ **EXAM OR TASK DUE DATE** _____

TYPE OF TASK
- ☐ Assessment Task
- ☐ Examination (during Examination Period)
- ☐ Presentation/Performance
- ☐ Work Placement
- ☐ Other _____

THIS FORM IS TO EXPLAIN
- ☐ Illness **MUST BE ACCOMPANIED BY A MEDICAL CERTIFICATE**
- ☐ Misadventure
- ☐ Other _____

REASON FOR APPEAL:
- ☐ Absent from assessment task, or absent when an assessment task was due (due to illness or exceptional circumstance)
- ☐ Special consideration (due to illness/misadventure/exceptional circumstances leading up to an assessment task, or on the day of an assessment task)

REASONS SUPPORTING APPLICATION (to be completed by the student):

_____

_____

_____

ATTACH SUPPORTING DOCUMENTATION

I have attached (please tick and complete relevant information):
- ☐ Medical Certificate from Dr. _____ Dated: _____
- ☐ Supporting letter from my parent/carer
- ☐ Other (please describe) _____

Signature Student: _____ Date:_____

Signature Parent/Caregiver: _____ Date:_____

SUBMIT COMPLETED FORM TO HEAD TEACHER

Date received from student: _____

Action/Recommendation from KLA Head Teacher:

_____

_____

_____

_____ ☐ ***Upheld*** ☐ ***Denied***
Head Teacher Signature and Date

_____ ☐ ***Upheld*** ☐ ***Denied***
Principal's Signature and Date

STUDENT APPEAL FORM

Attach copies of all evidence and return to the Front Office - no later than 2 working days after you have been given the decision regarding your Illness/Misadventure form.

Student Details	Type of Task
Name: _____ Connect Group: _____ Course: _____ Teacher: _____ Task Due Date: _____ Date Submitted / Completed: _____ Home Address: _____ _____ _ Parent / Guardian Name: _____ Contact Number: _____ Evidence to support appeal: (List documents attached)	❑ Hand in ❑ Exam / Test ❑ Oral / Performance ❑ Work Placement ❑ Other: _____ _ This form is to explain why you wish to appeal the decision of your Illness Misadventure request: ❑ Process not followed correctly ❑ Other: _____ _

Student Comment

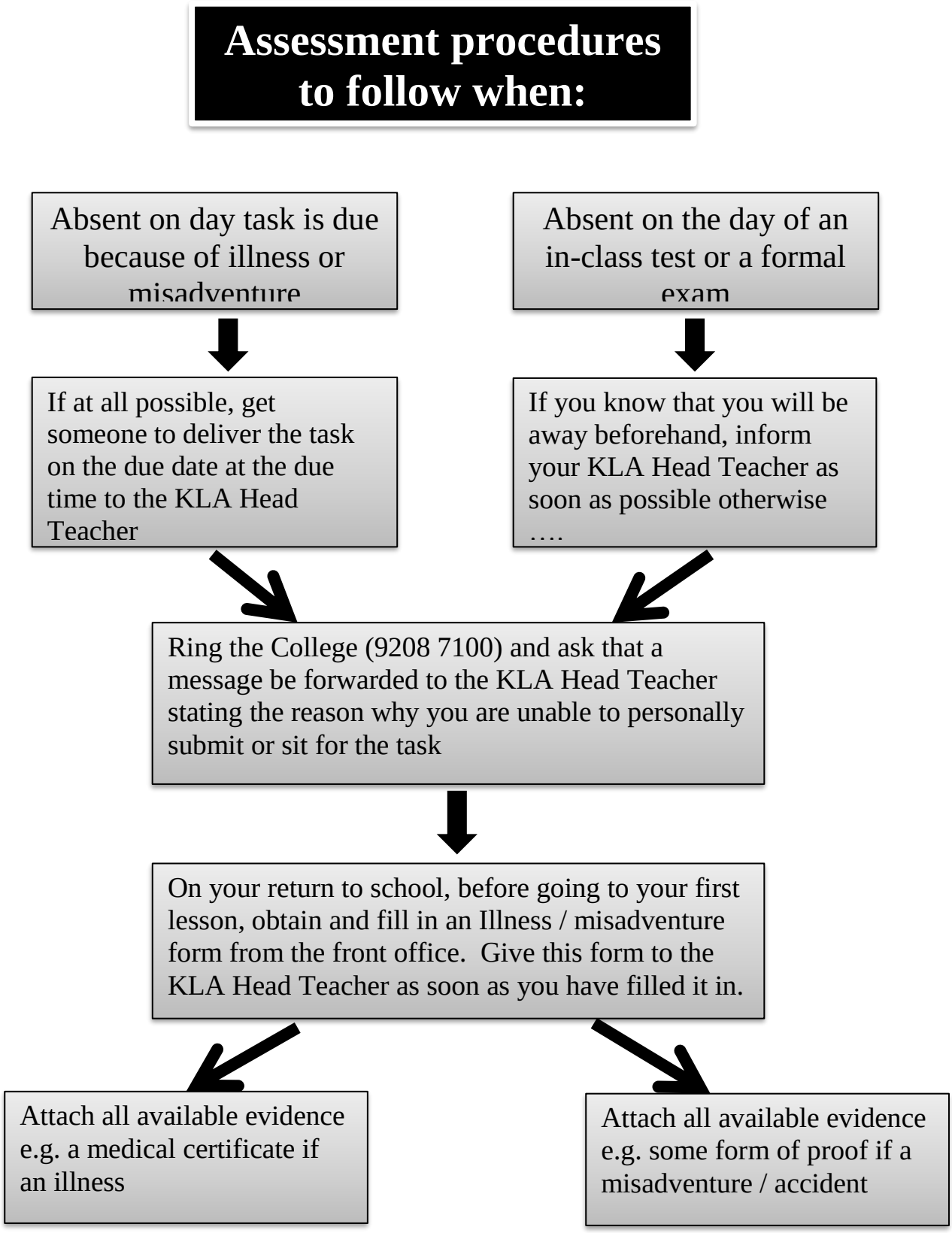
Outline the reason for your appeal:

……
……
……
……
……

_____
Student signature & date

Date appeal form received from student:

_____

_____ ❑ Upheld ❑ Denied
Appeal Committee date

Procedures to Follow if Assessment Tasks are Missed