

***HAY WAR MEMORIAL  
HIGH SCHOOL***



***HSC ASSESSMENT  
PROCEDURES AND  
GUIDELINES FOR TASKS  
2023***



# ASSESSMENT TASK PROCEDURES

## INTRODUCTION

### TO THE STUDENT

Welcome to the HSC Assessment Procedures and Guidelines for Tasks 2023. As you may be aware, all schools are required to submit an assessment of student achievement to the NSW Education Standards Authority (NESA) at the end of the Course whether it is a Board Developed Course (BDC) or a Board Endorsed Course (BEC). These assessments are intended to measure your total achievement in relation to standards. Students receive marks that relate to performance bands, where each band is described in a statement summarising the knowledge, skills and understanding typically demonstrated by students who have achieved that standard.

In addition to the formal assessment program which follows you will also be required to attempt other tasks, e.g. tests, essays, assignments etc., which will provide you and your teachers with information about your progress. These tasks are important and if you consistently fail to attempt such tasks you may not satisfy the HSC Course requirements for a particular course.

### **Changes to school-based assessment in 2023**

NESA has given principals and system authorities the authority to determine the number, type and weighting of tasks for Year 12 school-based assessment in 2023. This includes making determinations about all mandated tasks that are internally assessed in the following courses:

- Aboriginal Studies
- Community and Family Studies
- Design and Technology
- English: English Studies, English Standard, English Advanced, English EAL/D, English Extension 1 and English Extension 2

- Engineering Studies
- Geography
- History: Ancient History, Modern History, History Extension
- Language in Context Stage 6 (Chinese, Japanese and Korean)
- Mathematics: Mathematics Standard, Advanced, Extension 1 and Extension 2
- Science (Biology, Chemistry, Physics, Earth and Environmental Science, Investigating Science, Science Extension, and Depth Studies).

NESA's [principles of assessment](#) continue to apply. While schools are abiding by Health orders, school-based assessment should continue to be:

- based on a range of syllabus outcomes
- based on measures made throughout the HSC course
- informed by the components identified in the assessment and reporting documents for each of the syllabuses
- inclusive of and accessible for all students.

(ACE HSC Assessment in 2023 <https://ace.nesa.nsw.edu.au/hsc-assessment-in-2023> accessed 4/5/2023)

Hay War Memorial High School's HSC Assessment Procedures and specific course guidelines for your formal assessment program are contained in this booklet. These guidelines are in place to ensure fairness for all students in the assessment process.

I extend my best wishes to all students during this 2023 HSC year.

Mr Yvan Chambers

Principal

## **WHAT IS AN ASSESSMENT MARK?**

The assessment mark is a measure of your achievement in more than a single examination. It will be calculated from results in a series of tasks which assess your abilities in a wider range of course objectives than is measured by the external examination. These objectives, weightings and types of tasks are listed in the subject guidelines contained in this booklet. They are also in keeping with the rules established by the NSW Education Standards Authority (NESA). You should not underestimate the importance of the assessment mark which appears on your HSC Course Result Notice. Some employers may use it as an indication of your application and effort throughout that course.

## **WHEN WILL I BE ASSESSED?**

For all NESA Stage 6 courses, formal HSC assessment will begin from Week 3 in Term 2, 2023.

This booklet also contains a calendar which schedules the assessment tasks for all the different HSC course subjects. Assessment tasks will not be set for completion in the week before the Trial Higher School Certificate Examinations, for those courses with an HSC Trial Examination.

*Please note: An assessment notification document will be issued to students no later than 2 weeks before the due date of a task. If a student is away on the day of the handout of the document, they will receive the document in the next lesson they are at school. It is the student's responsibility to check the assessment calendar for upcoming tasks. Student's sign receiving notification and sign submitting a task. Students also sign to say they have received this booklet and understand their responsibilities.*

## **WHAT WILL BE ASSESSED?**

This booklet contains details about the assessment tasks for the different courses. In addition, information will be provided by classroom teachers about what will be assessed where this is seen to be necessary.

## **WHAT HAPPENS IF AN ASSESSMENT TASK FAILS TO DISCRIMINATE BETWEEN STUDENTS IN A COURSE?**

Sometimes an assessment task fails to produce a reasonable spread of marks among students in a particular course. The school reserves the right to schedule a substitute task if a particular task is found to be unsuitable.

## **WHEN WILL ASSESSMENT TASKS BE HANDED IN?**

Take home tasks will be due in a lesson of that subject. Other assessment tasks, i.e., those undertaken during class time and examinations, will be handed in at the end of the allocated time. Students must sign receiving and handing in an assessment task. If submitting at another time, e.g. submitting a task earlier due to a known absence, and the course teacher is unavailable, then the task must be handed to the Head Teacher in that subject area. UNDER NO CIRCUMSTANCES can a student leave a task on a teacher's desk or similar location in the absence of that teacher.

Students are required to have a task to hand in the required lesson and not be printing the task out in the lesson unless, this is a requirement of the task.

In the case of an Oral Presentation assessment task, all students will need to be present for the day of their presentation. Students must also show their preparation notes to the teacher prior to the commencement of any presentations.

## **WHEN WILL ASSESSMENT TASKS BE HANDED BACK?**

All course teachers are required to hand back assessment tasks with feedback on performance against the marking criteria and strategies for further improvement within TWO weeks of the due date. If a student has not received their assessment task feedback after this time, they are to first speak with the faculty Head Teacher to resolve the matter and then inform the parent which needs to be recorded in the parent contact of the monitoring folder. Further concerns or inquiries are to be directed to the Deputy Principal.

## **WHAT HAPPENS IF I AM ABSENT ON THE DAY AN ASSESSMENT TASK IS SCHEDULED?**

If you know that you are going to be away on the day of an assessment task, then you **MUST** advise the Head Teacher of the subject in writing, **BEFOREHAND**. The appropriate form (Illness/Misadventure Application) is included in this booklet and is also available from the Front Office and Head Teachers.

If you are away unexpectedly then it is your responsibility to contact the Head Teacher of the subject, at the school by phone **BEFORE** the commencement of the task. In the event of that person not being available, contact must be made with either the Principal or Deputy Principal. As soon as you return to school and before going to any class you **MUST** see the Head Teacher of the subject, fill in the appropriate form (Illness/Misadventure Application) and then return it immediately to the Head Teacher of the subject concerned.

Failure to fulfill these requirements may result in a "non-serious attempt" being awarded to you for that task (up to two warning letters and/or "N" determination letter). If the reason for your absence is unsatisfactory, as determined by the Head Teacher of the subject and in consultation with the Principal, then a "non-serious attempt" will be recorded for you on that task. However, if the reason for your absence is valid (e.g. illness or approved leave), then the Head Teacher of the subject in consultation with your teacher will decide whether you should do the assessment task at an alternate time or be awarded a mark based on a substitute task or give you an estimate based on your performance in similar tasks. It must be stressed however, that the School Assessment will not compensate for factors such as extended illness, misadventure or domestic problems which may have affected your performance throughout the course.

*PLEASE NOTE: Students should not miss school or classes to work on or complete assessment tasks.*

## **WHAT HAPPENS IF I AM CAUGHT CHEATING OR SEEKING TO GAIN AN UNFAIR ADVANTAGE IN AN ASSESSMENT TASK?**

This is an extremely serious matter as all work done for the assessment is to be essentially your own. After an investigation, the Principal will rule on the penalty to be imposed which could include: a zero mark, a "non-serious attempt" or other sanctions. All students complete the "All My Own Work" course which includes plagiarism, cheating and acknowledging sources in assessment tasks. If a student submits a task as their own work and they have used an artificial intelligence site such as ChatGPT without acknowledging its use, it is plagiarism. From All My Own Work - "Plagiarism is when you pretend that you have written or created a piece of work that someone else originated. It is cheating, it is dishonest, and it could jeopardise your HSC exam results." (From All My Own Work – What is Plagiarism? <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work/plagiarism/what-is-plagiarism> Accessed 4/5/2023)

## **WHAT HAPPENS IF TASKS ARE NOT ATTEMPTED?**

If you fail to attempt an assessment task, both you and your parents will be advised. If the school rules that you have made a "non-serious attempt" at assessment tasks and you have received 2 or more warning letters in a course, you may receive a 'N' Determination letter which indicates that you have not satisfactorily completed the course. If a task is attempted and judged to be a non-serious attempt by the teacher, then the student will be required to resubmit, and parents will be notified. The task will be awarded no marks and not regarded as a "non-serious attempt".

In addition to any other set tasks and experiences in any HSC course, students must complete HSC assessment tasks that contribute in excess of 50% of available marks in courses where internal assessment marks are submitted.

To be eligible for a Preliminary Certificate you need to have undertaken 12 units of study. Less than 12 units will make you ineligible for your HSC. Furthermore, less than 10 units of study for the HSC will make you ineligible for an HSC.



## **WILL I KNOW HOW I AM ACHIEVING IN ASSESSMENT TASKS?**

Each assessment task will be returned to you with a mark or grade on it. Your teacher will also be able to tell you your position in the group in that task. When you think about your position in any task you should also think about the weighting of that task and its influence on your ranking in that course. You will receive an assessment rank reported on your HSC Course Final Report.

## **CAN I QUESTION THE MARKING OF AN ASSESSMENT MARK?**

A teacher's judgment of the work of individual assessment tasks is not subject to review. However, if it appears that marks have been added incorrectly on your task, or if you have questions about how the marks were allocated, then you must ask the teacher about it when the task is handed back to you. If there has been a mistake it can be corrected at this stage but not later.

## **WHAT ARE THE OUTCOMES LISTED FOR EACH SUBJECT?**

These numbers refer to the outcomes listed in the syllabus document. All students will be provided with copies of these detailed statements by their classroom teachers in each subject.

## **WHAT HAPPENS IF I FAIL TO HAND IN AN ASSESSMENT TASK?**

Failure to hand in an assessment task for the 1<sup>st</sup> time will result in a warning letter being sent home for the task to be completed. A **mark of 0%** will be given if a warning letter is issued. If the task is still not completed a 2<sup>nd</sup> warning letter will be issued 2 weeks later. The task still needs to be completed. If you receive 2 or more warning letters in a course, you may receive a 'N' Determination letter which indicates that you have not satisfactorily completed the course.

If you are going to be away on the day an assessment task is due and to avoid being penalised, you **MUST** make arrangements to have the completed assessment task given to the Head Teacher of the subject **ON** or **BEFORE** the due date. (*Remember that the responsibility rests with you to get your work in on time.*)

## **WHAT HAPPENS IF MY HARD DRIVE CRASHES OR MY PRINTER WON'T WORK CORRECTLY THE NIGHT BEFORE AN ASSESSMENT TASK IS DUE?**

All students need to plan their work for assessment tasks to avoid technological issues. It is essential that students regularly back up their work with either a hard copy or a digital record such as cloud storage, an external device (e.g. USB drive) to avoid a non-serious attempt or a failure for not handing in the task on the due date.

## **CAN I SEEK A REVIEW OF A RANK AWARDED TO ME WITHIN A COURSE?**

Based on feedback from individual assessment tasks and from formal reports you will have an expectation as to what your rank should be within a course. If the rank for a particular subject differs significantly from the expected rank, then you can seek a review. If you are seeking a review, you must apply to the Principal who will then inform you about the procedures.

## **INVALID TASKS**

Invalid Tasks occur when a force external to the conditions of a task exist that may diminish the opportunity for students to optimally perform.

Examples of reasons for invalid task include, but are not limited to:

- An emergency evacuation or lock occurring down during a task
- A black-out; electrical fault or system fault within the school
- Part of a task being unclear (copy is unrecognisable on some or all of the tasks)
- Students having seen and / or practiced the task prior to having to actually complete it

As a consequence of this, the school will form a Review Committee (consisting of the Principal, Head Teacher and Year Advisor) to determine the correct and most appropriate course of action that best benefits students and the satisfactory achievement and assessment of their learning outcomes. This will include but is not

limited to:

- Looking at the sequence of the task and where the majority of students got to and using this data to record results
- Changing the date and the task to a more appropriate time
- Marking only the portions of the task that is best reflective of the student's time on task

The determination will be communicated to all students via a class or subject cohort meeting where all students receive the same, singular message, and to parents, via a letter explaining the process and the outcome. The turnaround time between task and determination should be no more than three school days. The Hay War Memorial High School procedures regarding Invalid Tasks aligns with NESAs requirements in terms of students having equitable access to curriculum and to assessment of said curriculum, and that students be given every opportunity to maximise potential in the assessment of curriculum.

### **WHAT IS THE ROLE OF A SCHOOL REVIEW COMMITTEE?**

A committee will form and meet to decide on any matters relating to your assessment and especially when a review has been requested. If you feel that there are any special reasons why penalties should not be imposed on you, then you must see your Head Teacher of the subject who will discuss your case with the Principal and a final decision will be made by a committee. All reviews will be based on whether the assessment program conformed to NESAs requirements, whether the school's procedures conformed to its stated program and whether there were computational or clerical errors. A review committee will consist of the Principal (or delegate), a Head Teacher and a Year Advisor.

### **FINAL NOTE**

In order to provide flexibility in dealing with unusual circumstances, the Principal may, after ensuring that no student is unduly advantaged or disadvantaged by doing so, vary the conditions and requirements in this guideline.

## Assessment Task Proforma



# Hay War Memorial High School

"For so much, what shall we repay?"

Subject	
Topic	
Due date	
Weighting & mark	
Task number	

Task description

Task instructions

Outcomes

Marking criteria

### Subject Lines 2023 HSC

Students have chosen one course from each line. Lines were constructed based on the student's subject choices. On most lines there are students who complete courses by external providers such as Aurora, Distance Education and TAFE. These institutions provide students with all information pertaining to assessment tasks.

Line 1	Line 2	Line 3
English Advanced English Standard Numeracy	Biology Sport, Lifestyle & Recreation VET –Primary Industries	Industrial Technology Legal Studies PDHPE VET Hospitality

## Senior School HSC Assessment Task Calendar 2023

### Term 2, 2023

<i>Week</i>	<i>Tasks Due</i>
3	Assessment books distributed. SLR – ongoing throughout the term
4	
5	English Advanced, English Standard, English Studies, Industrial Technology, Legal Studies, PDHPE
6	VET Hospitality and VET Primary Industries Work Placement, Industrial Technology
7	Numeracy, Visual Arts
8	English Studies, Biology
9	English Standard, PDHPE
10	Legal Studies

### Term 3, 2023

1	English Advanced
2	Numeracy
3	Biology, PDHPE, Visual Arts
4	
5	English Studies, SLR, Visual Arts
6	
7	Numeracy and SLR HSC Trial Examinations: English Advanced, English Standard, Biology, Industrial Technology, Legal Studies, PDHPE, Visual Arts, VET Hospitality, VET Primary Industries
8	English Studies
9	English Advanced, English Standard
10	

## ENGLISH ADVANCED

### HSC Assessment Schedule 2023

DATE		TASK	OUTCOMES	COMPONENT WEIGHTINGS		TASK TOTAL WEIGHT
TERM	WEEK			Knowledge and understanding of course content	Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	
2	5	Common Module: Multimodal Presentation	EA12-2, EA12-3, EA12-5, EA12-6	10%	15%	25%
3	1	Module A: Prepared Essay	EA12-1, EA12-3, EA12-7, EA12-8	15%	10%	25%
3	7	Trial HSC Com Mod (5%) Mod A (5%) Mod B (10%) Mod C (5%)	EA12-1, EA12-2, EA12-4, EA12-8	15%	10%	25%
3	9	Module C: Writing Portfolio	EA12-1, EA12-5, EA12-9	10%	15%	25%
TOTALS				50%	50%	100%

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.

## ENGLISH STANDARD

### HSC Assessment Schedule 2023

DATE		TASK	OUTCOMES	COMPONENT WEIGHTINGS		TASK TOTAL WEIGHT (%)
TERM	WEEK			Knowledge and understanding of course content (%)	Skills in responding to texts and communication of ideas appropriate to audience, purpose, and context across all modes (%)	
2	5	Common Module: Written Assessment	EN12-1, EN12-3, EN12-6, EN12-7	10	15	25
2	9	Module A: Multimodal Presentation	EN12-2, EN12-3, EN12-8	15	10	25
3	7	Trial HSC Examination	EN12-4, EN12-5, EN12-7	15	10	25
3	9	Module C: Portfolio of Writing and Reflection	EN12-1, EN12-4, EN12-9	10	15	25
TOTALS				50	50	100

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.

## ENGLISH STUDIES

### HSC Assessment Schedule 2023

DATE		TASK	OUTCOMES	COMPONENT WEIGHTINGS		TASK TOTAL WEIGHT (%)
TERM	WEEK			Knowledge and Understanding of course content (%)	Skills in Comprehending texts Communicating ideas Using language accurately, appropriately and effectively (%)	
2	5	Common Module: Texts and Human Experiences Multi-modal presentation	12.1, 12.2, 12.5, 12.6	10	15	25
2	8	Playing the Game Motivational speech (written)	12.7, 12.4, 12.8	15	10	25
3	5	Local Heroes Interview and Extended discursive response	12.4, 12.9, 12.10	15	10	25
3	8	Part of the Family Creative writing	12.1, 12.3, 12.10	10	15	25
TOTALS				50	50	100

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.



## BIOLOGY

### HSC Assessment Schedule 2023

DATE		TASK	OUTCOMES	COMPONENT WEIGHTINGS		TASK TOTAL WEIGHT (%)
TERM	WEEK			Knowledge and Understanding (%)	Working Scientifically (%)	
2	8	Depth Study	12-1, 12-4, 12-6, 12-7, 12-13	10	20	30
3	3	Practical Investigation and Report	12-1, 12-2, 12-3, 12-4, 12-5, 12-6, 12-7, 12-14	10	30	40
3	7	HSC Trial Examination	12-1, 12-2, 12-3, 12-4, 12-5, 12-6, 12-7, 12-12, 12-13, 12-14, 12-15	20	10	30
TOTALS				40	60	100

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.

## INDUSTRIAL TECHNOLOGY METAL (ITM)

HSC Assessment Schedule 2023

DATE		TASK	OUTCOMES	COMPONENT WEIGHTINGS		TASK TOTAL WEIGHT (%)
TERM	WEEK			Knowledge and understanding of course content (%)	Knowledge and skills in the design, management, communication and production of a major project (%)	
2	5	Industry study	H1.1, H1.2, H6.1, H6.2, H7.1, H7.2	20	10	30
2	6	Major Work Proposal	H3.1, 3.2, 3.3, 4.1, 4.2, 4.3	10	30	40
3	7	Trial HSC Exam	H1.1, H1.2, H2.1, H2.2, H3.1, H3.2, H4.1, H4.2, H5.1, H5.2, H6.1, H6.2, H7.1, H7.2	10	20	30
TOTALS				40	60	100

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.

## LEGAL STUDIES

### HSC Assessment Schedule 2023

DATE		TASK	OUTCOMES	COMPONENT WEIGHTINGS				TASK TOTAL WEIGHT (%)
TERM	WEEK			Knowledge and understanding of course content (%)	Analysis and Evaluation (%)	Inquiry and Research (%)	Communication of legal information, ideas & issues in appropriate forms (%)	
2	5	Research and In-Class Extended Response	H1, H4, H6, H7, H8, H9	5	5	20	5	35
2	10	In-Class Test	H1, H2, H3, H5, H9, H10	15	10		10	35
3	7	Trial HSC Examination	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	20	5		5	30
TOTALS				40	20	20	20	100

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.

## NUMERACY CEC

### HSC Assessment Schedule 2022

DATE		TASK	OUTCOMES	COMPONENT WEIGHTINGS		TASK TOTAL WEIGHT (%)
TERM	WEEK			Knowledge & Understanding (%)	Skills (%)	
2	7	'New job, new adventure' Research Task	N6-1.3 N6-2.3 N6-2.4 N6-2.5 N6-3.1	15	20	35
3	2	'The fun run' Research Task	N6-1.1 N6-2.2 N6-2.5 N6-2.6 N6-3.2	20	15	35
3	7	Unit Test (Trial Exam Period)	N6-1.1 N6-1.2 N6-2.1 N6-2.2 N6-2.4 N6-3.1	15	15	30
TOTALS				50	50	100

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.

**PDHPE**  
HSC Assessment Schedule 2023

DATE		TASK	OUTCOMES	COMPONENT WEIGHTINGS		TASK TOTAL WEIGHT (%)
TERM	WEEK			Knowledge and understanding of course content (%)	Skills in critical thinking, research, analysing and communicating (%)	
2	5	Presentation Groups experiencing health inequities	H1, H2, H3 & H5, H14, H16	10	20	30
2	9	Research Task How does training effect performance	H7, H8 & H11	10	20	30
3	3	Analysis Demands of specific athletes	H8, H13, H16 & H17	10	10	20
3	7	Trial HSC Exam	H1-5, H7-11 & H14-17	10	10	20
TOTALS				40	60	100

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.

## SPORT, LIFESTYLE AND RECREATION

### HSC Assessment Schedule 2023

DATE		TASK	OUTCOMES	COMPONENT WEIGHTINGS		TASK TOTAL WEIGHT (%)
TERM	WEEK			Practical (%)	Theory (%)	
2	3-10	Practical Participation/ Online Coaching Courses	1.1, 1.3, 3.1, 4.4, 5.2	20		20
3	5	Fitness Testing and Analysis	1.2, 2.2, 3.3	40		40
3	7	Examination	1.2, 1.4, 2.1, 2.4, 2.5		40	40
TOTALS				60	40	100

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.

## VISUAL ARTS

### HSC Assessment Schedule 2023

DATE		TASK	OUTCOMES	COMPONENT WEIGHTINGS		TASK TOTAL WEIGHT (%)
TERM	WEEK			Art Making (%)	Critical & Historical Studies (%)	
2	7	Body of Work Checkin	H1, H2, H3, H4	10		10
3	3	Case Study Submissions	H7, H8, H9, H10		20	20
3	5	Body of Work School grade	H1, H5, H6	40		4
3	7	Trial Exam	H7, H8, H9		30	
TOTALS				50	50	10

## HSC Assessment Advice for VET Courses

Assessment in VET courses is competency based. This means that you need to demonstrate that you have gained and can apply the specific knowledge and skills for the unit of competency to be deemed competent in that unit. Evidence of competence will be collected in a variety of ways including written tasks, practical demonstration, portfolio or assignments.

You will be deemed “Competent” if performance in all required assessment activities for the unit of competency is satisfactory or Not Competent if you are still developing skills and/or your performance is at an unsatisfactory level. There is no pass or fail.

This means that a course mark is not allocated. For this reason, the assessment schedule for HSC VET courses is in a different format to other NESA Courses.

Formal assessment will be scheduled only when you have developed the necessary skills and underpinning knowledge to demonstrate competency.

Your trainer will keep an outcome record of units of competency. You may request to see this record at any time to determine your progress. Alternately you will be supplied with a competency log for maintaining a record of units achieved. You are entitled to seek advice about options for further training and assessment for competencies ‘not achieved’. Refer to the Student Guide for additional advice. You will also receive a report from the school each semester indicating competency achievement. Competencies cannot be recorded without the sufficient assessment evidence.

### **The achievement of competency in the units of competency as stated in the Training and Assessment Strategy (TAS)**

will lead to a Certificate at AQF level I, II or III or a Statement of Attainment towards the AQF qualification. A digital transcript will be issued by the NSW Education Standards Authority (NESA) on behalf of Public Schools NSW Wagga Wagga, Registered Training Organisation (RTO) 90333 for successful completion. Refer to your NESA Student Online profile for more information.

**Recognition of Prior Learning (RPL)** on the Wagga Wagga RTO RPL form with the portfolio of evidence relevant to each unit of competency for which RPL is requested. The RPL form and evidence portfolio must be submitted to your trainer prior to course commencement who will forward it to the RTO manager for review.

**Credit Transfer (CT)** may be given for a unit of competency (UoC) previously achieved with another RTO after verification of the UoC. Seek CT advice from your trainer, who will contact the RTO, prior to the commencement of the delivery of this UoC.

**N Determination** letters will be issued to students who do not demonstrate due diligence and sustained effort in the course, participate in mandatory work placement and or apply themselves to course outcomes. This process may then lead to an “N” determination for this subject which may prevent the achievement of the HSC. Warning letters will not be issued for failure to achieve competency but are about fulfilling the requirements of learning for the HSC.

**Work placement** is a mandatory HSC component in some courses and must be completed during the course. (Refer to the specific course assessment summary for more detailed information).

- you will not be permitted to participate in a work placement if you are not deemed ‘work ready’ by your trainer.
- a ‘N’ determination will be issued if work placement is not satisfactorily completed. This means that the course will not count towards your HSC pattern of study. However, you will still receive a Certificate or Statement of Attainment which indicates one or more unit/s of competency achieved towards the qualification.
- the scheduled date for work placement is shown in the course assessment summary.
- you will complete a workplace journal of your placement.

### **Work placement advice from NESA in response to COVID**

<https://educationstandards.nsw.edu.au/wps/portal/nesa/about/news/novel-coronavirus/vet-work-placement>

**HSC Examination is only available in some VET courses. (Refer to the NESA course outline and the specific course assessment summary for detailed information).**

- Optional for students completing the 240 hour course and is intended for Australian Tertiary Admissions Rank (ATAR) purposes only. (Refer to the specific course assessment summary for more detailed information).
- Independent of the competency based assessment requirements for the Australian Qualifications Framework (AQF) VET qualification. The satisfactory completion of the course will still appear on your HSC if the optional exam is not undertaken.

If you intend to use your VET course towards the calculation of the ATAR, the school must submit an estimated mark of your likely performance in the HSC examination. The calculation of the mark is a school decision and will include the Trial HSC examination. This mark is only used in the event of misadventure



## Assessment Summary AHC20116 Certificate II in Agriculture

Requirements for HSC purposes	Dates
Work Placement (compulsory for the HSC) 70 hours in total	Week 6, Term 2, 2023
Trial HSC exam - Students whose HSC pattern of study makes them eligible to receive an ATAR must sit the trial HSC exam.	Week 7, Term 3, 2023

Assessment Plan			Evidence Collection			HSC
Cluster	Competency codes		Direct observation – real time, simulated environment	Product based method – structured activities e.g. role plays, work samples, presentation, reports	Questioning – written or oral related to knowledge e.g. quizzes, interviews	NESA Status Mandatory/Stream
Cluster 1	<a href="#">AHCWHS201</a>	Participate in WHS processes	X	X	X	Mandatory
Cluster 2	<a href="#">AHCWRK204</a>	Work effectively in the industry	X		X	Mandatory
Cluster 2	<a href="#">AHCWRK209</a>	Participate in environmentally sustainable work practices	X	X	X	Mandatory
Cluster 2	<a href="#">AHCWRK205</a>	Participate in workplace communications	X	X	X	
Cluster 3	<a href="#">AHCWRK201</a>	Observe and report on weather	X	X	X	Mandatory
Cluster 4	<a href="#">AHCPMG201</a>	Treat weeds	X	X	X	
Cluster 4	<a href="#">AHCCHM201</a>	Apply chemicals under supervision	X	X	X	Mandatory

- Trainers must deliver and assess Cluster 1, 2, 3, 4, then select either Cluster 5 (Livestock stream) or Cluster 6 (Plant stream) and select optional clusters to total of at least 18 units.
- Clusters DO NOT NEED TO BE ASSESSED IN ORDER.

Cluster 5 (includes Livestock stream)

Assessment Plan			Evidence Collection			HSC
Cluster	Competency codes	Title of competency	Direct observation – real time, simulated environment	Product based method – structured activities e.g. role plays, work samples, presentation, reports	Questioning – written or oral related to knowledge e.g. quizzes, interviews	NESA Status Mandatory/Stream
Cluster 5	<a href="#">AHCLSK202</a>	Care for health and welfare of livestock	X	X	X	Stream focus area
Cluster 5	<a href="#">AHCLSK205</a>	Handle livestock using basic techniques	X	X	X	
Cluster 5	<a href="#">AHCLSK206</a>	Identify and mark livestock	X		X	
Cluster 5	<a href="#">AHCLSK204</a>	Carry out regular livestock observations	X		X	

### Cluster 7 Tractors and machinery

Assessment Plan			Evidence Collection		
Cluster	Competency codes	Title of competency	Direct observation – real time, simulated environment	Product based method – structured activities e.g. role plays, work samples, presentation, reports	Questioning – written or oral related to knowledge e.g. quizzes, interviews
Cluster 7	<a href="#">AHCMOM202</a>	Operate tractors	X	X	X
Cluster 7	<a href="#">AHCMOM304</a>	Operate machinery and equipment	X	X	X

### Cluster 8 Feed and Water Livestock

Cluster 8	<a href="#">AHCLSK211</a>	Provide feed for livestock	X	X	X
Cluster 8	<a href="#">AHCLSK209</a>	Monitor water supplies	X	X	X

### Cluster 9 Fencing

Cluster 9	<a href="#">AHCINF202</a>	Install, maintain, and repair farm fencing	X	X	X
Cluster 9	<a href="#">AHCINF201</a>	Carry out basic electric fencing operations	X	X	X

### Cluster 12 Clean machinery

Cluster 12	<a href="#">AHC BIO203</a>	Inspect and clean machinery, tools and equipment to preserve biosecurity	X	X	X
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You must satisfactorily meet all the requirements of the VET qualification as stated in the TAS to achieve the AHC20116 Certificate II in Agriculture. The Statement of Attainment towards AHC20116 Certificate II in Agriculture will only be the possible AQF outcome if at least one UoC has been achieved.

## Assessment Summary for SIT20316 Certificate II in Hospitality

Requirements for HSC purposes	Dates
Work Placement (compulsory for the HSC) 70 hours in total	Week 6, Term 2, 2023
Trial HSC exam - Students whose HSC pattern of study makes them eligible to receive an ATAR must sit the trial HSC exam.	Week 7, Term 3, 2023

Assessment Plan			Evidence Collection				HSC
Cluster	Competency codes	Title of competency	Direct observation – real time, simulated environment	Product based method – structured activities e.g. role plays, work samples, presentation, reports	Portfolio or direct observation – purposeful collection of annotated and validated pieces of evidence compiled by the learner work samples, photos, videos, logbooks	Questioning – written or oral related to knowledge e.g. quizzes, interviews	NESA Status Mandatory
Cluster 1 – Working Together	BSBWOR203	Work effectively with others		X		X	Y
	BSBCMM201	Communicate in the Workplace		X		X	-
Cluster 2 – Safe and hygienic food preparation	SITXFSA001	Part A Use hygienic practices for food safety	X			X	Y
	SITHCCC001	Part B Use food preparation equipment	X	X		X	-
	SITXFSA002	Participate in safe food handling practices	X	X		X	-
Cluster 3 – Café Skills	SITHFAB005	Part A Prepare and serve espresso coffee	X	X	X	X	Y
	SITHFAB004	Part B Prepare and serve non-alcoholic beverages	X	X	X	X	Y
Cluster 4 – Safe and Sustainable work practices	SITXWHS001	Participate in safe work practices	X	X		X	Y
	BSBSUS201	Participate in environmentally sustainable work practices	X	X		X	-
Cluster 5 – Interacting with diverse customers	SITXCCS003	Interact with customers	X	X		X	Y
	SITXCOM002	Show social and cultural sensitivity	X	X		X	-
Cluster 6 – Serving food and beverages	SITHFAB007	Serve food and beverage	X	X	X	X	Y
Cluster 7 – Keeping up to date with industry	SITHIND002	Source and use information on the hospitality industry				X	Y
Cluster 8 – Use hospitality skills effectively	SITHIND003	Use hospitality skills effectively	X	X	X	X	-

**\*\*Units highlighted need to be assessed by an assessor that holds three years industry experience ie Cluster 3, 6 and 8. Please refer to the Public Schools NSW, Wagga Wagga RTO 90333 Assessment Strategy for details.**

You must satisfactorily meet all the requirements of the VET qualification as stated in the TAS to achieve the SIT20316 Certificate II in Hospitality. The Statement of Attainment towards SIT20316 Certificate II in Hospitality will only be the possible AQF outcome if at least one UoC has been achieved.



**HAY WAR MEMORIAL HIGH SCHOOL  
ILLNESS/MISADVENTURE APPLICATION**

**SECTION 1 to be completed by the student**

NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_ SUBJECT: \_\_\_\_\_ DUE DATE OF ASSESSMENT

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

REASON FOR CONSIDERATION:

\_\_\_\_\_  
\_\_\_\_\_

DO YOU HAVE A DOCTORS CERTIFICATE? Yes  No  HAVE YOU ATTACHED A DOCTORS CERTIFICATE? Yes  No

SIGNED: \_\_\_\_\_ (Student)

**SECTION 2 To be completed by the Learning and Support Teacher**

DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_ SIGNED

: \_\_\_\_\_ (LST)

**SECTION 3 To be completed by the Faculty Head Teacher in consultation with the subject teacher**

DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_ OUTCOME:

\_\_\_\_\_

\_\_\_\_\_ SIGNED:

\_\_\_\_\_ (Faculty Head Teacher)

**SECTION 4 To be completed and retained by the subject teacher. Subject teacher informs student of outcome.**

Comment: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (Class Teacher)

