

# YEAR 10 INFORMATION HANDBOOK 2023



#### **Acknowledgement of Country**

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.\

#### In this edition of the Year 10 Information Handbook 2023:

• updates made during the year will be marked with double lines and/or a document icon that includes the date of the change.



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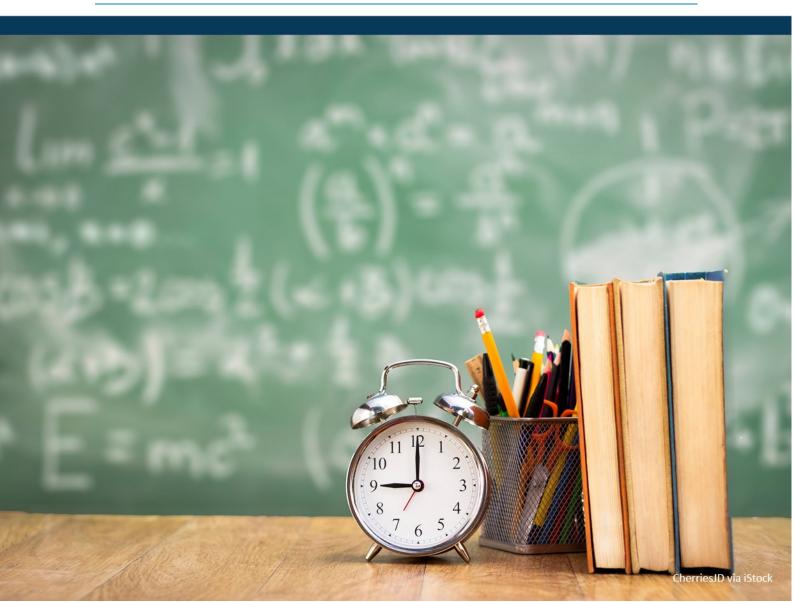
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2023/12989

Student name:	
WA student number:	

# **Guide to key abbreviations:**

Abbreviation	Full term	
ATAR	Australian Tertiary Admission Rank	
OLNA	Online Literacy and Numeracy Assessment	
SRMS	Student Records Management System	
the Authority	School Curriculum and Standards Authority	
TISC	Tertiary Institutions Service Centre	
VET	Vocational Education and Training	
WACE	Western Australian Certificate of Education	
WASSA	Western Australian Statement of Student Achievement	
WASN	Western Australian student number	



### Foreword

Selecting your courses for Years 11 and 12 is an important step in your journey through school. To make good choices when you select your courses, take time to consider your goals. If you don't know what you want to do when you finish school, you can set a general goal. The thing is to know what you are working towards and making a plan to get there.

While you may not yet know exactly what you want to do after Year 12, by now you should have an idea of your strengths and interests. Choosing your courses for Years 11 and 12 calls for some reflection about those strengths and interests. It is also a process that calls for honesty about where your weaknesses may lie. Remember that a weakness does not need to be a negative thing.

In thinking about strengths, interests and weaknesses, I'd encourage you to consider the value of a challenge. If there's an area that interests you, but where you need to address a weakness, consider how it fits with your goals. Think also about how effort to develop study skills, time management and focus can pay off. Success which comes from a challenge can be all the sweeter!

This handbook contains information for Year 10 students about the Western Australian Certificate of Education (WACE). It contains information about course types, general advice for students, further resources and much more. If you already have some information about studying in Years 11 and 12, you should confirm what will be involved for students achieving a WACE in 2025. This handbook is a starting point for that process of confirmation.

Students entering Year 11 in 2024 must meet a number of requirements in order to be awarded a WACE. These include a set of general requirements about course completion, demonstrating the literacy and numeracy standard, the breadth and depth requirement and the achievement standard requirement. Further information about the WACE requirements can be found in this handbook.

Be careful to check your sources when you seek advice about what you need to do in order to achieve a WACE. Make sure you take on board information that is current, accurate and relevant to you. The teachers and counsellors at your school will have up-to-date information about the WACE requirements. Your teachers will have an understanding of your achievements and potential. Your family and friends who have completed Years 11 and 12 recently will have a sense of what the final years of secondary schooling involve. While the details of your plan might be unclear, take some time to think about your goals and plans for the future. The choices you make are a starting point as you move towards the end of your secondary schooling.

Whether you already know exactly which subjects you are going to select or you are uncertain of your plans, remember the benefits that come from challenges that keep you on your toes and the value of having worked to achieve success. Learning to solve problems and develop resilience gives you valuable skills.

I wish you all the best as you move towards the end of your secondary schooling. November 2025 and the end of Year 12 will be here before you know it. Enjoy the next two and a half years and use them as best you can. Aim for balance and give yourself the benefit of being able to say 'I did my best' at the end of Year 12.

JUANITA HEALY
EXECUTIVE DIRECTOR
SCHOOL CURRICULUM AND STANDARDS



This handbook contains information for students currently enrolled in Year 10. It provides a reference point for studies in Year 11 and Year 12 and, in particular, for the WACE.

Further information and advice is also available from the School Curriculum and Standards Authority (the Authority) website. You should also speak with staff at your school. Talk with the counsellors, year coordinators, VET coordinators and deputy principals at your school for personalised advice.

# 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, which 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).

\*In Year 12, Units 3 and 4 are reported as a year-long course. In Year 11, Units 1 and 2 are typically reported as a year-long course but may be reported separately.

You will receive a WASSA if you have completed any of the listed units, courses, programs or achievements.

# The Western Australian Certificate of Education (WACE)

The WACE is awarded by the Authority when students successfully meet the WACE requirements.

#### **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
  - at least five Year 12 General courses<sup>†</sup> and/or ATAR courses or equivalent<sup>\*</sup> OR
  - a Certificate II<sup>‡</sup> (or higher<sup>§</sup>) VET qualification in combination with ATAR, General or Foundation courses.

You will receive a WACE if you meet all of the WACE requirements.

\*In the context of ATAR courses in the WACE, the term 'complete' requires a student to sit the ATAR course examination or have 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.

†Foundation courses do not contribute to meeting the WACE achievement requirement with this option. Students taking Foundation courses must complete a Certificate II or higher.

‡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 <u>WACE Manual</u> for further information).

#### 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* (<a href="https://www.dewr.gov.au/skills-information-training-providers/australian-core-skills-framework">https://www.dewr.gov.au/skills-information-training-providers/australian-core-skills-framework</a>).

For the WACE literacy standard, you must demonstrate the minimum standard of literacy either by pre-qualifying in the reading and writing tests 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 the Year 9 Term 4 window, or subsequent windows.

For the WACE numeracy standard, you must demonstrate the minimum standard of numeracy either by pre-qualifying in the numeracy tests of the Year 9 National Assessment Program – Literacy and Numeracy (NAPLAN) or by successfully completing the numeracy components of the Authority's Online Literacy and Numeracy Assessment (OLNA) in the Year 9 Term 4 window, or subsequent windows.

#### Sitting the OLNA

If you do not meet the standard in Year 10 (if you sit in the Term 4 Year 9 window, this will count as one of your Year 10 sits), then you must sit in Semester 1 of Year 11. Please note that if you are enrolled in a Foundation course and you demonstrate the literacy and/or numeracy standard in Term 2 Window B, you will also be required to move to a General or ATAR course for Semester 2 once results are released in Term 3.

If you do not achieve a WACE while at school because you do not demonstrate the standard in one or more of the reading, writing or numeracy components, you can apply to re-sit the necessary test/s. If you subsequently demonstrate the literacy (reading and writing) and numeracy standard, and meet all the WACE requirements current at the time, you will be issued with a WACE.

#### International and mature-age students

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

#### Adjustments

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

If you are a student with disability or have additional needs and choose not to sit the OLNA, 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.

The OLNA (or pre-qualification through Year 9 NAPLAN) is how the literacy standard and numeracy standard is demonstrated. You cannot meet this WACE requirement through your completion of English or Mathematics courses.

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

# **Breadth and depth requirement**

To meet the 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 learning area 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 higher (or equivalents) in Year 11 and Year 12 units, including at least six C grades (or equivalents) in Year 12 units.

#### **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 at 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.

You can obtain unit equivalents 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:

- 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 <u>WACE Manual</u> for further information.)

Information about the unit equivalents for endorsed programs is available on the endorsed program page of the Authority website. Look for the approved list of endorsed programs (see <a href="https://senior-secondary.scsa.wa.edu.au/vet/endorsed-programs">https://senior-secondary.scsa.wa.edu.au/vet/endorsed-programs</a>). Endorsed programs may carry a value of 1 to 4 unit equivalents.

Figure 1. WACE requirements 2023 and beyond

1

#### General requirements

You must:

- demonstrate a minimum standard of literacy (reading and writing) and a minimum standard of numeracy
- complete a minimum of 20 units, or equivalents
- complete
  - at least four Year 12 ATAR courses OR
  - at least five Year 12 General courses and/or ATAR courses or equivalent OR
  - a Certificate II (or higher) VET qualification in combination with ATAR, General or Foundation courses.

2

# Literacy and numeracy standard

For the WACE literacy and numeracy standard you may:

- pre-qualify through achieving Band 8 or higher in the reading, writing and numeracy tests of the Year 9 National Assessment Program – Literacy and Numeracy (NAPLAN), or;
- demonstrate the minimum standard of literacy and numeracy by successfully completing the relevant components of the Online Literacy and Numeracy Assessment (OLNA) in Year 10, 11 or 12.

3

#### Breadth and depth

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

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# Achievement standard

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

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### Unit equivalents

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 with a maximum of four units with endorsed programs – two in Year 11 and two in Year 12.

# Study options

Year 11 gives you the opportunity to choose courses that reflect your strengths and interests, and support your career aspirations. When selecting your courses for Year 11, consider that you are more likely to do well if you enjoy the courses you study.

The Authority provides a wide range of courses and programs for Year 11 and Year 12 students. Schools then 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 typically 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 typically aiming to enter vocationally based training or the workforce directly 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 typically aiming to enter further vocationally based training or the workforce directly from school. They include a full Australian Qualifications Framework (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 you to include more VET in your secondary education program.

#### **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.

Foundation 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.

Foundation 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.

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 Semester 1 of Year 11 (including results from Term 2 Window B), 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.

If you enrol in a Foundation course in Year 12, you must complete a Certificate II (or higher) to achieve your WACE. This is to make sure you are well prepared for the workforce or further training.

#### **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 their WASSA.

# VET and endorsed programs

### **General features of programs**

The general features of the program types are summarised below.

#### VFT

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 option for meeting the requirements to achieve 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.

Students may have their VET achievements contribute to the WACE either as:

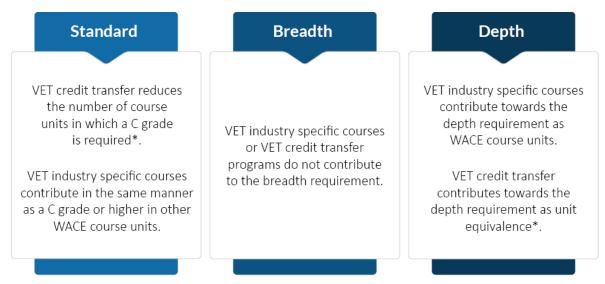
- a VET industry specific course
- VET credit transfer (the mechanism by which VET qualifications may be used to substitute for a specified number of WACE course units – see also unit equivalents)

#### a combination of the above.

There are special circumstances in which a partly completed Certificate III or higher may meet the minimum requirement of a Certificate II, if this option is chosen from the three general completion options available.

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

Figure 2. How VET contributes towards the WACE



<sup>\*</sup> A maximum of 8 unit equivalents can contribute towards the WACE (standard and depth requirements) if completed through a VET credit transfer arrangement.

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

## **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 (<a href="http://senior-secondary.scsa.wa.edu.au/vet/endorsed-programs">http://senior-secondary.scsa.wa.edu.au/vet/endorsed-programs</a>).

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

## **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** 

Year of Study	ATAR	General	Foundation	Cert II + (unit equiv.)	Endorsed (unit equiv.)	Unit total (inc. unit equiv.)	ATAR Eligible	WACE Eligible	
11	6	-	-	-	-	12	Y	Y	
12	6	-	-	-	-	12	,	Y	
11	5	-	-	-	-	10	Y	Υ	
12	4	-	1	-	-	10	r	ĭ	
11	4	2	-	-	-	12	Y	Y	
12	4	1	-	-	1	11	r	ĭ	
11	-	4	-	-	2	10	N	V	
12	-	4	1	-	2	12	IN	Υ	
11	3	1	-	-	2	10	Y	Y	
12	4	2	-	-	-	12	ř	Y	
11	-	5	-	-	-	10	N	Υ	
12	-	5	1	-	-	12			
11	2	3	-	-	-	10		Υ	
12	1	4	-	-	1	11	N		
11	-	5	-	-	-	10	N.	V	
12	-	4	1	-	2	12	N	Υ	
11	-	5	-	-	1	11		Υ	
12	-	5	-	-	1	11	N		
11	-	4	2	-	-	12		A r de	
12	-	3	2	-	-	10	N	N*	
11	-	2	2	2	-	10			
12	-	3	1	2	1	11	N	Υ	
11	1	2	<del>-</del>	4	<del>.</del>	10			
12	1	2	-	4	-	10	N	Υ	

### Note

Calculation of an ATAR may be affected by conditions set by TISC (see Undergraduate Admission Requirements for School Leavers on the TISC website:

http://www.tisc.edu.au/static/guide/admission-req-sleaver.tisc).

<sup>\*</sup>Requires Certificate II



# Year 11

AELIT Literature
AEPHY Physics
AEHEA Health Studies
AECHE Chemistry

AEMAS Mathematics Specialist AEMAM Mathematics Methods

## Year 12

ATLIT Literature
ATPHY Physics
ATHEA Health Studies
ATCHE Chemistry

ATMAS Mathematics Specialist ATMAM Mathematics Methods

# **Humanities**



# Year 11

AEENG English

AEMAM Mathematics Methods

AEAST Agricultural Science and Technology

AEGEO Geography

GECFC Children, Family and the Community

ADWPL Workplace Learning

## Year 12

ATENG English

ATMAM Mathematics Methods

ATAST Agricultural Science and Technology

ATGEO Geography

GTCFC Children, Family and the Community

ADWPL Workplace Learning

#### Arto



### Year 11

AEENG English GEDRA Drama GEDAN Dance

AEMAA Mathematics Applications GEMPA Media Production and Analysis

ADSP School Production

#### Year 12

ATENG English GTDRA Drama GTDAN Dance

ATMAA Mathematics Applications
GTMPA Media Production and Analysis
ADCAP Community Arts Performance

#### **Business**



### Year 11

GEENG English

GEACF Accounting and Finance

GEBME Business Management and Enterprise

GECSL Chinese: Second Language GEAIT Applied Information Technology

ADCS Community Service GEMAE Mathematics Essential

#### Year 12

GTENG English

GTACF Accounting and Finance

GTBME Business Management and Enterprise

GTCSL Chinese: Second Language
GTAIT Applied Information Technology

GTMAE Mathematics Essential

#### **Automotive**



### Year 11

GEENG English

GEMAE Mathematics Essential
GEAET Automotive Engineering
and Technology

FEAIT Applied Information Technology

Cert II Automotive Servicing Technology

ADWPL Workplace Learning

#### Year 12

GTENG English

GTMAE Mathematics Essential

GTAET Automotive Engineering and Technology

FTAIT Applied Information

Technology

Cert II Automotive Servicing

Technology

ADWPL Workplace Learning

# Construction



# Year 11

GEENG English

GEMAE Mathematics Essential

GEBCN Building and

Construction

GEECO Economics

Cert II Building and

Construction

ADWPL Workplace Learning

# Year 12

GTENG English

GTMAE Mathematics Essential

GTBCN Building and

Construction
GTECO Economics

Cert II Building and

Construction

ADWPL Workplace Learning

# Health



# **Year** 11

GEENG English

GECFC

GEHBY Human Biology GEHEA Health Studies

Children, Family and the Community

Cert II Health Support

Services

ADWPL Workplace Learning

## Year 12

GTENG English

GTHBY Human Biology

GTHEA Health Studies

GTCFC Children, Family and

the Community

Cert II Health Support

Services

ADWPL Workplace Learning

# Note

The above sample programs provide examples of course combinations for particular industry areas; however, these are a guide only.

Students should research and investigate the most appropriate combination of courses to assist in meeting their future education, training or employment prospects.

There are many endorsed programs which can contribute towards achievement of the WACE. These are classified as Authority-developed, School-developed or Provider-developed. Refer to the Authority website for the full listing of currently endorsed programs and their unit of equivalence of 1 to 4 units.

## General advice for students

#### Seek sound advice

- Collect relevant information about your post-school options for university, training and employment. Find out about the courses and careers that interest you and check whether there are any prerequisites that you need to factor into your course selection.
- Talk with the people who know your skills, abilities and interests, as well as those who have a sense of your goals and aspirations. Your teachers, year coordinators, counsellors, principal, deputy principal, parents, family and friends are all useful sounding boards. Take the time you need to talk about the decisions you are making and to listen to the advice you receive.

#### Make wise choices

- Play to your strengths and build on your talents and skills. Choosing a subject on the basis of
  how you think it is scaled at the expense of one that you are good at or really enjoy doing may
  not pay the dividend you hope it will in the long run.
- Be passionate about what you are doing and work hard. It is worth bearing in mind that an easy option is not always the best option. When selecting your courses, balance being kind to yourself with offering yourself a challenge.
- Be positive and clear about your goals from the outset. You should review your goals from time
  to time to check how you are going in making progress and whether you are being challenged to
  do your best.

# **Establish good routines**

- It is important to get into good study habits early. Develop an effective routine that works for you and remember that you will need to be flexible as well as committed to it. Set yourself a regular schedule and map out your longer-term commitments. When you can see ahead of time that you might need to adjust your daily schedule, you can plan accordingly.
- Strike a balance between your commitments and priorities, including study, family, friends, extra-curricular activities and part-time work. It is important to stay connected with your family and friends throughout Years 11 and 12. Share your schedule and plans with your family and friends, so they understand your commitments and priorities.
- Remember healthy habits are part of good routines. Keep your energy levels in check by starting
  the day with a healthy breakfast and having regular mealtimes with a balanced and nutritious
  diet. Stay hydrated by drinking around two litres of water a day and avoiding caffeinated, sugary
  and energy drinks. Exercise to energise your body and mind, and take part in activities that will
  reduce stress and add balance to your life.

#### Manage your stress

- Manage your commitments and aim to include some downtime in your schedule, even when
  you expect to be busy. If you are feeling overwhelmed, take a break and do something that
  makes you feel positive. Keeping a balanced lifestyle and continuing to do the things you love
  can help you stay relaxed and focused when it is time to study.
- Talk about how you are feeling about the things that may be causing you stress, especially if you
  have difficulty sleeping or concentrating. Check in with your teachers, year coordinators,
  counsellors, principal, deputy principal, parents, family and friends about how you are feeling.
  Ask for help if you need it.

## Other information

#### **Student Information website**

The Authority has a Student Information website that can be accessed via the Authority website home page and at <a href="https://student.scsa.wa.edu.au/">https://student.scsa.wa.edu.au/</a>.

The student website provides students with easy access to information under the headings of:

- Student portal
- Getting organised
- Curriculum
- Examinations and testing
- Certification and post-school
- Frequently asked questions (FAQs)
- Advice for Year 12s which may be of interest to students in other years.

The student website currently focuses on Year 12s and links closely to the *Year 12 Information Handbook 2023, Part I*.

## **Student portal**

The student portal can be accessed at <a href="https://student.scsa.wa.edu.au/student-portal">https://student.scsa.wa.edu.au/student-portal</a>. Technical support for the portal is available via <a href="wacehelp@scsa.wa.edu.au">wacehelp@scsa.wa.edu.au</a> (monitored from Monday to Friday between 8.00 am and 4.30 pm).

Year 10 students applying to enrol in a WACE language course for Year 11 will use the student portal to complete their application.

The student portal is a space for Year 12 students to check and access personal information that relates to their WACE.

When you are in Year 12, you will be able to visit the portal to:

- check your personal details
- check your enrolments
- complete the student declaration and permission when you are in Year 12, or as a Year 10 or Year 11 enrolled in a Year 12 course
- complete your Year 12 ATAR English as an Additional Language or Dialect (EAL/D) eligibility application
- download a copy of approved special examination arrangements as a Year 12
- download a copy of your *Physical Education Studies practical examination information* sport to be examined and skill level as a Year 12
- download a copy of your Personalised practical examination timetable, which states the date, time and venue for each practical examination you need to attend as a Year 12 (available in the year of examination)
- download a copy of the *Personalised written examination timetable*, which states the date, time and venue for each written examination you need to attend as a Year 12 (available in the year of examination)
- download a copy of your Physical Education Studies practical examination information sport to be examined and skill level
- download a copy of your approved special examination arrangements

- check your results as a Year 12
- download a copy of your sickness/misadventure outcome as a Year 12
- view and download digital copies of your WASSA, WACE and/or ATAR course reports.

You need to have your WA student number (WASN) – which you can find out through your school – and a password to access the student portal. When you visit the student portal for the first time you will be prompted to change your password.

Security restrictions mean information, such as your WASN, cannot be provided over the phone.

#### **Year 12 Information Handbook**

The Year 12 Information Handbook is published each year. Part I, which contains information for all Year 12s, is published in March and Part II of the handbook, which focuses on ATAR course examinations, is published in July. You'll find them at

https://www.scsa.wa.edu.au/publications/year-12-information.

#### **WACE Checker**

In Years 11 and 12 you will be able to use the WACE Checker to check your progress towards meeting the requirements of the WACE. It is designed to determine whether you have met (or are expected to meet) each of the requirements for the WACE.

You can test your choices by considering the grades you expect you would achieve and see how different combinations would help you meet the requirements. When using the WACE Checker, it is important to be realistic and positive about your projected performance, and also remember it is a guide.

#### Social media

The Authority has two Facebook pages.

https://facebook.com/SCSAWA is for students in Years 10, 11 and 12, their parents, teachers and community stakeholders. The aim of the page is to provide information to students working towards the WACE and a WASSA, particularly in Year 12. It is also a way to contact us if you have questions.

https://facebook.com/SCSAWAteachers is for teachers and community stakeholders. The aim of the page is to provide information to teachers delivering the Western Australian curriculum from Kindergarten to Year 12. Reminders about key dates, as listed in the *Activities Schedule*, are published on this page.

#### **Response times**

The Authority's office hours are 8.00 am to 4.30 pm from Monday to Friday, excluding public holidays. Our social media accounts are formally monitored during these hours. A response to a question or comment may not be immediate, due to checking processes and other commitments. Decisions on out-of-hours responses are made on a case-by-case basis and are dependent on staff availability. We always do our best to respond to you within two working days.

#### **Community standards**

We welcome your feedback, comments and questions through social media, but be aware that we moderate our Facebook pages.

The Authority treats its Facebook pages as 'family friendly' and has a zero tolerance approach to rude language and abusive or offensive posts. Comments and messages that are off topic are treated as spam.

#### **Contact us**

Students, teachers and stakeholders are encouraged to use the Authority's Facebook pages to access information and stay in touch with the Authority.

We also have an email address if you prefer not to not to use social media. You can email us at info@scsa.wa.edu.au.

#### **Parents and Community website**

The Authority's Parents and Community website is designed to support parents and members of the community. It can be accessed on the Authority website at <a href="https://www.scsa.wa.edu.au">https://www.scsa.wa.edu.au</a> via the Parents and Community tab.

The website has been developed for parents and community members as a guide to:

- the Western Australian Curriculum and Assessment Outline (the Outline), Kindergarten through to Year 10
- the Western Australian Certificate of Education (WACE), Years 11 and 12.

Parents and the community can access information about:

- what children and young people should learn
- how they are assessed
- the standards children and young people are expected to reach at each year level
- advice for parents of Year 12s which may be of interest to parents of students in other years.

# 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
ABL	Aboriginal Languages of Western Australia	IND	Indonesian: Second Language
AGB	Agribusiness	ITB	Italian: Background Language#
HIA	Ancient History	ISL	Italian: Second Language
ARA	Arabic <sup>#</sup>	JBL	Japanese: Background Language#
AUS	Auslan <sup>#</sup>	JSL	Japanese: Second Language
BME	Business Management and Enterprise	КОВ	Korean: Background Language
CAE	Career and Enterprise	KOR	Korean: Second Language
CFC	Children, Family and the Community	LIT	Literature
CBL	Chinese: Background Language#	MBS	Malay: Background Speakers#
CFL	Chinese: First Language#	MPA	Media Production and Analysis
CSL	Chinese: Second Language	GRE	Modern Greek <sup>#</sup>
DAN	Dance	HIM	Modern History
DRA	Drama	MUS	Music
ECO	Economics	PAE	Philosophy and Ethics
ENG	English	PAL	Politics and Law
ELD	English as an Additional Language or Dialect	POL	Polish <sup>#</sup>
FBL	French: Background Language#	PBL	Punjabi: Background Language#
FSL	French: Second Language	PSL	Punjabi: Second Language
GEO	Geography	REL	Religion and Life
GBL	German: Background Language#	RUS	Russian <sup>#</sup>
GSL	German: Second Language	SIN	Sinhala <sup>#</sup>
HEA	Health Studies	TBL	Tamil: Background Language#
HEB	Hebrew <sup>#</sup>	TML	Tamil: Second Language
HBL	Hindi: Background Language#	TUR	Turkish#
HDI	Hindi: Second Language	VAR	Visual Arts

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

<sup>&</sup>quot;To count as a List A subject, these courses 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 courses as a non-school candidate, the course does not count for the WACE unit completion or breadth of study requirements.

# Appendix 2: Other information you may wish to access

#### Courses – Year 11 and 12

https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials

## **Disability adjustments**

https://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines

#### Eligibility criteria for languages and EAL/D courses

https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/languages

#### **Endorsed programs**

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

#### **Online Literacy and Numeracy Assessment (OLNA)**

https://senior-secondary.scsa.wa.edu.au/assessment/olna

#### **School-based assessment**

https://senior-secondary.scsa.wa.edu.au/assessment/school-based-assessment

#### **Vocational Education and Training (VET)**

https://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 https://senior-secondary.scsa.wa.edu.au/vet/faqs

#### The Western Australian Certificate of Education (WACE)

https://senior-secondary.scsa.wa.edu.au/the-wace

#### **ATAR** examinations

https://senior-secondary.scsa.wa.edu.au/assessment/examinations

- Examination information
- University entrance
- Special provisions

#### **Past ATAR course examinations**

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

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

https://senior-secondary.scsa.wa.edu.au/certification/wassa

Notes

Notes

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