



SENIOR SCHOOL

**Course Information Handbook
2016 - 2017**



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From the Principal

This handbook has been prepared to assist you with the selection of courses of study for Senior Schooling Years. Make use of this booklet and of the people around you – teachers, parents, families to make appropriate decisions for yourself.

The progression to the senior years of schooling involves serious decisions that will affect future career options. Students are encouraged to use knowledge gained from their previous study and their own career aspirations to determine subjects chosen.

Please make sure you retain your copy of this book as you will need to refer to it throughout your senior schooling.

Mission Statement

OUR SHARED VISION

We affirm that Seton College Community is called to be, first and foremost, a community of Faith based upon belief in God and a commitment to Christian living within the College and in the wider community.

We believe education in faith should have a central place and we acknowledge the relevance to all areas of learning of the Christian way of life as interpreted in the Catholic tradition.

This Christian life is expressed in celebration, prayer, worship, the presence of religious symbols and our dedication to pastoral care and service.

Our aim is to assist all to achieve their potential as educated, thoughtful, responsive Christians who will take their place in society and influence it positively.

A spirit of mutual trust, sharing and co-operation is central to our life together as we support each other (staff, students and parents) in the spirit of our motto – **“Sursum Corda”**.

The organisation and administration of the College is committed to sharing responsibility, decision-making and all tasks associated with developing school policy and direction where and when appropriate.

OUR SHARED MISSION

With Christ as our Model, we will strive, in peace, justice and love, to achieve our Vision by:

- ✚ **interacting** together as befits followers of Christ to foster the faith of all members of the community – staff, students and parents;
- ✚ **fostering** a warm and caring environment where all individuals are valued and respected for their gifts, capabilities and experiences;
- ✚ **providing** all students with opportunities to achieve their potential and enrich their lives by developing curricula that are regularly reviewed to ensure that they are creative, challenging and relevant to the students’ needs;
- ✚ **encouraging** parents to participate in those aspects of school life, including pastoral care, policy making, curriculum development and fund-raising , as and when they feel comfortable;
- ✚ **empowering** all our members for a commitment to shared responsibility, professional development and the maintenance of open channels of communication.

Explanation of Terms

Authority Registered Subjects: These are subjects devised from a Study Area Specification (SAS) provided by the QCAA. Results in Authority registered subjects are NOT included in the calculation of OPs and FPs. Results for Authority Registered subjects appear on the Queensland Certificate of Education (QCE).

Competencies are the knowledge and skills a person must have to do a specific job or to gain a specific VET qualification. Competencies in Training Packages are developed by industry to meet the identified skill needs of industry.

Compulsory Participation Phase – the legislated requirement for young people to participate in education or training for a further two years beyond Year 10, or until they have gained a QCE (formally the Senior Certificate) or a Certificate III qualification, or until they have turned 17.

Credit – a defined and assessable quantity of learning at the set standard that is the minimum achievement that can contribute to the QCE.

LUI: Learner's Unique Identifier

Learning Account – records all learning achievements banked with the QCAA during the Senior Phase of Learning. Students are able to access their learning account through the [Student Connect website](#).

Queensland Certificate of Education (QCE) - the certificate attained by a young person who has achieved 20 credits in the required pattern and who has met the literacy and numeracy requirements.

Queensland Certificate of Individual Achievement (QCIA) - This certificate recognises the achievements of students who undertake individualised learning programs. To be eligible, students must have impairments or difficulties in learning that are not primarily due to socioeconomic, cultural or linguistic factors.

Queensland Curriculum and Assessment Authority (QCAA) - The government body, formally known as QSA (Queensland Studies Authority) that oversees education in Queensland, carrying out activities such as developing curricula and issuing the QCE. A link to the QCAA website: <https://www.qcaa.qld.edu.au/>

Recorded Subjects – are those subjects, other than Authority Subjects or Authority Registered subjects offered by an educational institution approved by the QCAA. These subjects can be recorded on the QCE. They do NOT contribute towards an OP. They include certificates offered through outside providers such as Certificate III in Childcare and Certificate II in Furnishings.

SCIPS – Southside Cluster Industry Placement Service. SCIPS provide vacancy lists for school based apprenticeships and traineeships.

Senior Statement – A transcript of the learning account for all students completing Year 12 at a Queensland School. The Senior Statement, issued by QCAA shows all studies and the results achieved that may contribute to the award of a QCE.

Vocational Education and Training (VET) - is "education and training for work" and part of a broader educational network in Australia that includes schools, universities and adult and community education.

Aims of the Senior Schooling Program

To

- foster a perspective of life based on Christian principles
- enhance self esteem and confidence
- develop a positive attitude towards life long learning
- foster an appreciation of the personal responsibilities and obligations of group membership in any community
- provide a broad general education with a combination of core and elective subjects
- provide students with the opportunity to acquire workplace knowledge, employability skills and experience
- provide a clear pathway for further study, development and growth in a chosen career
- provide students with documentation of their achievements gained throughout their schooling

Expectations of the Students

A student who wishes to undertake the program will need to

- ✓ make a serious commitment to his/her studies at school
- ✓ be responsible for their academic, work and recreational commitments and organise themselves to meet deadlines
- ✓ participate in workplace learning as arranged by the college. ***This is a mandatory component of the senior schooling course.***
- ✓ seek assistance or guidance when it becomes necessary to do so
- ✓ meet the expectations of the college in terms of participation, cooperation, punctuality, submission of work and high standards of behaviour, conduct and dress code. ***Failure to do this may result in a student's enrolment being terminated.***
- ✓ notify the college by phone on the day of a student's absence. When on work placement, the employer must also be notified if the student will be absent. The student is required to provide a note, on a separate sheet of paper signed by Parent/Guardian, explaining any absence on returning to school.
- ✓ provide a doctor's certificate for prolonged absences or absence during assessment.

College Responsibilities

Seton College

- recognises the importance of students receiving a broad based education, comprising both general and Vocational Education and Training (VET)
- has the appropriate registration from the Queensland Curriculum Assessment Authority (QCAA)
- has access to the facilities and resources required for delivery of the program
- has an assignment/assessment policy in place
- has a process for addressing any concerns a student may have and offers the students access to a range of people who can provide advice and guidance.

Senior Schooling Pathways

The Senior School curriculum provides options for a wide range of learners.

On completion of the Senior Years at Seton College, students will receive a:

- Senior Statement of Results
- School Exit Statement
- Letter of Reference
- Queensland Certificate of Individual Achievement (QCIA) - recognises the schooling achievements of students who complete Year 12 with impairments or learning difficulties (*not all students are eligible*)

Queensland Certificate of Education

The QCE is Queensland's senior school-based qualification, awarded to eligible students on completion of the senior phase of learning, usually at the end of Year 12. The qualification is internationally recognised and offers flexibility in what is learnt, as well as where and when learning occurs. This allows students to tailor their senior pathway to suit their interests and support their future goals. Students meeting specific requirements for QCAA will also be awarded the Queensland Certificate of Education (QCE).

- The QCE is awarded to eligible students — usually at the end of Year 12
- **Students can still work towards a QCE after Year 12 or if they leave school**
- Learning options are grouped into four categories – core, preparatory, enrichment and advanced (*see below*)
- The QCE offers flexibility in what, where and when learning occurs.

To achieve a QCE a student needs 20 credits in a set pattern.

- At least 12 credits must come from *completed* Core courses
- Additional 8 credits can come from a combination of any courses
- Students must achieve a Sound, Pass or equivalent to receive QCE credits
- Literacy and numeracy requirements must be met (*below*).

QCE Credit Table

This credit table lists the types of learning that can contribute towards a QCE, their values and the standards required.

The Required Amount of Learning							
Students must attain between 12 and 20 credits from completed core courses of study.							
Students may also include up to 8 credits from a combination of core, preparatory, enrichment or advanced courses.							
Core	Credit	Preparatory	Credit	Enrichment	Credit	Advanced	Credit
Authority or Authority-Registered Subject	4	Certificate I Vocational Qualification – A maximum of 2 can count.	2	A level of a recognised certificate or award in areas such as music, dance, drama, sport and community development.	1	A one-semester university subject undertaken while at school.	2
A Senior External Examination	4						
VET Certificate II	4						
VET Certificate III – IV*	5, 6, 7 or 8	An employment skills development program – only 1 can count.	2	A negotiated community or self-directed project.	1	A two-semester university subject undertaken while at school.	4
School-based apprenticeships and traineeships	4						
Tailored training program.	4	A re-engagement program – only 1 can count.	2	160 hours (20 days) of structured workplace learning that an employer endorses.	1	Competencies in a diploma or advanced diploma over at least a semester (or its equivalent).	2
International learning program.	4						

Literacy and numeracy requirements

The QCE offers students a range of options to satisfy the literacy and numeracy requirements, including:

- at least a Sound Achievement in one semester of a QCAA-developed English and Mathematics subject
- at least a Sound Achievement in QCAA-developed short courses in literacy and numeracy
- competence in VET Vocational Literacy 3 (39153 Qld) and Numeracy 3 (39163 Qld)
- a Pass grade in a literacy and numeracy course recognised by the QCAA
- at least a C on the Queensland Core Skills Test (*not undertaken at Seton College*)

Subjects offered by the College

There are different types of subjects which are offered through senior studies:

- QCAA “Authority” subjects
- QCAA Authority Registered Subjects/Study Area Specification (SAS)
- Certificate Courses
- School Subjects

QCAA Authority Subjects

These are used to determine offers for tertiary entrance (ie universities, colleges and some TAFE Courses). Seton College offers only one Authority Subject, Mathematics A.

QCAA Authority Registered Subjects – “Study Area Specification” (SAS)

These subjects contribute to the QCE **but do not contribute to tertiary entrance**. Students **not** intending to go to university should consider choosing some of these subjects because they usually have a greater practical component and less theory. They may serve as a useful introduction to, and carry credit towards, some TAFE courses or apprenticeships. They are useful for many employment aspects.

Authority Registered Subjects	Potential QCE Credits
English Communication SAS	4 (if studied for 4 semesters)
Mathematics A	4 (if studied for 4 semesters)
Prevocational Maths SAS	4 (if studied for 4 semesters)
Senior Hospitality SAS	4 (if studied for 4 semesters)
Manufacturing Pathways SAS	4 (if studied for 4 semesters)
Recreation SAS	4 (if studied for 4 semesters)
Religion and Ethics SAS	4 (if studied for 4 semesters)
Science in Practise SAS	4 (if studied for 4 semesters)

VET (Vocational Education and Training) Courses

These programs are delivered by the school and are competency based. On completion a recognised certificate is issued. These courses are designed to support employment and career pathways and contribute to the student’s QCE. Most of these courses have a practical component.

VET (Nationally Recognised Training)	Potential QCE Credits
Certificate I in AgriFood Operations (Horticulture)	2 (if completed) *
Certificate I in Business	2 (if completed) *
Certificate I in Information, Digital Media and Technology	2 (if completed) *
Certificate II in Business	4 (if completed)
Certificate II in Active Volunteering	4 (if completed)
Certificate II in Retail	4 (if completed)
<i>Note: The certificates described may change as new Training packages come into effect. Updates available at www.training.gov.au</i>	
Other VET Courses (TAFE)	
See information following	

These courses are subject to suitably qualified teaching staff and resources being available to comply with VQF standards of registration.

School Subjects

These subjects are developed by the school to meet a need recognised by the school staff. These subjects have no links with QCAA accreditation and certification process. They do not contribute to a student's eligibility for tertiary entrance of the Queensland Certificate of Education (QCE)

School Subjects	Potential QCE Credits
Functional English	0
Functional Maths	0
Art	0
Creative Textiles	0
Community Studies	0
Drama and Media	0
Live Smart (food preparation)	0
Independent Living Skills (Nutrition and Well Being)	2
Introduction to Trade Skills	0
Workshop Skills	0
Outdoor Gardening and Maintenance	0
Recreation Studies	0
Religious Studies	0

All senior school subject offerings are dependent on minimum class sizes to run in a particular year and vocational education certificate courses are dependent upon the school's ability to meet the human and physical resource requirements. If a subject or subjects are not offered in 2016, students who have nominated these subjects will be notified and guidance will be provided regarding their options. These students may have to make alternative selections.

Students may also be able to complete certain VET modules/courses with other Registered Training Organisations (eg TAFE), subject to availability.

TAFE School Programs 2015

Partnership with Schools (PWS)

- Students are able to access a wide range of program offerings and gain credit towards the Queensland Certificate of Education (QCE)
- They gain industry specific vocational skills and qualifications while completing senior schooling
- They learn from qualified industry professionals
- They gain a competitive edge in the employment marketplace and for possible school based or full time apprenticeships

Requirements

- Attend ONE day per week in the school term to complete a Nationally Recognised Certificate I, II or Certificate III
- All completed Certificates are recorded on the Queensland Certificate of Education (QCE) (Cert I = 2/3 credit points; Cert II = 4 credit points; Cert III = 8 credit points with some exemptions worth 5-7 points)

- All cost (admission, tuition, materials to be paid by student)
- Students to arrange their own transport to the TAFE campus. All enrolled students are classified as TAFE students
- Attendance at information evenings in 2016 is **mandatory** by some TAFE Institutes
- Entry into many courses is competitive because of the limited places available. Early enrolment increases the chance of granting a place.
- Applications for each TAFE **close in September**. Applications must be submitted by due date to obtain a place.
- Schools and students will be informed in October 2015.

Course outlines will be emailed to parents/guardians in August 2015 from the VET department.

Skills Tech Australia (TAFE)

Campuses: Acacia Ridge, Bracken Ridge, Eagle Farm, Ithaca, Alexandra Hills

Courses Available:

- Certificate I in Construction / Plumbing / Furnishing
- Certificate I in Engineering (Diesel Fitting)
- Certificate II in Automotive Electrical / Mechanical / Vehicle Body
- Certificate II in Electro Technology (career start in Electrical)

Metropolitan South Institute of TAFE (MSIT)

Campuses: Mt Gravatt, Alexandra Hills, Logan, South Bank and Bracken Ridge

Courses Available in:

Certificate II Courses	Certificate III Courses
Telecommunications Technology (Networking)	Early Childhood Education and Care
Millinery (Fashion design & Hat making)	Design Fundamentals – Graphics OR Photo
Retail Make-up and Skin Care	Beauty
Horticulture	Media
Animal Studies (costs involved)	Music Business and Music
Health Support Services	Hospitality (includes Cert II Kitchen Operations)
Health Services Assistance	Hospitality (includes Cert II Hospitality)
Sport and Recreation	Fitness (includes Cert II Sport and Rec)
	Events (includes Cert II Tourism)
	Interior Decoration

(Course details, fees and scheduled day not yet available)

How to Access

- 1) Access the program guide
- 2) Students/parents must submit an expression of interest (EOI) in a course by contacting Mrs Flint or Mrs Oxley before the TAFE cut-off date
- 3) Register with TAFE QLD Student Self services before end of September

Course Overview

All students will study both Core and Elective Subjects in a combined Year 11/12 class

CORE SUBJECTS	Potential QCE Credits
Religious Studies	0
English Communication SAS OR Functional English	4 (if studied for 4 semesters) 0
Mathematics A Prevocational Maths SAS OR Functional Maths	4 (if studied for 4 semesters) 4 (if studies for 4 semesters) 0
Recreation Studies	0

ELECTIVE SUBJECTS	
Art	0
Community Studies	0
Creative Textiles	0
Drama and Media	0
LiveSmart	0
Independent Living Skills (Nutrition and Well Being)	2
Introduction to Trade Skills	0
Workshop Skills	0
Outdoor Gardening and Maintenance	0
Senior Hospitality SAS (Approach B)	4 (if studied for 4 semesters)
Manufacturing SAS (Approach B)	4 (if studied for 4 semesters)
Recreation SAS (Approach B)	4 (if studied for 4 semesters)
Religion and Ethics SAS (Approach B)	4 (if studied for 4 semesters)
Science in Practice SAS (Approach B)	4 (if studied for 4 semesters)
Certificate I in AgriFood Operations (Horticulture)	2 (if completed) *
Certificate I in Business	2 (if completed) *
Certificate I in Information, Digital Media & Technology	2 (if completed) *
Certificate II in Active Volunteering	4 (if completed)
Certificate II in Business	4 (if completed)
Certificate II in Retail	4 (if completed)
OTHER COURSES (including TAFE)	
Grooming and Etiquette Program	6 weeks 1 st term Wednesdays
See further information below	Varied

* Only 2 Certificate I courses may be used towards QCE credit.

WORKPLACEMENT

One day per week - Wednesday

- Year 11 students commence Term 2 (Week 1)
- Year 12 students commence Term 1 (Week 2)

PARENT/GUARDIAN/STUDENT NOTES

CORE SUBJECTS	NOTES
Religious Studies	
English Communication SAS OR Functional English	
Mathematics A OR Prevocational Maths SAS OR Functional Maths	
Recreation Studies	

ELECTIVE SUBJECTS (3 per year)	
Art	
Creative Textiles	
Community Studies	
Drama and Media	
*** LiveSmart	
*** Independent Living Skills (Nutrition and Well Being)	
*** Senior Hospitality SAS (approach B)	
Introduction to Trade Skills	
Workshop Skills	
Manufacturing SAS (Approach B)	
Outdoor Gardening and Maintenance	
Recreation SAS (Approach B)	
Religion and Ethics SAS (Approach B)	
Science in Practise SAS (Approach B)	
Certificate I in AgriFood Operations (Horticulture)	
Certificate I in Business	
Certificate I in Information, Digital Media & Technology	
Certificate II in Active Volunteering	
Certificate II in Business	
Certificate II in Retail	
OTHER COURSES (including TAFE)	
TAFE COURSES	

* Only 2 Certificate 1 courses may be used towards QCE credit.

*** Only 1 of these hospitality courses may be chosen

Outline of Subjects Offered (CORE)

SUBJECT NAME		RELIGIOUS STUDIES
School Based Subject	NON OP Eligible QCE CREDIT POINTS: 0	
Course Length	This course is delivered over two years. Students complete one semester of study each year.	
Course Outline/Topics	Students engage with religious concepts within a safe and nurturing environment. They are encouraged to question and investigate topics in light of a Catholic perspective. Religious beliefs are examined when students reflect on real life examples within their life and the lives of other believers both past and present. Students discuss and examine the role of relationships in our lives with others and with God. Students participate positively in prayer experiences.	
Assessment Requirements	A range of assessment techniques, instruments and tasks will be used to determine levels of achievement.	
For more information please contact	Assistant to the Principal – Religious Education Mr Joe Tracey jtracey@bne.catholic.edu.au	

SUBJECT NAME		ENGLISH COMMUNICATION	
Authority Registered	Authority Registered / NON OP Eligible QCE CREDIT POINTS: (4) 1 point for the successful completion of each semester in this subject		
Course Length	This course is a two year course		
This subject can articulate to these as well as other related industry areas	This subject aims to build student confidence and success in handling communication in everyday contexts. It also aims to improve students' preparedness for entry into the workforce, apprenticeships, traineeships and TAFE.		
Course Outline/Topics and Assessment	<p>The course is organised over four semesters over two years.</p> <p><u>Year 11:</u> Unit 1: Australian Identity – You're My Australian Hero Assessment 1.1 Spoken persuasive presentation</p> <p>Unit 2: Travel Assessment 1.2 Multimodal presentation Assessment 1.3 Written portfolio of documents</p> <p>Unit 3: Staying Healthy Assessment 2.1 Written brochure Assessment 2.2 Group multimodal presentation</p> <p>Unit 4: Youth: Perspectives in the Crowd Assessment 2.3 Written supervised in class assignment (500 words)</p> <p><u>Year 12:</u> Unit 5: Investigating Media Influence Assessment 3.1 Group video presentation</p> <p>Unit 6: World of Work Assessment 3.2 Business design folio presentation Assessment 3.3 Online examination</p> <p>Unit 7: Memories That Guide Us Assessment 4.1 Essay on role modelling Assessment 4.2 Spoken – Memory box</p> <p>Unit 8: Moving Out Assessment 4.3 Spoken – Leaving home survival guide – Multimodal presentation</p>		
Pre-Requisites/ Recommended	This course is designed for students who are in English and able to achieve a Sound Level or above in Year 10		
Any further information	https://www.qcaa.qld.edu.au/1667.html		
For more information please contact	Academic Leader – Humanities Mr Michael O'Connor moconnor@bne.catholic.edu.au		

SUBJECT NAME		FUNCTIONAL ENGLISH	
Authority Registered	NON OP Eligible QCE CREDIT POINTS: 0 (studied over 2 years)		
Course Length	This course is a two year course		
Course Outline/Topics and Assessment	<p>The course is organised over four semesters over two years. Overall results will take into account attendance, participation in class, book work and access to the Accelerated Reader Program.</p> <p><u>Year 11:</u> Unit 1: Australian Identity – You’re My Australian Hero Assessment 1.1 Informative presentation</p> <p>Unit 2: Travel Assessment 1.2 Portfolio of documents</p> <p>Unit 3: Staying Healthy Assessment 2.1 Presentation of brochure</p> <p>Unit 4: Youth: Perspectives in the Crowd Assessment 2.2 Written assignment</p> <p><u>Year 12:</u> During Semester One, a short course in literacy is offered to the Year 12 Functional English students. A successful completion of this short course will provide a notional sound in English towards their Queensland Certificate of Education (QCE) result.</p> <p>Unit 5: Investigating Media Influence Assessment 3.1 Video presentation</p> <p>Unit 6: World of Work Assessment 3.2 Written application for a job including letter, resume, scanned documents as necessary for an application</p> <p>Unit 7: Memories That Guide Us Assessment 4.1 Spoken – Use of memory box as a visual aid</p> <p>Unit 8: Moving Out – Money Smart, Life Smart Assessment 4.2 Written guide</p>		
Any further information	https://www.qcaa.qld.edu.au/1669.html		
For more information please contact	Academic Leader – Humanities Mr Michael O’Connor moconnor@bne.catholic.edu.au		

SUBJECT NAME		MATHEMATICS A
Authority Registered	Authority Registered / OP Eligible Subject QCE CREDIT POINTS: 4	
Vocational Units of Competency	NIL	
This subject can articulate to these as well as other related industry areas	<p>This subject aims to provide the opportunity for students to continue to participate fully in life-long learning. It is designed for students who want to extend their mathematical skills beyond Year 10 but whose future employment pathways do not require the study of calculus. The subject is designed for students who have a wide range of educational and employment aspirations, including studying at university or TAFE.</p> <p>Mathematics A is a recommended prerequisite to further study and training for professions and technical trades in a range of industries and employment areas including:</p> <ul style="list-style-type: none"> • Manufacturing and processing • Building and construction • Hospitality and tourism • Administration and management • Education and training • Health services • Retail services • Mechanics and engineering 	
Course Outline/Topics	<p>The students study both core and elective topics within the Mathematics A approved program for Seton College.</p> <p>The core topics are contained within each strand: Financial Mathematics Strand – Managing Money 1 and Managing Money 2 Applied Geometry strand – Elements of applied geometry and Linking two and three dimensions Statistics and probability strand – Data collection and presentation and Exploring and understanding data</p> <p>The elective topics chosen for Seton College are: Maps and Compasses – Navigation and Operation research – Networks and queuing</p>	
Assessment Requirements	<p>Assessment in Mathematics A is designed to enable students to demonstrate achievement in all aspects of the objectives of Knowledge and Procedures, Modelling and Problem Solving, Justification and Communication and Affective.</p> <p>The purpose of assessment is to provide feedback to students and parents about learning that has occurred, to provide feedback to teachers about the teaching and learning processes, and to provide information on which to base judgements about how well students meet the general objectives of the course.</p> <p>The Seton College course has been designed so that there is a balance of examinations and reports/investigations during the two year course. Each year a student will complete four (4) in class extended examinations (approximately 1.5 hours in length) and two (2) reports or investigations totalling six (6) assessment items per year. All assessment must be completed and submitted on time. Students who</p>	

	are unable to complete assessment due to illness must provide a medical certificate and complete a special consideration form that can be obtained from his/her class teacher.
Pre-Requisites/ Recommended Year 10 Academic Achievement Level	This course is designed for students who have been able to achieve a High Level or above in Year 10 Mathematics.
Specialised Equipment Required	Scientific Calculator, Protractor, Laptop, Roller Ruler, Kent set
Excursions and/or Subject Costs	Nil
Any further information	A Study Guide can be found at the following link. It provides information to parents and students about the Mathematics A course. https://www.qcaa.qld.edu.au/1888.html
For more information please contact	Academic Leader – Mathematics Mr Paul Devlin pdevlin@bne.catholic.edu.au
How Parents/Caregivers can help	Parents/Caregivers can help students by providing a supportive environment in the home and by showing an interest in what students are doing from day to day. They can: <ul style="list-style-type: none"> • support and keep informed about the Mathematics A program in the school • encourage students to discuss current mathematical issues in the media • discuss the student’s progress with the student and with relevant school personnel • demonstrating the numeracy skills that they use in their workplace.

SUBJECT NAME		PREVOCATIONAL MATHEMATICS	
Authority Registered	Authority Registered / NON OP Eligible QCE CREDIT POINTS: 4 for successful completion of 4 semesters		
Course Length	This course is a two year course		
Course Outline/Topics	<p>Students study five topics (shown below) that are integrated into teaching and learning contexts that they find relevant.</p> <ol style="list-style-type: none"> 1. Mathematics for interpreting society - number 2. Mathematics for interpreting society - data 3. Mathematics for personal organisation - location and time 4. Mathematics for practical purposes – measurement 5. Mathematics for personal organisation – finance. <p>Students respond to these contexts by identifying or locating, acting upon, interpreting, and communicating mathematical ideas and information. Students learn to represent these ideas and information in a number of ways. Because these contexts foster cooperation, and are supportive, enjoyable and non-competitive, students develop positive attitudes towards the use of mathematics. Students' confidence improves when they have sufficient time to discuss and discover how to solve problems, guess at answers, take chances, try things out, be wrong, and most importantly, experience success. Students learn that there is rarely one way of doing things and that workplace mathematics is often very different from school mathematics because each industry adapts mathematical skills differently.</p>		
Assessment Requirements	<p>Assessment in Prevocational Mathematics is designed to enable students to demonstrate achievement in all aspects of the objectives of Knowing, Applying and Explaining.</p> <p>To determine a student's level of achievement, a wide range of tasks are used. These tasks are practical and relate to the world of work, personal organisation, and interpreting society. They are conducted mostly in class time so that students can receive support from the teacher. Contextualised assessment may require students to give, for example:</p> <ul style="list-style-type: none"> • short written answers (comprising one word, a sentence or a paragraph) • extended written answers (comprising at least three paragraphs; not essays) • non-written responses (such as informal spoken answers to teacher questions; an oral presentation of results; role plays; demonstrations of particular practical skills, techniques or processes; simple diagrams; sketches; digital photographs; flow charts; a three-dimensional model). 		
Recommended Year 10 Academic Achievement Level	This course is designed for students who have been able to achieve a Sound Level or above in Year 10 Mathematics or Mathematics for Living.		
Specialised Equipment Required	Calculator, Protractor, Laptop		
Any further information	https://www.qcaa.qld.edu.au/1900.html		
For more information please contact	Academic Leader – Mathematics Mr Paul Devlin pdevlin@bne.catholic.edu.au		

SUBJECT NAME		FUNCTIONAL MATHEMATICS	
Authority Registered	Authority Registered / NON OP Eligible QCE CREDIT POINTS: 0		
Course Length	This course is a two year course		
Course Outline/Topics	<p>Students study five topics (shown below) that are integrated into teaching and learning contexts that they find relevant.</p> <ol style="list-style-type: none"> 1. Mathematics for interpreting society - number 2. Mathematics for interpreting society - data 3. Mathematics for personal organisation - location and time 4. Mathematics for practical purposes – measurement 5. Mathematics for personal organisation – finance. <p>Students study the topics in combination rather than separately, and in contexts meaningful to them. Topics are revisited in different contexts throughout the two year course.</p>		
Assessment Requirements	<p>Assessment in Functional Mathematics is designed to enable students to demonstrate achievement in all aspects of the objectives of Knowing, Applying and Communicating.</p> <p>Assessment opportunities arise from students' learning experiences. To determine a student's level of achievement, a wide range of tasks are used. These tasks are practical and relate to the world of work, personal organisation, and interpreting society. They are conducted in class time so that students can access support from the teacher and/or support officer.</p> <p>For students to demonstrate their ability in each of the three criteria, tasks will provide opportunities for students to:</p> <ul style="list-style-type: none"> • use mathematical concepts and use given mathematical rules, operations and procedures to carry out simple, familiar tasks • interpret familiar and predictable contexts, recognise relevant mathematics, and select strategies to carry out tasks • use everyday language and some mathematical symbols to respond to tasks in familiar and predictable contexts. 		
Pre-Requisites/ Recommended Year 10 Academic Achievement Level	This course is designed for students who have completed the Mathematics Around Us or Mathematics and Numeracy courses in Year 10.		
Specialised Equipment Required	Calculator, Laptop		
Excursions and/or Subject Costs	1 excursion per semester is usually held to reinforce Mathematical concepts outside the classroom. All excursions directly relate to the Mathematical concepts being covered that semester. Permission forms include all information prior to excursions being held. Costs are kept to a minimum and aim to be approximately \$20 or less per day.		
Any further information	https://www.qcaa.qld.edu.au/1898.html		
For more information please contact	Academic Leader – Mathematics Mr Paul Devlin pdevlin@bne.catholic.edu.au		

SUBJECT NAME		RECREATION STUDIES	
School Based Subject	NON OP Eligible QCE CREDIT POINTS: 0		
Course Length	This course is delivered for six (6) months a year over two (2) years		
Course Outline/Topics	<ul style="list-style-type: none"> • Aquatics – stroke development • Ten Pin Bowling • Touch Football • Basketball 		
Assessment Requirements	Students will be assessed by observation. Participation and interaction are important indicators		
Excursions and/or Subject Costs	Ten Pin Bowling \$6 a week for up to 9 weeks		
For more information please contact	Academic Leader – Health and Physical Education Mr Mark Murphy mwmurphy@bne.catholic.edu.au		

Outline of Subjects Offered (ELECTIVES)

SUBJECT NAME		ART
School Based Subject	NON OP Eligible QCE CREDIT POINTS: 0	
Course Length	This course is a one (1) year course	
Course Outline/Topics	<p>Areas explored may include:</p> <ul style="list-style-type: none"> • Drawing and painting • Design and computer graphics • Three-dimensional work • Independent and collaborative work <p>The program links with other areas of the curriculum including Religious Education, English, Mathematics and Personal Development.</p>	
Assessment Requirements	<p>Student work will be assessed on completion and during production. The assessment will be based on practical work and will have a minimal written component. The ideas generated by students, independence and creativity, understanding of tasks set and proficiency in the completion of tasks will form the basis of assessment. Attitude to the subject, ability to sustain concentration on the task and work practices will also be considered as part of the assessment.</p>	
For more information please contact	<p>Academic Leader – Visual Arts Mrs Julie Whitehouse jwhitehouse@bne.catholic.edu.au</p>	

SUBJECT NAME		COMMUNITY STUDIES
School Subject	NON OP Eligible QCE CREDIT POINTS: 0	
Course Length	This course is a one year course	
Course Outline/Topics	<p>Students will investigate life roles through a variety of units which will be chosen to meet the needs of the students, eg:</p> <ul style="list-style-type: none"> • Travel • Food and nutrition • Health, recreation and leisure • Arts and the community • Relationships (making friends) • Legally it could be you • Employability Skills 	
Assessment Requirements	<p>A range of assessment techniques and instruments or tasks will be used to determine levels of achievement. Assessment will be predominately practical in nature and favour oral/performance types of presentations.</p>	
For more information please contact	<p>Academic Leader – Humanities Mr Michael O'Connor moconnor@bne.catholic.edu.au</p>	

SUBJECT NAME		CREATIVE TEXTILES
Authority Registered	SCHOOL BASED SUBJECT - NON OP ELIGIBLE QCE POINTS: 0	
Subject Aims	This subject aims to build student confidence and skills working with the sewing machines to produce a range of textile items for use individually, in their home, at school or by the community group.	
Course Outline/Topics	<p>This subject has a hands on approach. The four units of study are</p> <ul style="list-style-type: none"> • Skills Development • The Great Outdoors • Gift Giving • Christmas Sewing <p>Some projects will require students to supply their own materials.</p>	
Assessment Requirements	<p>A range of assessment techniques and instruments/tasks will be used to determine levels of achievement.</p> <p>Portfolio tasks – 20% Practical Tasks – 80%</p>	
Pre-Requisites/ Recommended Year 10 Academic Achievement Level	This subject is best suited for students achieving a sound or below in the Year 10 General Program. Year 9 and 10 Home Economics would be an advantage but is not essential as no skills or subject knowledge is presumed.	
Specialised Equipment Required	Sewing Kit (can be purchased from the college for \$8) Fabric items as required each term.	
Excursions and/or Subject Costs	<p>Students electing to take this subject must be prepared to supply fabrics/notions for individual projects each term. A letter is sent home at the beginning of each term.</p> <p>It is essential to realise that participation in practical classes is a critical element of this course.</p>	
For more information please contact	<p>Academic Leader – Home Economics Mrs Kathleen Dunnnett kdunnnett@bne.cahtolic.edu.au</p>	

SUBJECT NAME		DRAMA
School Based Subject	NON OP Eligible QCE CREDIT POINTS: 0	
Course Length	This course is a one year course	
Course Outline/Topics	<p>Drama in the Senior years focuses on extending the foundation elements of Drama, where students learn to create dramatic pieces and respond and reflect on live theatre.</p> <p>Drama provides students with a range of skills transferable for a variety of vocational and future pathways. An understanding of people and the world in which we live is at the very heart of Drama. Students use their creativity, imagination and senses to express ideas across a range of social, cultural, contexts. It connects students to their own creative processes and provides opportunities for them to imagine themselves as others, explore beliefs, feelings, behaviour and relationships across diverse situations.</p> <p>Context of learning include: Short plays, Speech making, Clowning, Duologues, Fractured Fairy tales, Mime; Improvisation, Monologues.</p>	
Assessment Requirements	A range of assessment techniques, instruments and tasks will be used to determine levels of achievement. Assessment will be primarily practical and/or oral.	
For more information please contact	Academic Leader – Humanities Mr Michael O'Connor moconnor@bne.catholic.edu.au	

SUBJECT NAME		LiveSmart ***
Authority Registered	NON OP Eligible QCE CREDIT POINTS: 0	
Course Length	This course is a one year course	
Subject Aims	<p>This subject aims to build student confidence and success in handling life in its everyday context. There are many skills which are required today, not only to survive but to experience independence and success in everyday living. The content of this course focuses on learning tasks designed to assist students with becoming more independent in their home, at school, workplace and in their community.</p> <p>Students will be empowered by learning the skills and accessing the knowledge to be more independent, informed and in control as they enter adulthood.</p>	
Course Outline/Topics	<p>This subject has a heavy focus on food preparation skills of foods that are nutritious and that individuals would use throughout life, to support them to become more independent. In addition the following topics are considered in a way that is directly appropriate to the students in the group.</p> <ul style="list-style-type: none"> • Money • Housing • Daily Living Skills • Personal and Social Development • Shopping around • Look Good, Feel Good, Love Life • Towards Independence • Values and Choices <p>On some occasions the food produced in class will be on sold to the college tuckshop or be used for a function to give the students a higher level of experience. In this instance the food will be supplied by the College and parents will not be required to meet these costs.</p>	
Assessment Requirements	A range of assessment techniques and instruments or tasks will be used to determine levels of achievement. Approximately 80% of tasks will be predominately spoken and practical and 20% will be assignment based.	
Recommended Yr 10 Academic Achievement Level	This subject is best suited for students achieving a sound or below in the Year 10 general program (Year 9 or 10 Home Economics would be an advantage but is not essential as no skills or subject knowledge is presumed)	
Specialised Equipment Required	Students will be required to have a suitable container for the transportation of food to and from school. This will usually involve the supply of a container with a tight fitting lid, a 'cold' bag and ice bricks.	
Subject Costs	<p>Students electing to take this subject must be prepared to:</p> <ul style="list-style-type: none"> • <i>Provide ingredients when required during the two-year course (usually weekly)</i> <p>These foods will be used to produce a meal item that will be taken home by the students to be eaten by their families. If a meal is to be eaten at school, the costs incurred will be explained via a letter to caregivers and will reflect the cost of the food. It is essential to realise that participation in practical classes is a critical element of this course. On occasion students will produce food for functions or for the College tuckshop.</p>	

**For more information
please contact**

Academic Leader – Home Economics
Mrs Kathleen Dunnnett
kdunnett@bne.catholic.edu.au

SUBJECT NAME INDEPENDENT LIVING SKILLS *** (Nutrition and Well-being)	
School Based Subject	NON OP Eligible QCE CREDIT POINTS: 2
Course Length	This course is a one year course delivered to a combined group of Year 11 and 12 students
Course Aims	<p>The program aims to provide young people with the strategies for creating cost effective and nutritionally sound eating plans for self and family members. It provides an opportunity for students to assess their personal eating plans and to determine ways to improve their nutrition and well-being.</p> <p>As well as skills for independent living and the opportunity to engage with community and family, the programme provides students with skills that could be transferred to hospitality, aged care and child care qualifications and employment opportunities.</p>
Course Outline/Topics	<p>This program is a one year course covering a range of topics such as</p> <ol style="list-style-type: none"> 1. Kitchen hygiene and safety – basic equipment, personal hygiene and food safety, utensils and basic cooking items needed by independent students 2. Food preparation and recipes – terms and instructions, measurements, cheap options, comparison shopping 3. Food production and presentation – menu planning, preparing grocery lists, simple meals, simple ingredients and simple tools. The interpretation of food labels and take away food labelling 4. Special dietary considerations – meals for babies and young children, the aged and other special dietary needs. Eating behaviours and healthy food choices 5. Nutrition and healthy food choices
Assessment Requirements	<p>Students will be assessed on</p> <ul style="list-style-type: none"> • Observation of satisfactorily preparing and producing meals • Portfolio containing sample recipes, photos of productions and personal performance reviews • Responses to oral and/or written responses • Third party evaluations to reflect community engagement – evaluations from peers or participants at catered functions or celebratory occasions
Recommended Yr 10 Academic Achievement Level	This subject is best suited to students who have successfully completed the Year 10 or 11 general program (Year 10 Home Economics would be an advantage but not essential). This is a one year program with a significantly practical focus.
Specialised Equipment Required	Students will be required to have a suitable container for the transportation of food to and from school. This will usually involve the supply of a container with a tight fitting lid, a 'cold' bag and ice bricks.
Excursions and/or Subject Costs	<p>Students electing to take this subject must be prepared to:</p> <ul style="list-style-type: none"> • <i>Provide ingredients when required during the year long course (usually weekly)</i> <p>These foods will be used to produce a meal item that will be taken home by the students to be eaten by their families. If a meal is to be prepared and eaten at school, the costs incurred will be explained via a letter to caregivers and will reflect the cost of the food. It is essential to realise that participation in practical classes is a critical element of this</p>

	course.
Any further information	The <i>Independent Living Skills – nutrition and well-being</i> program is owned by <i>Edmund Rice Education Australia (EREA), Flexible Learning Centres Network</i> and they moderate and supervise the delivery and satisfactory completing of the course. There is a nominal enrolment fee to cover these costs.
For more information please contact	Academic Leader – Home Economics Mrs Kathleen Dunnett kdunnett@bne.catholic.edu.au

SUBJECT NAME		SENIOR OUTDOOR GARDEN MAINTENANCE	
School Based Subject	NON OP Eligible QCE CREDIT POINTS: 0		
Course Length	This course is a one year course		
This subject can articulate to these as well as other related industry areas	Introduction to industry concepts of small scale crop cultivation, maintenance and harvest as well as landscaping and irrigation.		
Course Outline/Topics	<p>Theoretical Knowledge:</p> <ul style="list-style-type: none"> • Parts of a plant and their function • Parts of a flower and plant reproduction • Alternative and future garden design • Study of mini ecosystems and the growth of Urban Gardens <p>Practical Skills:</p> <ul style="list-style-type: none"> • Orchard preparation and seasonal maintenance • Garden bed preparation and maintenance • Garden bed design and construction • Fertilisation and recording growth • Vegetable garden irrigation, cultivation and harvest 		
Assessment Requirements	Students will be assessed by observation of participation and practical skills and through the completion of set class activities including a theory test each term.		
Specialised equipment required	Sun safe appropriate gardening clothing.		
Excursions and/or Subject Costs	No costs. Potential excursion to Albert Street or Botanical Gardens.		
For more information please contact	Academic Leader – Science Ms De-Anne Rand drand@bne.catholic.edu.au		

SUBJECT NAME		INTRODUCTION TO TRADE SKILLS	
School Based Subject	NON OP Eligible QCE CREDIT POINTS: 0		
Course Length	This course is a one year course		
Course Outline/Topics	<p>Students will gain knowledge of basic home maintenance and trade skills. Techniques employed may include:</p> <ul style="list-style-type: none"> ○ painting ○ joint work ○ filling/finishing ○ tiling ○ brick laying ○ plumbing ○ plastering ○ welding ○ making a clock and small furniture articles 		
Assessment Requirements	Student's practical skills will be assessed throughout the projects.		
For more information please contact	Head of Teaching and Learning Academic Leader – Manual Arts (Acting) Mrs Narelle Minahan nminahan@bne.catholic.edu.au		

SUBJECT NAME		MANUFACTURING SAS Approach B
Authority Registered	Authority Registered / NON OP Eligible QCE CREDIT POINTS: (4) 1 point for the successful completion of each semester in this subject.	
Course Length	This course is a two year course	
Course Outline/Topics	<p>The subject has been designed as a project-based or activity-based course that emphasises using current industry practice and safe technological processes to solve problems or complete tasks in a workshop or simulated workplace environment. Projects and practical activities set the context within which the key elements of the course are delivered and provide the means for the consolidation and application of skills and knowledge</p> <ul style="list-style-type: none"> • Semester 1: Industry orientation, framing construction and finishing: picture frame and spice rack, theory • Semester 2: Carcase construction and finishing: carry-all, bathroom cabinet and theory • Semester 3: Carcase construction and finishing: cutting board, towel tower and theory • Semester 4: Major Design project: butcher's block and theory 	
Assessment Requirements	<p>Within this approach, assessment is designed to enable students to demonstrate achievement of the objectives of the course.</p> <p>Each of the criteria is weighted equally:</p> <ul style="list-style-type: none"> • Knowledge and understanding are assessed through on-line theory assessment and practical work • Applied processes and practical skills are assessed through the jobs that are completed over the 2 years 	
Prerequisites	<p>To successfully complete the Manufacturing SAS it is advised that two years study of Shop A in the Junior School is a prerequisite to the study of this course.</p> <p>It would be a benefit to have some Graphics background prior to beginning this course.</p>	
Any further information	https://www.qcaa.qld.edu.au/2165.html	
For more information please contact	Head of Teaching and Learning Academic Leader – Manual Arts (Acting) Mrs Narelle Minahan nminahan@bne.catholic.edu.au	

SUBJECT NAME		RELIGION AND ETHICS SAS Approach B
School Registered	Authority Registered / NON OP Eligible QCE CREDIT POINTS: (4) 1 point for the successful completion of each semester in this subject	
Course Length	This course is a two year course	
Course Outline/Topics	<p>Over the period of study students will be offered the following electives The six units have been selected from the fourteen <i>Elective topics</i> in the QCAA Religion and Ethics SAS. These are:</p> <ul style="list-style-type: none"> • Meaning and Purpose (1 term unit) • Spirituality (1 term unit) • Sacred Stories (1 semester unit) • The Australian Scene (1 term unit) • Heroes and Role Models (1 term unit) • Ethics and Morality (1 semester unit) 	
Assessment Requirements	<p>Assessment will be challenging but achievable, and provide students with an opportunity to look more deeply into the ideas, concepts and issues covered in class, and time to reflect on one's own opinions.</p> <p><i>The learning experiences and assessment tasks (are) practical and experiential.</i> (Religion and Ethics Study Area Specification 2014)</p> <p>Students' performances on assessment tasks are judged using three criteria: Knowledge and understanding; Applying and examining and Producing and evaluating.</p>	
Any further information	https://www.qcaa.qld.edu.au/30488.html	
For more information please contact	Assistant to the Principal – Religious Education Mr Joe Tracey jtracey@bne.catholic.edu.au	

SUBJECT NAME		RECREATION SAS Approach B
Authority Registered	Authority Registered / NON OP Eligible QCE CREDIT POINTS: (4) 1 point for the successful completion of each semester in this subject	
Course Length	This course is a two year course	
Course Outline/Topics	Students will study the following areas: <ul style="list-style-type: none"> • Life Saving – Bronze Star • Touch • Gym • Water polo • Life Saving – Bronze Medallion • Bush Walking • Basketball • Golf 	
Assessment Requirements	Assessment will be conducted mainly in class time and includes integrated tasks which demonstrate the theory and practical skills developed. Scaffolding and support will be provided for the theoretical components. This will apply to tasks completed in class and to simulations and oral presentations carried out over several weeks.	
Any further information	https://www.qcaa.qld.edu.au/30486.html	
For more information please contact	Academic Leader – Health and Physical Education Mr Mark Murphy mwmurphy@bne.catholic.edu.au	

SUBJECT NAME		SCIENCE IN PRACTICE (SAS)
Authority Registered	Authority Registered / NON OP Eligible QCE CREDIT POINTS: (4) 1 point for the successful completion of each semester in this subject.	
Vocational Units of Competency	Nil	
This subject can articulate to these as well as other related industry areas	<p>Science and technology play significant and increasing roles in modern society. To have an informed voice in charting the future of society, and to effectively participate in society and everyday life, students need to be scientifically literate. Science in Practice contributes to the development of scientifically literate individuals who can:</p> <ul style="list-style-type: none"> • Discuss scientific ideas • Identify science questions and investigate and draw scientific, evidence based conclusions • Challenge claims made by others about scientific matters • Make informed decision about the environment and their own health and wellbeing. <p>The scientific skills developed in Science in Practice are relevant to employment in many fields and may form the basis of further training and education.</p>	
Course Outline/Topics	<p>In each year of the course the students will explore through particular scientific contexts at least three of the following areas:</p> <ul style="list-style-type: none"> • Science in the workplace • Resources, energy and sustainability • Health and lifestyles • Environments • Discovery and change <p>Students will learn and enact:</p> <ul style="list-style-type: none"> • Science literacy and working scientifically • Workplace health and safety • Communication and self-management skills <p>Students will also participate in at least 10 hours of practical field work.</p>	
Assessment Requirements	<p>Through the processes of practical and investigative approaches, students will:</p> <ul style="list-style-type: none"> • Think critically about the scientific basis of significant contemporary issues • Apply their knowledge in a broad range of relevant practical situations • Foresee consequences for their own and society's activities on the living and physical world • Used community and industry resources • Collaborate and work effectively in teams <p>The standards for Science in Practice are:</p> <ul style="list-style-type: none"> • Knowing • Investigating • Connecting <p>Assessment has a strong practical component where students are involved in the doing of science. Students produce science products, perform science activities, and participate in science investigations and experiments. Students will have the opportunity to use technology in both learning and assessment contexts.</p>	

Pre-Requisites/ Recommended Year 10 Academic Achievement Level	Students are recommended to have demonstrated a high or very high standard of work in assessment items and class work in Year 10 Science or Year 10 Science for Living courses. Students must display an interest in Science and a willingness to work cooperatively and safely with others in the laboratory.
Specialised Equipment Required	Scientific calculator (may be purchased through the Mathematics Department at the college)
Excursions and/or Subject Costs	Students will also participate in at least 10 hours of practical field work which will involve at least 2 day excursions. Parents/Guardians will be informed of costs of excursions at the beginning of each semester.
Any further information	https://www.qcaa.qld.edu.au/17310.html
For more information please contact	Academic Leader - Science Ms De-Anne Rand drand@bne.catholic.edu.au
How Parents/Caregivers can help	<p>Parents/Guardians can help students by providing a supportive environment in the home, by showing an interest in what students are doing on a daily basis, and by encouraging them in their studies. Frequent communication between home and the college also provides additional support for students.</p> <p>Parents and Guardians might wish to consider the following:</p> <ul style="list-style-type: none"> • Peruse the unit outlines at the beginning of each semester/term • Discuss the learning and assessment of your child's progress with the teacher of the subject • Draw attention to relevant issues and science programs as presented in the media and discuss the scientific principles with your child.

SUBJECT NAME	WORKSHOP SKILLS
School Based Subject	NON OP Eligible QCE CREDIT POINTS: 0
Course Length	This course is a one year course
Course Outline/Topics	<p>Students will gain knowledge of basic workshop skills. These will include:</p> <ul style="list-style-type: none"> • Woodworking • Metalwork • PVC projects <p>Student will learn how to work safely within the workshop environment</p>
Assessment Requirements	Student's practical skills will be assessed throughout projects.
For more information please contact	Head of Teaching and Learning Academic Leader – Manual Arts (Acting) Mrs Narelle Minahan nminahan@bne.catholic.edu.au

Vocational Education and Training (VET)

Vocational education and training (VET) is "education and training for work" and part of a broader educational network in Australia that includes schools, universities and adult and community education.

Seton College offers Vocational Education and Training courses that provide numerous pathways into training and include a greater emphasis upon the world of work. While undertaking Years 11 and 12 studies, students gain credit towards a nationally recognised certificate which allows them to take up further study at a TAFE College or provides an alternative pathway to a university or to move more easily into the workforce on completion of Year 12.

The Vocational Education Program provides students with entry-level training and qualifications that are industry endorsed. All competencies achieved are Nationally Accredited and are recognised under the Australian Qualifications Framework.

School-based traineeships and apprenticeships enable students to study for their QCE whilst undertaking a part-time apprenticeship or traineeship.

These courses are subject to suitably qualified teaching staff and resources being available to comply with VQF standards of registration.

Assessment in VET

Assessment will be **Competency based**

Competency-based assessment is the process of collecting evidence and making judgments about whether or not the student has the knowledge and skills to meet the performance criteria required in the workplace. For example, is the student able to use workplace equipment competently? In competency-based assessment, the student must complete assessment to **workplace standards**.

With this type of assessment the student will (within reason) be given *more than one opportunity* to gain competency in particular units of competency or learning outcomes. In most cases, the student who is marked 'Further Evidence Required', a module will only be retested on the Learning Outcomes that they did not achieve competency in. However if after several testing opportunities, the student is still failing the module, they may be asked to revisit the content of the module (in their own time), then request a further test of the entire module. This is subject to time constraints for reporting and submission of results for the Senior Statement. Assessment will take place at a time convenient to both the teacher and student.

Unlike traditional subjects you will not receive an A-E grade for your assessment

Your report card will show your grade as "C" for Competent, "WTC" for Working towards Competency or "NYC" for Not yet Competent.

Senior Statement of Results

When the student has successfully completed all the requirements of the course they will be entitled to have the relevant Certificate recorded on their Senior Statement. If the course is incomplete, then only the successful units of competency or learning outcomes will be recorded. The student will receive a **Statement of Attainment**, which records successful units of competency or learning outcomes.

If you have completed or have partly completed a school-based traineeship or apprenticeship, the successful units from this will also be recorded on the student's Senior Statement. It will be up to the RTO who signed the student to submit their results – not Seton College.

Australian School-Based Apprenticeships and Traineeships

POTENTIAL CREDIT TOWARDS QCE: 4 – 8 POINTS

The opportunity exists for students to undertake a school-based apprenticeship or traineeship (SATs). School-based apprenticeships and traineeships allow students to undertake training and paid work in an industry to achieve nationally recognised qualifications while they are at school.

What is the difference between an apprenticeship and a traineeship?

A *full-time apprenticeship* will usually take three to four years to complete and is traditionally referred to as a ‘**Trade**’ qualification; while a *full-time traineeship* usually takes between one and three years to complete and generally covers other **non-trade** qualifications.

School-based apprenticeships/traineeships are usually undertaken during the two years of senior schooling, but may be commenced in Year 10. Students who undertake school-based apprenticeships generally work towards completing the first year of their apprenticeship by the end of Year 12. A large proportion of students undertaking a school-based traineeship complete their qualification by the end of Year 12.

Students can start a school-based apprenticeship/traineeship during their senior schooling years and continue it after Year 12.

Students undertake between 8-20 hours paid work per week. The hours are negotiated with the school, student and the employer. Students also complete training either at work, TAFE or with a private training college. As an apprentice or trainee, students enter into a legally binding contract with an employer or Group Training Scheme and the group providing the training.

SUBJECT NAME**Certificate I in Agrifood Operations****(AHC 10210)**

Vocational Education and Training	NON OP Eligible QCE CREDIT POINTS: 2 (A <i>maximum</i> of two Certificate 1 qualifications may be used to obtain 2 credit points each - a total of 4 credit points towards a QCE) No credit points awarded for partly completed qualification 
Course Length	This course is a one year course
Vocational Units of Competency	Core units <ul style="list-style-type: none"> • AHC0HS101A Work Safely • AHCWRK101A Maintain the Workplace Elective units <ul style="list-style-type: none"> • AHCCHM101A Follow basic chemical safety rules • AHCLSC101A Support Landscape Work • AHCORG101A Support Irrigation Work • AHCPGD101A Support Gardening Work
This subject can articulate to these as well as other related industry areas	<ul style="list-style-type: none"> • Certificate II in Agriculture • Certificate II in Horticulture • Certificate II in Production Horticulture • Certificate II in Rural Operations • Diploma of Landscaping • Diploma of Architectural Design
Assessment Requirements	Competency-based assessment is used in this subject. Assessment will take place through verbal questioning, completion of simple word processed tasks, completion of practical computer activities and teacher observation.
Specialised Equipment Required	USB drive 1Gb. A computer at home is not necessary but would be useful for extension of class work.
Any further information	Students may be able to apply (via RPL processes) the course content towards TAFE courses in Agrifood Operations. Students may also be able to undertake a traineeship in Landscaping.
For more information please contact	Academic Leader – Vocational Education and Training (VET) Mrs Kathryn Flint kflint@bne.catholic.edu.au
** This course will be delivered subject to Registration. Information was correct at time of publication but is subject to change.	

SUBJECT NAME

**Certificate I in Business
(BSB10115)**



<p>Vocational Education and Training</p>	<p>NON OP Eligible QCE CREDIT POINTS: 2 (A <i>maximum</i> of two Certificate 1 qualifications may be used to obtain 2 credit points each - a total of 4 credit points towards a QCE) No points awarded for a partly completed qualification</p>
<p>Course Length</p>	<p>This course is a one year course</p>
<p>Vocational Units of Competency</p>	<p>Core unit</p> <ul style="list-style-type: none"> • BSBWHS201 Contribute to health and safety of self and others <p>Elective units</p> <ul style="list-style-type: none"> • BSBADM101 Use business equipment and resources • BSBIND201 Work Effectively in a Business Environment • BSBITU102 Develop Keyboard Skills • BSBSUS201 Participate in environmentally sustainable work practices • BSBWOR202 Organise and complete daily work activities
<p>This subject can articulate to these as well as other related industry areas</p>	<ul style="list-style-type: none"> • Certificate III in Business • Certificate III Business Administration • Diploma of Business • Diploma of Business Administration • Diploma of Marketing • Office Administration • Legal Secretary • General Clerk • Personal Assistant
<p>Assessment Requirements</p>	<p>Competency-based assessment is used in this subject. Assessment will take place through verbal questioning, completion of simple word processed tasks, completion of practical computer activities and teacher observation.</p>
<p>Pre-Requisites/</p>	<p>A basic knowledge of Word and PowerPoint would be useful.</p>
<p>Specialised Equipment Required</p>	<p>USB drive 1Gb. A computer at home is not necessary but would be useful for extension of class work.</p>
<p>Any further information</p>	<p>Students may be able to apply (via RPL processes) the course content towards TAFE courses in Business. Students may also be able to undertake a traineeship in Business.</p>
<p>For more information please contact</p>	<p>Academic Leader – Vocational Education and Training (VET) Mrs Kathryn Flint kflint@bne.catholic.edu.au</p>
<p>** This course will be delivered subject to Registration. Information was correct at time of publication but is subject to change.</p>	

SUBJECT NAME
**Certificate I in Information, Digital Media and
Technology
(ICT 10115)**

Vocational Education and Training	NON OP Eligible QCE CREDIT POINTS: 2 (A <i>maximum</i> of two Certificate 1 qualifications may be used to obtain 2 credit points each - a total of 4 credit points towards a QCE) No points awarded for a partly completed qualification 
Course Length	This course is a one year course
Vocational Units of Competency	Core units <ul style="list-style-type: none"> • ICTICT101 Operate a personal computer • ICTICT102 Operate word processing applications • ICTICT103 Use, communicate and search securely on the internet • ICTICT104 Use digital devices Elective units <ul style="list-style-type: none"> • ICTICT105 Operate spreadsheet applications • ICTICT106 Operate presentation packages
This subject can articulate to these as well as other related industry areas	<ul style="list-style-type: none"> • Certificate III in Information, Digital Media and Technology • Diploma of Information, Digital Media and Technology • Office Administration • Desktop Publishing • Multimedia & Web Design • Software Development
Assessment Requirements	Competency-based assessment is used in this subject. Assessment will take place through questioning, completion of practical computer activities and teacher observation.
Pre-Requisites	A basic knowledge of Word and PowerPoint would be useful.
Specialised Equipment Required	USB drive 1Gb. A computer at home is not necessary but would be useful for extension of class work.
Any further information	Students may be able to apply (via RPL processes) the course content towards TAFE courses in Information, Digital Media and Technology. Students may also be able to undertake a traineeship in Information, Digital Media and Technology
For more information please contact	Academic Leader – Vocational Education and Training (VET) Mrs Kathryn Flint kflint@bne.catholic.edu.au
** This course will be delivered subject to Registration. Information was correct at time of publication but is subject to change.	

SUBJECT NAME

**Certificate II in Active Volunteering
(CHC20212)**



Vocational Education and Training

NON OP Eligible
QCE CREDIT POINTS: 4
No points awarded for a partly completed qualification

Course Length

This course is a one year course

Vocational Units of Competency

Core units

- CHCVOL201B Be an effective Volunteer
- CHCCOM201C Communicate with people accessing the services of the organisation
- CHCORG202C Work with others
- HLTWHS200A Participate in WHS processes
- CHCADMIN201D Undertake basic administration duties

Elective units

- BSBITU201 Produce Simple Word Processed Documents
- BSBWOR202 Organise and complete daily work activities
- HLTFS207C Basic Food Safety Practices
- HLTAID003 First Aid

Students are required to complete 30 hours volunteering placement to complete the course.

- Certificate III in Active Volunteering
- Certificate IV in Active Volunteering
- Diploma of Volunteering

Assessment Requirements

Competency-based assessment is used in this subject. Assessment will take place through verbal questioning, completion of simple word processed tasks, completion of practical computer activities and teacher observation. **30 hours volunteering placement**

Pre-Requisites/

Students should be undertaking English Communication in Year 11/12

Specialised Equipment Required

USB drive 1Gb. A computer at home is not necessary but would be useful for extension of class work.

Any further information

Students may be able to apply (via RPL processes) the course content towards TAFE.

For more information please contact

Academic Leader – Vocational Education and Training (VET)
 Mrs Kathryn Flint
kflint@bne.catholic.edu.au

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SUBJECT NAME
**Certificate II in Business
(BSB 20115)**
**Vocational Education
and Training**
**NON OP Eligible
QCE CREDIT POINTS: 4
No points awarded for a partly completed qualification**

Course Length

This course is a one year course

**Vocational Units of
Competency**

Core units

- BSBWHS201 Contribute to health and safety of self and others

Elective Units

- BSBSUS201 Participate in environmentally sustainable work practices
- BSBCMM201 Communicate in the workplace
- BSBIND201 Work effectively in a business environment
- BSBINM201 Process and maintain workplace information
- BSBITU102 Develop Keyboard Skills
- BSBITU201 Produce simple word processed documents
- BSBITU202 Create and use spreadsheets
- BSBITU203 Communicate electronically
- BSBWOR202 Organise and complete daily work activities
- BSBWOR203 Work effectively with others
- BSBADM101 Use business equipment and resources

This Certificate would be recommended to students who have parents with their own business or have in interest in having their own business

**This subject can
articulate to these as
well as other related
industry areas**

- Certificate III in Business
- Certificate III Business Administration
- Diploma of Business
- Diploma of Business Administration
- Diploma of Marketing
- Office Administration
- Desktop Publishing
- Multimedia & Web Design
- Software Development

**Assessment
Requirements**

Competency-based assessment is used in this subject. Assessment will take place through verbal questioning, completion of simple word processed tasks, completion of practical computer activities and teacher observation.

**Pre-Requisites/
Recommended Yr 10
Academic Achievement
Level**

Students should be undertaking English Communication in Yr 11/12. Have a basic knowledge of Word and PowerPoint would be useful.

**Specialised Equipment
Required**

USB drive 1Gb. A computer at home is not necessary but would be useful for extension of class work.

Any further information

Students may be able to apply (via RPL processes) the course content towards TAFE courses in Business. Students may also be able to undertake a traineeship in Business.

**For more information
please contact**

 Academic Leader – Vocational Education and Training (VET)
Mrs Kathryn Flint
kflint@bne.catholic.edu.au

** This course will be delivered subject to Registration. Information was correct at time of publication but is subject to change.

SUBJECT NAME
Certificate II in Hospitality
(SIT 20213)


Vocational Education and Training	NON OP Eligible QCE CREDIT POINTS: 4 No points awarded for a partly completed qualification
Course Length	This course is a one year course
Vocational Units of Competency	Core units <ul style="list-style-type: none"> • BSBWOR203B Work effectively with others • SITHIND201 Source and use information on the hospitality industry • SITHIND202 Use hospitality skills effectively • SITXCOM201 Show social and cultural sensitivity • SITXCCS202 Interact with customers • SITXWHS101 Participate in safe working practices Elective units <ul style="list-style-type: none"> • SITHCCC102 Prepare simple dishes • SITHCCC103 Prepare sandwiches • SITHCCC202 Produce appetisers and salads • SITHFAB203 Prepare and serve non-alcoholic beverages • SITHFAB204 Prepare and serve espresso coffee • SITHFAB206 Serve food and beverages • SITXFSA101 Use hygienic practices for food safety <p><i>This course is equivalent to a Partnerships With Schools TAFE Program. You may only do ONE of these courses in Senior.</i></p>
This subject can articulate to these as well as other related industry areas	<ul style="list-style-type: none"> • Certificate III in (Catering Operations) • Certificate III in Commercial Cookery
Assessment Requirements	Competency-based assessment is used in this subject. Assessment will take place through verbal questioning, completion of written tests or worksheets, completion of practical hospitality activities and teacher observation.
Pre-Requisites/	Students should be undertaking English Communication in Year 11/12
Specialised Equipment Required	USB drive 1Gb. A computer at home is not necessary but would be useful for extension of class work.
Any further information	Students may be able to apply (via RPL processes) the course content towards TAFE courses in Hospitality. Students may also be able to undertake a traineeship in Hospitality.
For more information please contact	Academic Leader – Vocational Education and Training (VET) Mrs Kathryn Flint kflint@bne.catholic.edu.au
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Certificate II in Retail (SIR 20212)

SUBJECT NAME

Vocational Education and Training	NON OP Eligible QCE CREDIT POINTS: 4 No points awarded for a partly completed qualification	
Course Length	This course is a one year course	
Vocational Units of Competency	<p>Core units</p> <ul style="list-style-type: none"> • SIRXCCS201 Apply point of sale handling procedures • SIRXCCS202 Interact with customers • SIRXCLM101 Organise and maintain work area • SIRXCOM101 Communicate in the workplace • SIRXICT001A Operate retail technology • SIRXIND101 Work effectively in a retail environment • SIRXINV001A Perform stock control procedures • SIRXWHS101 Apply safe working practices • SIRXRSK201 Minimise loss <p>Elective units</p> <ul style="list-style-type: none"> • SIRXSLS201 Sell products and services • SIRXMER201 Merchandise products • SIRXINV001A Perform stock control procedures • SIRXMER202 Plan, create and maintain displays • SIRXIND102 Plan a career in the retail industry • SIRXFIN201 Balance and secure point-of-sale terminal <p><i>Students are required to complete 25 hours in work placement to complete the course.</i></p>	
This subject can articulate to these as well as other related industry areas	<ul style="list-style-type: none"> • Certificate III in Retail Operations • Certificate III in Retail Supervision • Certificate III in Business-to-Business Sales 	
Assessment Requirements	Competency-based assessment is used in this subject. Assessment will take place through verbal questioning, completion of simple word processed tasks, completion of practical computer activities and teacher observation. 25 hours in work placement	
Pre-Requisites/	Students should be undertaking English Communication in Yr 11/12	
Specialised Equipment Required	USB drive 1Gb. A computer at home is not necessary but would be useful for extension of class work.	
Any further information	Students may be able to apply (via RPL processes) the course content towards TAFE courses in Business. Students may also be able to undertake a traineeship in Business.	
For more information please contact	Academic Leader – Vocational Education and Training (VET) Mrs Kathryn Flint kflint@bne.catholic.edu.au	

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