Senior Secondary

Welcome to the Senior Phase of Learning

In the senior secondary phase at Bracken Ridge students in Years 10, 11 and 12 are able to tailor their course of study to develop the knowledge, skill and techniques necessary to achieve Queensland Certificate of Education (QCE). By utilizing an individualized approach through the Student Education and Training Plan process (SET P) students select a combination of 6 subjects which shape their pathways to achieve a QCE and tertiary entrance score (OP), vocational pathway or a combination of both. This combination allows students to invest in knowledge that interests them and provides them with the best opportunities for their future career pathways.

To achieve a QCE, students must meet the Literacy and Numeracy standard and achieve 20 credit points by achieving a Sound Achievement or better in their chosen subjects. The goal for all students in the Senior Phase of Learning is to successfully achieve to the best of their ability. The long term prospects to educate and skill our students in order to gain employment in their chosen field, to undertake or continue in a traineeship or apprenticeships or to further their education at University, TAFE and to lead successful, productive lives.

This information is designed to assist Year 10 students to consider their option, make some decisions about their possible pathways and to make a selection of subjects that supports their decisions, This pathways is a 2 year commitment of study. It is anticipated that all Students and parents read the Senior Curriculum Guide very carefully and that they attend the Information Evening to ensure all avenues for success have been considered. Please feel free to consult school staff at any time about these very important decisions.

COMPULSORY PARTICIPATION PHASE

Following completion of their compulsory schooling, students enter a compulsory participation phase. A young person’s compulsory participation phase starts when he/she stops being of compulsory school age [i.e. turns 16 or completes Year 10, whichever occurs first] and ends when the person:

Attains a Senior Certificate, Certificate III or Certificate IV qualification, or

Has participated in eligible options (various approved education or training programs) during Years 11 and 12.

ATTENDANCE REQUIREMENTS

Bracken Ridge State High School requires senior students to demonstrate a clear sense of responsibility for their actions. We aim to prepare them for a successful transition into the world of work.

Regular attendance at school significantly enhances a student’s ability to achieve his or her academic potential. A student must show that they attend school consistently, participate in all aspects of the course of instruction and complete all course assessment requirements. Students who fail to meet attendance, assessment, and uniform standards, and refuse to follow school policies and procedures may:

- jeopardise their invitations to the Senior Graduation and Formal, and/or
- risk cancellation of their enrolment.
Students who opt to participate in programs off-campus such as TAFE courses and School-Based Apprenticeships/Traineeships are expected to attend on the allocated day and complete all assessment. Attendance is monitored by the Senior Schooling HOD and we reserve the right to cancel a student’s participation in these programs due to non-compliance.

Parents/Guardians will be notified in writing or by phone call when issues arise, and information will be recorded on the One School database. Persistent non-compliance will be referred to the Year level Deputy Principal or Principal for further action.

In Years 11/12, a parent/care-giver’s explanation for student absence is required. All students receiving youth allowance must ensure their absence is explained in writing. Staying at home with permission is not considered a valid reason for non-attendance. Where required, staff may request a medical certificate as valid proof of absence.

**Study Options in Years 11 and 12**

Since the introduction of the Queensland Certificate of Education (QCE) there has been increased flexibility in the options available to students in Years 11 and 12. Some of these are offered by the school and others by Registered Training Organisations outside the school. All the following options can count as points towards a student’s QCE.

**Subjects Offered at School**

**Authority subjects** are based on syllabi that have been approved and issued by the QSA. Results in Authority subjects can count in the calculation of OPs and FPs. These are the most common selection devices used by the tertiary sector. Authority subjects are academic subjects which are aimed at preparing students for tertiary studies, principally at University.

**Authority-registered subjects** are developed from Study Area Specifications (SASs) and generally include substantial vocational and practical components. Results in these subjects are not used in the calculation of OPs and FPs. Authority-registered subjects suit students who are more practical and are aiming to go to TAFE or into the workforce.

**Queensland Studies Authority Subjects:**

- Accounting
- Business Communication and Technology
- English
- Japanese
- Modern History
- Ancient History
- Geography
- Mathematics A
- Mathematics B
- Mathematics C
- Biology
- Chemistry
- Physics
- Information Processing and Technology
- Drama
- Music
- Visual Art
- Physical Education
- Technology Studies

**External Subjects:**
(Studied through School of Distance Education) is dependent on student’s selection

**Authority-registered Subjects:**
- Creative Arts - Music
- Creative Arts– Visual Art Studies
- English Communication
- Manufacturing – Industrial Technology Studies
- Prevocational Mathematics
- Marine

**Vocational Education & Training (VET) Subjects studied at school:**
- Certificate II in Sports Coaching
- Certificate II in Workplace Practices
- Certificate II in Business
- Certificate III in Children’s Services
- Certificate II Hospitality
- Certificate I and II Information Digital Media and Technology
- Certificate II Tourism

**Courses Offered from outside providers**

TAFE/SkillsTech Certificate Courses are offered usually one day a week at a TAFE/SkillsTech campus. Students who successfully complete the assessment complete a Certificate I, II or III or gain credit towards a Diploma. Because the course is offered at a TAFE/SkillsTech Campus, students can study areas which can’t be offered at school. There is an extra cost imposed by TAFE/SkillsTech for these courses. Students are currently studying:

- Certificate III Events
- Certificate III and II Animal Studies
- Certificate III Beauty Services and Diploma of Beauty Services
- Certificate III Fitness
- Certificate III Media
• Certificate III Information, Digital Media and Technology
• Certificate II Hairdressing
• Certificate II Auto Mechanical
• Certificate II Electrotechnology
• Certificate I Construction
• Certificate III Business Administration
• Certificate III Interior Design

**Certificate III in Children’s Services**

Students may opt to study the Certificate III in Children’s Services through My Other Mum and as this is offered in conjunction with staff here at school there is a considerable cost saving to students. Current cost $550 for the full course – plus additional costs for excursions.

**Subject Selection Rules**

1. All students are required to initially select 6 (six) subjects. If a student successfully obtains a SAT or are accepted into an external TAFE course, they may apply to reduce their load to five subjects.
2. All students must select English or English Communication.
3. You may choose any combination of 5 (five) other subjects, except you may not do
   - The same subject twice
   - Mathematics C unless you also do Mathematics B
   - Mathematics A and Mathematics B at the same time
4. The subjects that will be offered at Bracken Ridge for Year 11 in 2014 depend on there being sufficient students taking each subject on the list. If you have chosen a subject which cannot be offered, you will be contacted and assisted to make another selection.

**Subject Selection Guidelines**

1. Students who are considering going to university should make sure they are OP eligible by choosing at least 5 (five) Authority subjects.
2. Students who are not achieving at least a ‘C’ in three of their core subjects currently are strongly advised to choose a course made up of Authority-registered subjects. Students who want to be eligible for an OP should have a ‘C+’ average or higher.
3. Students who wish to commence a SAT or an external TAFE course are encouraged to undertake a vocational pathway. Students who undertaking a university pathway (OP) are able to do a SAT or take an external TAFE course, however careful consideration should be given, as the time missed from Authority subjects on the day the student is out of the school may adversely affect success in Authority studies. If you wish to be eligible for an OP and undertake a SAT or an external TAFE course you must discuss this with the Head of
Department Senior Secondary. Decisions are made on a case by case basis in discussion with the Principal, Deputy Principal (senior school) and Parents. Considerations include that you are currently committed to your chosen pathway and are achieving at least ‘C’ in your subjects.

4. In considering your chosen pathway please select subjects –
   o you enjoy
   o in which you have achieved good results
   o for which you have adequate background knowledge and skills
   o that will challenge you but in which you can achieve success
   o which will help you reach your career and employment goals
   o that will develop skills, knowledge and attitudes useful throughout your life.

5. Students who are considering entering tertiary study after Year 12 are advised to consult the QTAC Guide to Tertiary Courses which is provided to all Year 10 students. Students are to ensure that they have chosen the prerequisite subjects for courses they may be interested in.

**Early acceptance into tertiary Studies** may be undertaken by a small number of academically capable students in Year 12. The Queensland University of Technology, Australian Catholic University and the University of Queensland offer some first year university subjects to students who meet their criteria. There is no charge and students may count their results towards a degree at the university.

**Certificates or Awards** which are recognised by the Queensland Studies Authority may contribute to the QCE. Examples of these are AMEB (grade 4 or above) or the Duke of Edinburgh’s Award. A list of awards can be found on the QSA website.

**Additional Activities**
In addition to the usual co-curricular sporting and cultural activities, year 12 students will be participating in a Pathways and Transitions program for 1 lesson a week to prepare for the QCST or vocational program exploring career options and QCE pathways.

White Card for Construction courses are offered twice a year

RSA course by an external provider is provided to senior students
CAREER EXPO

Each year as part of Career Preparation students attend the Career Expo at the Convention Centre

GENR8 Transport and Logistics

GenR8, is a successful new program, involving training and working within the diverse area of the logistics and transport industry. This exciting program was implemented at Bracken Ridge State High in 2013 the first time. Five students successfully engaged and graduated from the program. GenR8 is for Year 12 students who would like to both learn more about and experience first-hand, the world of work. This addition to the school curriculum includes a 20 week structured work placement within a transport, logistics and supply chain business, a nationally recognised qualification and employment opportunities. Structured work placement ranges from office administration, warehouse management, movement of products/ goods across the Country. The project will operate in conjunction with –

- Queensland Trucking Association;
- TNT
- Followmont Transport Eagle Farm
- Russell Transport Eagle Farm
- Transpacific Industries Narangba and Northgate
- Department of Education, Training and Employment;
- Metropolitan South Institute of TAFE;

School-based Apprenticeships and Traineeships (SATs)

SATs allow students to work towards a vocational qualification while working and attending school. Students who obtain a SAT normally spend one school day working with their employer. They will also complete theory work which leads to the granting of a Vocational Certificate. Students are paid for the work component. Currently we have 32 School-Based Trainees/Apprentices. A SAT involves a student (15 yrs and over) completing a Traineeship (Certificate II or III) or start a School-Based Apprenticeship (Certificate III/ IV) while at school. The students' timetable is adjusted to accommodate the day at work; this is achieved in consultation with the HOD Senior Schooling.

To find a SAT can involve:

- Checking the notice board outside the HOD Senior Schooling room for vacancies that come into the school from Group Training Companies.
- Checking the daily notices and newsletter for current vacancies
- Completing an expression of interest form with a Group Training Company, e.g. MIGAS, MEGT, Sarina Russo, Busy at Work, BIGA Training, East Coast Training, All Trades Queensland etc.
- Cold canvassing for an employer willing to take on a SAT, work experience can often lead to a SAT.
Structured Work Placement

All students who select to undertake a Vocational Education (VET) subject in the Senior Phase of learning (Year 10, 11 and 12) are required to participate in Structured Work Placement. Structured Work Placement is an essential part of completing a Certificate level course. Within the subject students learn the theory side to a Certificate course while learning the practical components at the workplace.

ASSESSMENT REQUIREMENTS

For full details on our BRSHS Assessment Policy, please refer to Student Diary 2013 pages 16-19. Two aspects of the Assessment Policy particularly relevant to the Senior School are outlined below:

- **Extensions**

  Assessment Items must be submitted by the due date. (*Education Queensland* does not permit the use of late work without extenuating circumstances to determine results for Year 10 and Senior Certificates.)

  If circumstances occur during the period over which the assignment runs, preventing the student from working on an assignment, then an extension can be requested. Extensions are granted for the following reasons:
  - Extended illness
  - Bereavement
  - Accident or family circumstances causing prolonged absence during assessment preparation
  - Unforeseen circumstances

  When considering the success of the extension application, consideration will be given to the student’s submission of work at the “check date” stage.

  Senior students must complete and submit an *Application for Extension Form* prior to the due date. All relevant documentation (medical certificate, etc) supporting the application must be included. Forms are available from the faculty Head of Department or a member of the administration team. The Principal may give approval if there is no documentation and extenuating circumstances apply.

  Please be aware - Problems with computers/printers are not an excuse for late submission – students should have back-up copies and printed or hand-written drafts.

- **Special Provision**

  “Special Provision” means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Special provisions may apply to any student, depending on the circumstances. In making a decision about special provisions, the school is required to consider what adjustments to assessment conditions are reasonable in the circumstances.

  Students who have a short term reason for applying for special provisions [e.g. due to illness or injury] may apply. A request for special provisions should be made *before the assessment item is due* in all but exceptional circumstances.

  If special provision is required for only one subject area, contact is made with the relevant Head of Department. If a student will be absent for a number of assessment items, or for an extended period of time, contact should be made with the Guidance Office and the procedure will be advised.

  The student or parent/caregiver must detail the reasons for special provisions e.g. broken arm, family bereavement. This may require proof of evidence, e.g. a letter from a medical practitioner.
QUEENSLAND CERTIFICATE OF EDUCATION - QCE

The Queensland Certificate of Education replaced the Senior Certificate in 2008. The QCE is a broad-based senior school qualification that recognises senior school subjects and nationally recognised Vocational Training, as well as some workplace, university and community learning. It will be awarded to students who have achieved a significant amount of learning, including literacy and numeracy [at the required standard], usually by the end of Year 12.

QCE tracking will occur at the end of the Term 1 reporting process and each semester – students who are at risk of not receiving a QCE will be sent a letter and monitored as part of the senior mentoring process. Letters will inform parents if their student’s QCE attainment is at risk, and they will outline the actions that need to be taken.

Subject Changes

Subject changes are considered only after considerable discussion and contemplation with regard to the Students SET Plan. Changes of subject are only approved where valid educationally-sound reasons are provided. The school reserves the right to refuse such subject changes in light of current class sizes, curriculum, career options and impact on a student’s QCE and OP Eligibility.

Senior students have two opportunities change subjects – this is to ensure that QCE eligibility is not affected by ad hoc changes. Subject changes may occur in the first 2 weeks of the school year, and at the end or beginning of Semesters 2 and 3. Subject changes should have the approval of parents and are negotiated with the Guidance Officer and the Faculty HOD and Senior Schooling HOD, and approval Deputy Principal (senior Schooling).

Student Monitoring

Each Senior Phase student is registered with the QSA, allowing for an individual learning account to be created. The learning account records the learning undertaken during the senior phase of learning, as well as where and when the learning takes place and the results achieved. The HOD Senior Schooling facilitates this process for Year 10 students. Each student is issued with Learner Unique Identifier (LUI) number and password that remains current beyond the senior phase of learning.

Students are able to view their individual learning accounts through the Career Information Service (CIS) website www.cis.qsa.qld.edu.au and are encouraged to use their learning account to track their progress towards a QCE and Vocational Certificate/s.

How are course enrolments and results banked?

Using the young person’s LUI, schools send information to the QSA that details students’ results across their subjects (or ‘learning account’). Students must pass their subjects, so that the QCE accrues enough ‘points’ to be awarded on completion of Year 12. Failure to pass subjects may result in students becoming ineligible to receive the certificate. Enrolment in the compulsory participation phase at Bracken Ridge State High School is dependent on students attaining a QCE, therefore passing each Semester of study for every subject is essential.

The Senior Statement and Statement of Results are transcripts of the ‘learning account’, recording all contributing studies undertaken and the results achieved. Students who complete Year 12 will receive a Senior Statement in December of that year. Students leaving early (before the Year 12 finishing day), and who are ineligible for the award of a QCE, may apply to receive a Statement of Results.
QUEENSLAND CORE SKILLS TEST - QCST

The QCS Test contributes information for the calculation of Overall Positions (OPs) and Field Positions (FPs), which are used to rank students for tertiary entrance. A student’s individual QCS Test result is not used on its own in the calculation of an OP – instead, group results are used as part of the statistical scaling processes. A student's individual result on the QCS Test (from A to E) is reported on their Senior Statement or Statement of Results. Any student who is eligible for an Overall Position (OP) MUST sit the QCST if she/he is to remain OP-eligible and therefore eligible to gain entrance to university. In general, if a student studies 20 semester units of Authority subjects over a course of study, they are OP eligible.

A student who is NOT OP-eligible but is considering tertiary study, may consider undertaking the QCST to gain a rank score. A selection rank, like the OP, is a measure that places students in priority order for entry to tertiary places.

Year 12 students who are OP-eligible are expected to attend all QCST practice sessions and the training program during the PAT program on Wednesday afternoons. This is a compulsory program to prepare students for the test by providing strategies and hints for success and exposure to past test papers.

Non OP – eligible year 12 students are involved in a program of activities to meet QCE requirements, including work readiness preparation and transitioning post school to full time work, further study or a combination of both.

What is tested - Common Curriculum Elements (CCEs)

The QCS Test does not test particular knowledge of specific Year 12 subjects. It tests Core Curriculum Elements, a set of generic skills identified in the Queensland Senior Curriculum. The test assumes that candidates have basic levels of general knowledge and vocabulary, and Year 10 knowledge of mathematical operations.

Test Format

The QCS Test consists of 4 papers - a Writing Task (600 words), a Short Response paper and two [2] Multiple Choice papers. The results achieved for each of the 4 test papers are combined into one rating, ranging from A (the highest grade) to E (the lowest). Those sitting the test are asked to respond to a variety of stimulus materials, such as prose passages, poetry, graphs, tables, maps, mathematical and scientific data, cartoons and artistic works.

Eligibility to sit the test

Year 12 students who are eligible for an OP must sit the test (see OPs and FPs for information on eligibility for OPs). Year 12 students who are ineligible for an OP may choose to sit the test.

SET Plan (Senior Education and Training Plan)

A SET Plan is more than a piece of paper. It is the end product of a good career education process, and involves four stages:

Stage 1. Thinking About the Future

Stage 2. Exploring Options

Stage 3. Documenting the Plan

Stage 4. Implementing the Plan
The SET Plan process is designed to map your child’s individual learning pathways through the Senior Phase of Learning. Your involvement will help ensure the success of this process.

State schools ensure that students in Year 10 develop a Senior Education and Training Plan (SET Plan) in partnership with their parents. The SET Plan maps out a student’s plan of action for his or her education and training through the compulsory participation phase. This includes a signed agreement outlining roles and responsibilities. Students are supported to acquire the skills and knowledge to develop their SET Plan and to revise it during their studies.

During the compulsory participation phase, schools, TAFE institutes and other registered training organisations ensure that learning opportunities are provided in accordance with the SET Plan. The SET Plan is reviewed and updated as necessary and transferred when required.