



Year 11 & 12 Senior Curriculum Handbook 2023



Subject name	Essential Mathematics
Subject code	MAE
Subject type	Applied
Prerequisites	Minimum C- Year 10 Semester 2 Essential Maths

Course overview

Essential Mathematics is best suited to students planning to follow a vocational education pathway, whether that is progressing to TAFE courses, an apprenticeship/traineeship, or just work readiness, while completing their senior certificate.

A common misconception is that Essential Mathematics is a 'basic' mathematics option and therefore students sometimes feel they should pick a more challenging Mathematics subject for senior. This is simply not true. Essential Mathematics was developed, with the input of TAFE and training providers, to give students the level and type of mathematics important for the courses and training programs offered to non-university pathway students. Some of these courses can be quite demanding mathematically and, as such, Essential Mathematics endeavours to give students the background learning to meet those demands. Many concepts in Essential Mathematics are similar to those in General Mathematics but with a greater focus on work readiness and life skills.

Another key difference is, in Essential Mathematics students have less content to cover in each Unit of work. This gives them more time to develop and show their competency in the mathematical skills they are learning. Whereas, in General Mathematics and the other university-pathway mathematics subjects more content is covered in each unit, requiring significant commitment to study outside of class time.

Course outline

Unit 1	Unit 2	Unit 3	Unit 4
Number, data and graphs <ul style="list-style-type: none"> • Fundamental topic: Calculations • Number • Representing data • Graphs 	Money, travel and data <ul style="list-style-type: none"> • Fundamental topic: Calculations • Managing money • Time and motion • Data collection 	Measurement, scales and data <ul style="list-style-type: none"> • Fundamental topic: Calculations • Measurement • Scales, plans and models • Summarising and comparing data 	Graphs, chance and loans <ul style="list-style-type: none"> • Fundamental topic: Calculations • Bivariate graphs • Probability and relative frequencies • Loans and compound interest

Assessment

In Units 3 and 4 students complete four summative assessments. Schools develop three summative internal assessments and the common internal assessment (CIA) is developed by the QCAA.

Summative assessments

Unit 3		Unit 4	
Summative internal assessment 1 (IA1): Problem-solving and modelling task (5 weeks, 8 to 9 class lessons)	25%	Summative internal assessment 3 (IA3): Problem-solving and modelling task (5 weeks, 8 to 9 class lessons)	25%
Summative internal assessment 2 (IA2): Common internal assessment (CIA) (60 minutes)	25%	Summative internal assessment (IA4): Examination (60 minutes)	25%

Course requirements

Students will be required to purchase a TI-30XB Multiview Scientific Calculator for approximately \$25.00. These are provided to Flexi students and the cost is included in the Student Resource Scheme (SRS).

Career opportunities

A course of study in Essential Mathematics can establish a basis for further education and employment in the fields of trade, industry, business and community services. Students learn within a practical context related to general employment and successful participation in society, drawing on the mathematics used by various professional and industry groups.

Subject name	Essential English
Subject code	ENE
Subject type	Applied
Prerequisites	Nil

Course overview

The subject Essential English develops and refines students' understanding of language, literature and literacy to enable them to interact confidently and effectively with others in everyday, community and social contexts.

Course outline

Students will undertake the following units of study:			
YEAR 11		YEAR 12	
Unit 1	Unit 2	Unit 3	Unit 4
Language that Works	Texts and Human Experiences	Language that Influences	Representations and Popular Culture Texts
<ul style="list-style-type: none"> • Responding to a variety of texts used in and developed for a work context • Creating multimodal and written texts 	<ul style="list-style-type: none"> • Responding to reflective and nonfiction texts that explore human experiences • Creating spoken and written texts 	<ul style="list-style-type: none"> • Creating and shaping perspectives on community, local and global issues in texts • Responding to texts that seek to influence audiences 	<ul style="list-style-type: none"> • Responding to popular culture texts • Creating representations of Australian identities, places, events and concepts
Assessment	Assessment	Assessment	Assessment
Formative internal assessment/s	Formative internal assessment/s	Summative internal assessment 1: <ul style="list-style-type: none"> • Extended response - spoken/signed response Summative internal assessment 2: <ul style="list-style-type: none"> • Common internal assessment 	Summative internal assessment 3: <ul style="list-style-type: none"> • Extended response - multimodal response Summative internal assessment 4: <ul style="list-style-type: none"> • Extended response - written response

Career opportunities

Essential English is an Applied subject suited to students who are interested in pathways beyond Year 12 that lead to tertiary studies, vocational education or work.

A course of study in Essential English promotes open-mindedness, imagination, critical awareness and intellectual flexibility - skills that prepare students for local and global citizenship, and for lifelong learning across a wide range of contexts.

Subject name Certificate II in Music Industry CAU20615
Subject code VMS
Subject type VET (2 years)
Entry requirements Ability to be self-motivated and able to work as a part of a team

QUALIFICATION DESCRIPTION:

Certificate II in Music aims to:

- Provide students with opportunities to develop future pathways in Music through being a Music Practitioner.
- Develop skills in making music, playing as an ensemble and an individual, listening to music and using Music technologies.
- Develop skills in group work, negotiation and time-management.

ENTRY REQUIREMENTS:

Ability to be self-motivated and be able to work as a part of a team.

QUALIFICATION PACKAGING RULES:

8 units of competency: **3 Core units and 5 Elective units.**

Unit Code	Unit Name	Core/Elective
BSBWHS201	Contribute to health and safety of self and others	Core
BSBWOR203	Work effectively with others	Core
CUAIND201	Develop and apply creative arts industry knowledge	Core
CUAMLT201	Develop and apply musical ideas and listening skills	Elective
CUASOU203	Assist with sound recording	Elective
CUAMCP201	Incorporate technology into music making	Elective
CUAMPF201	Play or sing simple music pieces	Elective
CUASTA202	Assist with bump in and bump out of shows	Elective

ASSESSMENT:

Students will be assessed through using skills developed and may include:

- Demonstrate safe practices
- Demonstrate ability to perform as an ensemble
- Demonstrate ability to produce a piece of music
- Demonstrate ability to set up a performance

SPECIAL SUBJECT REQUIREMENTS:

Nil

CAREERS:

Musician, Performer, Composer, Sound technician, Teacher.

SERVICE AGREEMENT:

The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided. Students successfully achieving all qualification requirements will be provided with the Qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. Students entering this qualification after it has commenced may have difficulty in gaining the full qualification in the remaining time.



RTO Provider Code - 30258

PLEASE NOTE: Unforeseen loss of qualified staff may result in the qualification not being completed. Correct at time of publication but subject to change

Subject name	Certificate II in Workplace Skills BSB20120
Subject code	VWS
Subject type	VET (1 year)
Entry requirements	Nil

QUALIFICATION DESCRIPTION:

This qualification prepares students to carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in defined contexts. Students will perform routine tasks and demonstrate the fundamental operational knowledge and skills

QUALIFICATION PACKAGING RULES:

Certificate II - 10 units of competency: 5 core unit and 5 elective units.

Unit Code	Unit Name	Core/Elective
BSBWHS211	Contribute to health and safety of self and others	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBCMM211	Apply communication skills	Core
BSBOPS201	Work effectively in business environments	Core
BSBPEF202	Plan and apply time management	Core
BSBCRT201	Develop and apply thinking and problem-solving skills	Elective
BSBTWK201	Work effectively with others	Elective
BSBTEC101	Operate digital devices	Elective
BSBTEC201	Use business software applications	Elective
BSBTEC202	Use digital technologies to communicate in a work environment	Elective

LEARNING EXPERIENCES:

A range of teaching and learning strategies will be used to deliver the competencies. These include:

- Practical tasks
- Group work
- Activities in a simulated work environment

ASSESSMENT:

Assessment is competency based and therefore no levels of achievement are awarded. Assessment for this qualification is continuous and units of competency have been clustered into groups and are assessed this way. Supervised assessment is completed by word processor, presentations, exercises using computer software and other business equipment. Regular assignments may involve simulated administrative duties, responses to computer simulated material and case studies, learning logs of personal experience and reports on business visits and interviews.

PATHWAYS:

Further study at TAFE and traineeships in various business administration or employment in business at entry-level.

COSTS:

\$40.00 per year – this fee covers printing from computers and booklets. Purchase of a USB (minimum 8GB) and headphones will also be personally required. These are provided to Flexi students and the cost is included in the Student Resource Scheme (SRS).

SPECIAL SUBJECT REQUIREMENTS:

All students are to abide by safety rules and regulations.

BYOD Program: Please refer to the 'Bring Your Own Device (BYOD) booklet for the minimum specifications required before purchasing a device.

SERVICE AGREEMENT:

The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided. Students successfully achieving all qualification requirements will be provided with the Qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. Students entering this qualification after it has commenced may have difficulty in gaining the full qualification in the remaining time.



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Subject name	Certificate II in Skills for Work and Vocational Pathways FSK20113
Subject code	VSK
Subject type	VET (up to 2 years)
Subject fee	Nil
Entry requirements	Nil

QUALIFICATION DESCRIPTION:

The Certificate II in Skills for work and vocational pathways program aims to initiate discussion surrounding potential career pathways and effectively prepare students for the working world. Students will develop a work readiness folio which may be used in the process of gaining work experience or employment. The key focus of this program is to further develop student's literacy and numeracy skills within the context of workplace tasks and situations. The program also provides ongoing support from various school staff and specialist employment agencies to ensure students are progressing toward reaching their goals.

ENTRY REQUIREMENTS:

There are no prerequisite requirements for this course. This program is suitable for students who are seeking work experience, part time or full-time employment, traineeships or apprenticeships. However, **enrolment into this course is through consultation with relevant school staff. e.g. Deputy Principal, Head of Special Education Services, Guidance Officer.**

QUALIFICATION PACKAGING RULES:

Students who successfully complete this qualification receive 4 QCE Points.

Students in this course will work through **14 units of competency: 1 Core unit and 13 Elective** units during a maximum time of 2 years.

Unit Code	Unit Name	Core/Elective
FSKDLRG11	Use routine strategies work-related learning	Core
FSKLRG009	Use strategies to respond to workplace problems	Elective
FSKOM006	Use oral communications skills to participate in workplace teams	Elective
FSKOCM007	Interact effectively with others at work	Elective
FSKRDG010	Read and respond to routine workplace information	Elective
FSKWTG008	Complete routine workplace formatted texts	Elective
FSKWTG009	Write routine workplace texts	Elective
ICTICT216	Design and create basic organisational documents	Elective
FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Elective
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work	Elective
FSKNUM018	Collect data and construct routine tables and graphs for work	Elective
FSKNUM023	Estimate, measure and calculate measurements for work	Elective
FNSACC313	Perform financial calculations	Elective
FBPWHS2002	Identify and control risks in own work	Elective

ASSESSMENT:

Students will be assessed on specific tasks that will form their folio of work. Tasks may include:

- Interview preparation
- Producing cover letters and resumes at a professional standard
- Completion of workplace forms
- Accessing appropriate career information relevant to identified career pathways
- Various numeric tasks relevant to the workplace

SERVICE AGREEMENT:

The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided. Students successfully achieving all qualification requirements will be provided with the Qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. Students entering this qualification after it has commenced may have difficulty in gaining the full qualification in the remaining time.



RTO Provider Code - 30258

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Subject name	Certificate II in Active Volunteering CHC24015
Subject code	VAV
Subject type	VET (1 year)
Entry requirements	Nil

QUALIFICATION DESCRIPTION:

This qualification CHC24015 Certificate II in Active Volunteering requires the completion of **4 core units and 3 elective units**. A range of **elective units** has been offered for which workplace evidence may be required.

Unit Code	Unit Name	Core/Elective
CHCDIV001	Work with diverse people	Core
CHCVOL001	Be an effective volunteer	Core
HLTWHS001	Participate in workplace health and safety	Core
BSBCMM201	Community in the workplace	Core
HLTFSE001	Follow Basic food safety practices	Elective
SISXCAI007	Assist with activities not requiring equipment	Elective
HLTAIDO11	Provide First Aid	Elective
	20 Hours Volunteer Work (minimum)	Elective

What are the benefits of Active Volunteering?

There are many benefits for students undertaking a qualification in Active Volunteering:

- You may gain a nationally recognised Vocational Education and Training (VET) qualification (with possible QCE credits), and you will develop real-world work skills
- You will be learning a range of workplace knowledge and skills that should be transferrable to your future career of choice
- You will build personal skills and confidence, develop workplace networks, and possibly gain personal references from when undertaking volunteer placement as part of your course.

What is involved with training and assessment?

Assessment tasks require student to demonstrate both their knowledge and skills – in the workplace or in other relevant contexts.

Students will collate a portfolio of evidence through a combination of assessment methods including:

- **Written assessment:** Written responses to questions or scenarios – which may include short answer, paragraph responses or multiple choice.
- **Case studies:** Allows opportunity for students to display process and problem-solving skills in a set of integrated tasks.
- **Practical activity:** Tasks which require demonstration of skills. This may occur in the workplace or classroom, either real-life or simulated scenarios.
- **Observation:** Involves witnessing the demonstration of a student's performance.
- **Project work:** Requires the development of a document(s) towards a specific task.

Volunteer Placement

As part of your study, you must also complete at least 20 hours of volunteer work – either within the school community, or with approved external organisations. The type and location of the volunteer placement shall be negotiated by agreement between the student, the student's parent/guardian, the Trainer-Assessor and the proposed Host Organisation.

Prior to undertaking Volunteer Placement with an external organisation (i.e. not your school) it is a requirement for you to seek approval from Volunteering Queensland by completing the 'Student Volunteer Placement Expression of Interest' form which can be obtained from your Trainer-Assessor. A separate form must also be submitted for approval for each Host Organisation where you complete your placement.

When you do seek the Host Organisation Supervisor's details, ensure they are told what their responsibilities are – you should discuss this with them before you submit your expression of interest out of respect and to ensure they agree to the requirements.

In the event that a dispute arises regarding the type and location of the proposed volunteer placement, the matter will be immediately referred to Volunteering Queensland's Training Partnerships Coordinator for resolution.

School Based Apprenticeships and Traineeships - SATs

The School-based Apprenticeship and Traineeship (SAT) Program is an initiative of the Federal Government to broaden the options for students whilst they are completing their senior schooling.

The SAT Program allows a student to gain relevant skills in **paid employment** which leads to a nationally recognised Vocational Education and Training (VET) qualification generally at the Certificate III level, whilst they are completing their senior schooling.

The benefits of completing a SAT, in addition to being engaged in paid employment, are endless. A SAT can provide students with knowledge and understanding that simply cannot be transferred within a school classroom. Involvement in the School-based Apprenticeship and Traineeship Program can also allow the student to make a more informed decision about his/her career path options. Additionally, SATs are very effective in improving future employability.

The key to gaining a SAT is in the student finding an employer. Typically, students will secure a school-based apprenticeship and traineeship through one of these methods:

- Converting existing casual employment into a SAT
- Utilising their network of friends and family to secure a position
- Engaging in work experience and impressing the employer

It is also appropriate for students to leave school at the end of Year 10, to begin their full-time Apprenticeship. The Queensland Government recognises this as a valuable pathway under their "Learning or Earning" strategy. Students who take up a full-time trade may be qualified by the time they are 19 years of age. The Trade Qualification may be used to gain entry to a Tertiary Institution if so desired.

Students who intend gaining a SAT in the future will still choose the required 6 subjects and may be either ATAR eligible or ineligible. However, the option is there for students who are **signed** into a School-based Apprenticeship or Traineeship (SAT) to drop one of those subjects. The SAT will count as the sixth subject and once fully completed contribute up to 8 QCE points. Students may work one school day or alternatively work out-of-school hours. Students will complete their training both at school and 'on-the-job'.

For more information, please access our school's careers website at:
<https://www.centheigshscareers.com>.

Alternatively, please do not hesitate to visit the Careers Office should you need assistance or have any questions.

COST:

(In addition to the Student Resource Scheme – SRS)

Nil

VET Courses – External Providers

In addition to the various school-based subjects on offer, students may wish to further broaden their knowledge and start working towards a qualification that is directly linked to their chosen career. This can be achieved by enrolling in a Qualification offered through TAFE via the TAFE at School Program or through a Private College/Provider.

Students can study a range of Certificate I and II courses that lead to a workforce pathway, Certificate III Courses or Accelerated Courses. Certificate I and II courses are funded through a VETiS (Vocational Education and Training in Schools) funds allocation, meaning that there is no cost to the student. However, students only receive one allocation of VETiS funding throughout their schooling. Certificate III courses and higher do not attract VETiS funding, so will incur a fee, determined by the provider.

Year 10 students will be given the opportunity to take part in the TAFE Taster Program to sample courses that are offered. Further information with regards to the 2021 TAFE in Schools program will become available in Term 3. The Expression of Interest process to enrol in these courses typically opens at the beginning of Term 3. Students wishing to submit an Expression of Interest will be required to meet with the Flexi Industry Liaison Officer.

Students need to be committed to completing the courses, which at the Certificate I and II level will run for one day per week for one year. As such, students may elect to complete such a course in either Year 11 or 12. Students must also be prepared to pay any tuition and/or material costs and organise their own transport to and from the training. Once enrolled, Flexible Timetable arrangements can be negotiated by students dropping a subject to accommodate the training required. Successful completion of a Qualification can contribute between 3-8 credit points towards a student's QCE. Minimum requirements by most providers require students to have a pass in year 10 English and Maths.

Please contact the Flexi Industry Liaison Officer for further information.