



Course Advice Meeting process, exams and holidays

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When is a Course Advice Meeting appropriate?

1. For students in Year 10 who would like general advice with subject selection and for students seeking advice on university degree or TAFE prerequisites.
2. In those instances where a student may have just missed out on the prerequisite, **gold form** entry for a particular course may be granted by the Head of Learning Area.
3. If you have missed out on **gold form** entry, a course advice meeting for other considerations will be necessary.

I haven't met the prerequisites . . . what can I do?

1. Go online and begin the course selection process.
2. Make an alternative selection online, collect a 'Gold Form' from the Curriculum Office and then book a **compulsory** appointment to meet with the **Head of Learning Area** for the course you wish to enter.
3. Each Head of Learning Area will be responsible for a course advice meeting with students who seek '**Gold Form**' entry into one of their courses.
4. **This year all students who take a 'Gold Form' will be interviewed by either Mrs Houghton – Dean of Studies, Mrs Eyre – Secondary Curriculum Manager, or Mr Smith – Head of Careers.**

'Gold Form' entry process

1. Make your online selection on *Web Preferences*.
2. Collect a 'Gold Form' from the Curriculum Office.
3. Ensure that Mrs Maree or Mrs Knight in the Curriculum Office records your name as having taken a 'Gold Form' and for which course/s.
4. Meet with the appropriate Head of Learning Area for the course you wish to go into for a compulsory subject advice meeting, but make your subject selections no later than **Wednesday, 10 August 2016**.
5. The Head of Learning Area will outline criteria and goals for acceptance into the course.

'Gold Form' entry process

6. Students must demonstrate improved results within the time frames outlined by the Head of Learning Area.
7. Students **must** meet the prerequisite for a course even when applying for a course through the 'Gold Form' process.
8. Once a 'Gold Form' has been registered, students will be invited for an interview by either Mrs Houghton, Mrs Eyre, or Mr Smith as part of the formal Course Advice Meeting process with an aim to finish the formal process by Friday 26 August.



Application to enrol in a course/subject without achieving the prerequisites

Are you, or will you be participating in the WPL Program? (Tick)

Student's name _____ Connect _____

1. Some courses in Year 11/12 have prerequisites and it is important to consider whether you meet them before enrolling in those courses.
2. It is important that you understand the need to ensure that you meet the requirements for Secondary Graduation and to consider necessary changes to your course selection to achieve this requirement.
3. For 2017, course selections will be completed online, and prerequisites have been entered for some courses.
4. **If you have not met the prerequisite for the course of study in which you would like to enroll, you will need to work towards achieving the required grade in Semester 2.**
In this instance, make an alternative selection online and then book a compulsory appointment to meet with the Head of Learning Area for the course of study you wish to enter. You will need to do this so that we can include you on the timetable from the start of the process. You will be required to attend this course advice session by no later than Friday 26 August 2016. At this counselling session, the relevant Head of Learning Area will discuss any requirements necessary to achieve a sign off to enter the course.
5. Students should note that the enrolment into the course can only be achieved by the end of Week 8 at the earliest and is dependent on the student's ability to raise his/her level of achievement to meet the required prerequisite.
6. **This year all students who take a gold form from the Curriculum Office will be interviewed by either Mrs Houghton – Dean of Studies, Mrs Eyre – Secondary Curriculum Manager or Mr Lynton Smith – Head of Career Education.**
7. All formal course advice meetings close on Friday 26 August 2016 however we understand that students may need until the end of the Term 3 to meet the required prerequisite for a course.
8. Once you have met the prerequisite, acquired the required signature from the Head of Learning and met with a course advisor, please return the completed form to the Curriculum office, where it will then be processed.

Current Year 10/11 Subject/Course and Course Code	Proposed Year 11/12 Course and Course Code	Current online selection which your proposed course will replace	Action required by student	Action met by student	HoLA signature to approve Course selection

Student's signature _____ Parent/Guardian's signature _____

Entry into a course based on the gold form process is provisional only and is subject to the student maintaining the appropriate result for the remainder of Semester 2, 2016.

When does Course Advice meetings begin?

Course advice meetings by the Head of Learning Area commences from the moment online course selection becomes available

Course advice meetings via the Curriculum Office and the Careers Office also commences from this time

BUT

closes on

Friday 26 August (Week 6)

Private Study in Year 11?

Not generally available to students in Year 11

First exception is where a student is struggling with a medical condition. In this case, please present detailed supporting medical evidence from a **specialist** to Mrs Houghton – Dean of Studies or Mrs Eyre – Secondary Curriculum Manager

Second exception is for students who are elite athletes (representing National or State)

If not sure – Seek advice from the Curriculum Office

Examination concessions

If a student already has a well documented **medical condition or a learning difficulty**, a set of special conditions may be applied for and invoked during the WACE Examinations

The process begins early (usually before Year 12) and in many cases this will already be well underway (**Please note: Be sure to have paperwork up to date by end of Year 11**)

Documentation required is extensive – specialist recommendations generally best

What do I do to request a concession?

If your child has a condition that may affect examination performance and we do not already know about it, please make an appointment to see Mrs Houghton , Mrs Eyre or Mrs Gilmore in the Learning Enhancement Centre as soon as possible

Holidays during the school term

- Please note that the College is unable to approve the taking of a holiday during the school term
- If a student goes on holiday, unapproved during the school term, all assessments will be automatically awarded a mark of '0'
- Choosing to take a holiday during scheduled term time, students will be disadvantage and his/her grade may be adversely affected
- Approval for an absence during the term, outside of general absence, eg for medical reasons, will be based strictly on compassionate grounds
- In these situations, please notify Mrs Houghton, Mrs Eyre or Head of House as soon as possible

Expectations for Senior Students

- All courses whether they be General or ATAR are rigorous, including time needed for homework, which is standard in both pathways. This is an expectation for Senior Student work regardless of which pathway they are on.
- Students must have a good standard of literacy regardless of which pathway; particularly in their English studies.
- Students must also realise there is a minimum requirement for attendance in order to meet graduation by the end of Year 12.