

Senior School

Student Change of Course Request Form

Student Name:		Year Group:	Date:
Current Course	Current mark	New Course	
Student to Complete - Reason for request to change:			
Student Sign:		Date:	
Parent Name:		Parent Sign:	
<i>NOTE: You must read the WACE requirements on the next page to ensure your requested change will not impact your ability to achieve WACE.</i>			
Staff to complete - Please comment on details of request:			
WACE Implications	LIST A / B	ATAR (min 4)	CERT
Are there any current known plans in place for this student?	Yes	No	Unknown
The following staff need to be included in the approval process:			
Associate Principal (SS): Jeanavieve Walia	YES	NO	
Comment:	Signature:	Date:	
Associate Principal (U/S): Craig Ventham	YES	NO	
Comment:	Signature:	Date:	
Teacher (Current Course):	YES	NO	
Comment:	Signature:	Date:	
Head of Dept (New Course):	YES	NO	
Comment:	Signature:	Date:	

If approved:	If request not approved:
<ul style="list-style-type: none"> <input type="checkbox"/> Inform parent. <input type="checkbox"/> Inform student. <input type="checkbox"/> makes changes on timetable. <input type="checkbox"/> Email new and previous teachers of change. <input type="checkbox"/> Print new student timetable and provide to front office. <input type="checkbox"/> Update Finance department. <input type="checkbox"/> Record change on COMPASS. <input type="checkbox"/> File request slip. 	<ul style="list-style-type: none"> <input type="checkbox"/> Inform relevant parties. <input type="checkbox"/> Records on COMPASS. <input type="checkbox"/> File request slip.

WESTERN AUSTRALIAN CERTIFICATE OF EDUCATION (WACE)

The Western Australian Certificate of Education (WACE) is awarded to secondary school students who satisfy its requirements.

To achieve a WACE a student must satisfy the following:

General Requirements

- Demonstrate a minimum standard of literacy and numeracy through the Online Literacy and Numeracy Assessment (OLNA) or achievement of Band 8 or higher in the Year 9 NAPLAN, Reading, Writing and Numeracy tests.
- Complete a minimum of 10, year length courses (20 units) which may include certificates (VET) contributing up to 2 course equivalents (over two years).
- Complete at least one year length course in English, Literature or English as an Additional Language/Dialect in Year 12 (and 2 units in Year 11).

Breadth and Depth of Study

- At least one course from List A and one from List B.

Achievement Standard

- Students must achieve a total of 14 C grades (or equivalents, see below*) in Year 11 and 12 combined with at least 6 of these C grades for Year 12 courses (or equivalents, see below*).
- There will be provision for students to gain VET equivalence by completing:
- VET qualifications – a Certificate II can replace one Year 11 and one Year 12 course
- Endorsed programs, such as Workplace Learning, can replace a maximum of one Year 11 course and one Year 12 course.

Grades are awarded for each complete unit (ie a Semester 2 C grade in English counts as two Cs)

Completion is defined as receiving a grade in a course or by achieving a VET Certificate II qualification or higher.