



Year 11 & 12 Change of Pattern of Studies Proposal Form

Student Name:	Roll Class:	Date:
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Students must remain **in current class/es** until your Sentral online timetable has been updated with the change. Due to missed work and disruption to learning, changes after Term 1 week 5 will not be approved unless there are exceptional circumstances or the change has been recommended by a teacher/head teacher.

STEP 1 – Current Pattern of Studies (student to complete)

Full Subject Name (e.g. English Standard, Modern History, etc.)	Number of Units
Total Number of Units:	

STEP 2 – Proposed Changes to Pattern of Studies (student to complete)

Discontinued Subject	TT Line	HT Signature	New Subject (if applicable)	TT Line	New Class	Class Teacher	HT Signature

Extension Course Requests (student to complete this section if you wish to study an Extension Course)

New Extension Subject	TT Line	HT Approval Signature

STEP 3 – Timetable Coordinators Approval (to check subject availability, **not required if “dropping” a subject**)

Timetable Coordinator Signature:	Date:
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STEP 4 – Careers Adviser Approval

Careers Adviser Signature:	Date:
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STEP 5 – Parent/carer Approval

I have discussed this change of pattern of studies with my child and I acknowledge advice/recommendations given by the school. According to the requirements and eligibility table below, I understand that my child is eligible for an:

ATAR HSC only(non-ATAR)
(tick one)

Parent/carer Signature:	Date:
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STEP 6 – Student Acknowledgement

I acknowledge advice/recommendations given by the school and understand the implications of in my proposed to change to my pattern of studies.

Student Signature:	Date:
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STEP 7 – Deputy Principal Approval

Deputy Principal Signature:	Date:
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STEP 8 – Administration Office

Timetable Change (Sentral/EdVal): Y/N	Signature:	Date:
NESA (Schools Online) Eligibility and Changes: Y/N	Signature:	Date:
ERN/LMBR Class Information Updated: Y/N	Signature:	Date:

Requirements/Eligibility Checker:

Total Preliminary Units (Year 11)	≥ 12 units
Total HSC Units (Year 12)	≥ 10 units for HSC & ATAR
ATAR	≥ 10 units of Board Developed Courses (2 units of English; 3 Board Developed Courses ≥ 2 units; 4 subject areas)
Courses & Subjects	At least 6 units of Board Developed Courses; at least 2 units of English; at least 3 courses of 2 units value or greater (either Board Developed or Board Endorsed); at least 4 subjects. Maximum of 6 units of Science in Year 11 and a maximum of 7 units of Science in Year 12.
Board Developed Units	These are courses developed by NESA (including VET ICF Courses with optional exam); ≥ 6 units of Board Developed Courses to be eligible for the HSC (must include at least 2 units of English).
Board Endorsed Courses	Board Endorsed Courses count towards HSC but do not have an HSC exam and do not contribute towards the calculation of your ATAR.
Pathways	No time restriction on accumulating Preliminary Courses. Students may accumulate HSC courses towards achieving the HSC over a five-year period.
VET Courses	Vocational Education and Training (VET) courses contribute towards your HSC and AQF VET credential. Some are Board Endorsed Courses and others are Board Developed Courses (with an optional HSC exam). If you choose to sit the exam, your results may contribute to the calculation of your ATAR.
Maths Standard 1 and English Studies	Both Maths Standard 1 and English Studies are Board Developed Courses with an optional HSC Exam. If you choose to sit the exam, your results may contribute to the calculation of your ATAR.
Optional HSC Exams	The HSC mark reported on student credentials for Board Developed VET courses, English Studies and Maths Standard 1 with optional exams, is based on the HSC Exam only.
Avoid Exclusions	Where there is significant overlap between a VET course and other VET or general education courses there is an exclusion between the courses and a student cannot have an entry in both courses.