A work program is the school’s plan of how the course will be delivered and assessed, based on the school’s interpretation of the syllabus. It allows for special characteristics of the individual school and its students.

The school’s work program must meet syllabus requirements and indicate that there will be sufficient scope and depth of student learning to reflect the general objectives and meet the exit criteria and standards. Work program requirements are outlined below.

**Components of the work program**

| Course organisation | This should provide a clear statement of the structure of the school’s proposed course and the way in which it is organised and sequenced. It should indicate:  
| | - the structure and sequence of the two semesters ensuring the minimum 110 timetabled hours requirement is met  
| | - a minimum of two themes  
| | - each theme to be studied in depth for six weeks or more  
| | - the topics to be studied in each theme  
| | - some study of literature or history within a theme or a unit.  
| | Themes may be studied concurrently or in separate units. One theme/unit may contain elements or topics from another theme. |

| Outline of intended student learning | In order to demonstrate that the scope and depth of student learning meets syllabus requirements, one in-depth unit of work is to be included. The unit should indicate:  
| | - the theme and topics  
| | - suggested learning experiences that:  
| | - show balance across the four macroskills  
| | - provide opportunity to develop the general objectives  
| | - use a range of spoken, written and visual text types  
| | - promote and develop spontaneous language use  
| | - allow for communicative language use in realistic activities and settings  
| | - relate studies in the theme area to current issues. |

| Assessment plan | The assessment plan provides an indication of the range and balance of assessment instruments and procedures used to gather information about student achievement for the one-year course of study. It should ensure monitoring and verification folio requirements about student achievements are met. See syllabus Sections 5.5 & 5.6. The work program is to include:  
| | - a student profile (see syllabus Section 5.6.1) which may include the assessment plan  
| | - a sample assessment plan which must include:  
| | - a range of tasks and text-types  
| | - assessment in a minimum of two themes  
| | - two responses/performances in each macroskill including:  
| | • one extended piece of writing of approximately 300 words  
| | • one spontaneous written response with no preparation  
| | • all speaking responses requiring spontaneous language in a realistic situation  
| | • suggested assessment instruments including theme, technique, task, text type and timing. |