

14 January 2010

Number: 002/10

Moderation

Approval status of work programs and study plans for Year 12 students in 2010

Purpose

1. To provide information about the Queensland Studies Authority's record of the approval status of work programs and study plans for subjects taken by Year 12 students in 2010 in your school.
2. To seek your cooperation in checking the accuracy of the information.

Background

To maintain the credibility and integrity of Senior Statements, the QSA requires all schools with Years 11 and 12 students enrolled in Authority and Authority-registered subjects to have approved work programs and study plans.

Information

Students studying the subjects on the attached list will be issued with the Queensland Certificate of Education and Senior Statement in 2010. To maintain the integrity of the Queensland Certificate of Education, it is essential that this office's database on work program approval is accurate. Your response to this memorandum will help us achieve the highest possible accuracy.

The approval advice relates to work programs and study plans for subjects studied by Year 11 cohorts in 2009. The printout provides information on senior Authority and Authority-registered subjects — there is no reference to other subjects that may be recorded on certificates, for example TAFE or AMEB subjects. The work programs were due to be submitted by the end of Term 1, 2009.

Attachments and web links

1. A computer printout (available with posted copy only) indicating the approval status of work programs and study plans for subjects in which Year 12 students of your school are enrolled in 2010 — this information was provided by your school on SDCS data submission 3, submitted in October 2009.
2. Approval status of work programs and study plans — return form.
3. List of addresses for district offices.

Interpretation of printout

There are separate listings for each subject type:

Senior Authority subjects	Subject ID range 0001 – 0099
Senior Authority-registered subjects	Subject ID range 0100 – 0999
Study area specifications	Subject ID range 6001 – 6241
Senior external subjects	Subject ID range 4001 – 4088

Each section of the printout lists the subjects believed to be offered by your school together with other information relevant to the approval status of the work programs and study plans.

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The meaning of the headings on the report are:

- Syllabus year:** This indicates the year of the current syllabus. For example:
- (i) the current *Graphics* syllabus is the 2007 syllabus
 - (ii) the current *Physical Education* syllabus is the 2004 syllabus
- Syllabus from/to:** Calendar years to which approval applies for work programs for the school's **Year 11 cohorts**.
- Accred:** Yes — School work program and study plan have been approved by this office.
No — School work program and study plan have not been approved by this office (the program may be in the process of approval).
SDE — Student(s) are being assessed internally by Brisbane School of Distance Education.
SHCM — The school has an approved shared campus arrangement for the subject and does not require an approved work program or study plan.
XFER — Student(s) studied this subject at another school and an approved work program is not required.
- Units/Notes:** Units offered in senior subjects as indicated in the work program in ascending numerical order, which may not be the order in which they are taught.

What you need to do

Check the attached printout and indicate any additions, corrections or deletions necessary to make it accurate.

- Check that all subjects taken by your students in Year 12 are included.
- Check for subjects listed for which the school believes that the work program or study plan is approved but the printout indicates “No”.
- Check that all units listed are those taught in your school.
- Check that the indicator relating to the subject being studied and internally assessed through the Brisbane School of Distance Education (BSDE) is correct.
- Check that the indicator relating to the subject being associated with previous studies by a transfer student to the school is correct.

Return the attached response form and, where relevant, amended printout pages, together with a subject summary report to your district coordinator by **19 February 2010**. Please see attached list of addresses for QSA district offices.

More information

If you would like more information, please email the Manager, Services Coordination Unit, at scu@qsa.qld.edu.au, or phone 3864 0281.

Peter Jordan
Acting Deputy Director
Student Achievement Division

Approval status of work programs and study plans

Return form

Please return this form by 19 February 2010 to the District Coordinator of the Queensland Studies Authority in your district. See the attached list for contact details.

Note: Attach amended pages and subject summary reports to confirm changes have been made to SDCS if necessary.

School name: _____

School code: _____ **District:** _____

Enrolment/Accreditation status by school — December 2009 has been checked.

(Please tick the appropriate boxes)

- The report correctly records the school's curriculum offerings in Authority and Authority-registered subjects and the work program approval status of those subjects.

OR

- The school's SDCS records have been updated as shown on the amended page(s) and a subject summary report is attached.

AND

- SDE indicator has been corrected for the subjects listed below:

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AND

- Transfer indicator has been corrected for the subjects listed below:

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Principal's signature: **Date:** ____ / ____ / ____

District	District Coordinator	Admin Officer	Street address	Postal address	Phone & fax
Brisbane Central	Helen Best	Margaret Weston	433 Logan Road STONES CORNER QLD 4120	PO Box 1677 COORPAROO DC 4151	Ph: (07) 3397 3955 Fax: (07) 3397 2955
Brisbane North	Judy Beadle	Ann McClenaghan	Everton Park State High School Stafford Road EVERTON PARK QLD 4053	PO Box 642 EVERTON PARK 4053	Ph: (07) 3855 1672 Fax: (07) 3855 1673
Brisbane East	Lis Case	Maureen Seymour	Mt Gravatt State High School Loreburn Street MT GRAVATT QLD 4122	PO Box 122 MT GRAVATT 4122	Ph: (07) 3349 5264 Fax: (07) 3343 8878
Brisbane South	Sally Dwyer	Dannielle Lake	Springwood State High School Springwood Road SPRINGWOOD QLD 4127	PO Box 2138 LOGAN CITY DC 4114	Ph: (07) 3808 9133 Fax: (07) 3208 2633
Brisbane-Ipswich	Andrew Sycz	Mary Elmore	Unit 2/56 Cascade Street RACEVIEW QLD 4305	PO Box 860 BOOVAL 4304	Ph: (07) 3202 3325 Fax: (07) 3202 3347
Gold Coast	Sylvia Richardson	Judith Fletcher	Suite 1 8 Short Street SOUTHPORT QLD 4215	PO Box 2005 SOUTHPORT 4215	Ph: (07) 5591 4255 Fax: (07) 5591 4461
Toowoomba	Peter Wedgwood	Marion Goebel	Toowoomba North State School B BLOCK Mort & Taylor Street TOOWOOMBA QLD 4350	B BLOCK Mort & Taylor Streets TOOWOOMBA 4350	Ph: (07) 4638 3699 Fax: (07) 4638 5390
Sunshine Coast	Amanda Poepmann	Stacey Pan	Shop 3A, 710 Nicklin Way (Cnr Erang Street) CURRIMUNDI QLD 4551	PO Box 44 WURTULLA 4575	Ph: (07) 5493 9452 Fax: (07) 5493 9451
Wide Bay	Diane Armstrong	Ellen Tanner	Maryborough State High School Block Z , ROOMS 814-817 Sussex Street MARYBOROUGH QLD 4650	PO Box 452 MARYBOROUGH 4650	Ph: (07) 4123 1612 Fax: (07) 4121 6811
Rockhampton	Keren Chillingworth	Dian Hamilton	Room 8 (North Street Annex) Cnr North & West Street ROCKHAMPTON QLD 4700	PO Box 919 ROCKHAMPTON 4700	Ph: (07) 4927 7279 Fax: (07) 4922 6574
Mackay	Sandra Cain	Kylie Pritchard	38 Wellington Street MACKAY, QLD 4740	PO Box 8163 MT PLEASANT 4740	Ph: (07) 4953 0977 Fax: (07) 4953 0988
Townsville	Nola Popowycz	Valerie Browning	Heatley Secondary College – F Block Hanlon Street HEATLEY QLD 4814	PO Box 207 AITKENVALE 4814	Ph: (07) 4728 8485 Fax: (07) 4728 8486
Cairns	Carol Mclwain	Monica Steel	455 Mulgrave Road EARLVILLE QLD 4870	PO Box 122 EARLVILLE 4870	Ph: (07) 4054 6278 Fax: (07) 4054 3943