Get set for Year 11 & 12

SET Plan and Senior Subject Guide

Parent Booklet
2015
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Student Education and Training Plan (SET) Process

Senior Education and Training (SET) Plan maps out a personalised learning path for a student’s senior phase of learning. SET Plans help young people to establish the necessary path to achieve their career goals by working towards a Queensland Certificate of Education (or Queensland Certificate of Individual Achievement) as well as a university or vocational qualification and/or a viable employment option.

The plan is created through a process where students work with the SET Plan Team from the school and their parents to identify career goals. The process for creating SET Plans helps young people learn about themselves, set realistic goals and explore how to achieve those goals. It is a great way to help students take responsibility for their future. SET Plans are formalised in Year 10 at Western Cape College and are reviewed in Year 11 and Year 12 as part of the Senior Student Case Management Process.

1. **Who will have access to the SET Plan and how will it be used?**

   The SET Plan is accessible to the student, his or her parents or guardians, and the school through OneSchool. Every senior student enrolled at Western Cape College is required to have an up-to-date SET Plan. The young person owns their SET Plan.

2. **Who is responsible for ensuring that each student has a SET Plan?**

   The SET Plan process will commence during Year 10. If a young person enrols in Senior Secondary at Western Cape College without an up-to-date SET Plan, the Head of Secondary arranges an interview to create a SET Plan as part of the enrolment process.

3. **Who should look after the SET Plan?**

   Every student at Western Cape College has ownership and primary responsibility for maintaining his or her SET Plan and ensuring it is up-to-date. The school will keep a copy of the plan and assist young people to transfer their plans should they enrol with a new learning provider (with the student’s permission).

4. **What is the role or parents or guardians in developing the SET Plan?**

   Parents and guardians are strongly encouraged to participate in the SET planning process for their children. This involvement will enable parents and guardians to support their child during their Senior Phase of Learning. Parents/guardians can assist their child to:
   a) recognise their strength and weaknesses
   b) explore career and work options
   c) collect information and documents about past achievements e.g. reports, certificates, awards, work experience, etc.
   d) attend the Senior Secondary Information evening scheduled during Term 3 of Year 10
   e) attend the SET Plan interview scheduled during Term 3 of Year 10 and
   f) monitor the implementation of the SET Plan.
## SET Plan Schedule for Western Cape College

| Year 10 | In Term 3, students will develop an initial SET Plan on OneSchool. This will include identifying career and course options, investigating requirements for university and/or vocational education and training qualifications, school based apprenticeship and traineeship options and selecting senior subjects. Students will confirm their SET Plan with their parents/guardians during a SET Plan Interview towards the end of Term 3. |
| Year 11 | During Term 3, Year 11 students will formally review their SET Plan on OneSchool. They will amend any data that may have changed, including subjects studied and/or directions for future study or work. They will affirm that they are working towards at least two possible school career pathways (Plan A and Plan B) and will develop an action plan for implementing their plans. Students will confirm their updated SET Plan with their parents/guardians during a Case Management Meeting in Term 3. |
| Year 12 | During Term 1 and Term 3, Year 12 students will formally review their SET Plan on OneSchool as part of the Case Management process. They will amend any data that may have changed, including subjects studied and/or directions for future study or work. They will affirm that they are working towards at least two possible school career pathways (Plan A and Plan B) and will develop an action plan for implementing their plans. |

At the completion of the SET Plan process, students must:
- Have a shortlist of potential career options (at a minimum, students must have a Plan A and a Plan B)
- Have identified pathways to achieving employment in these careers. This includes knowledge of qualifications and course names to gain these qualifications.
- Know the recommended prerequisites for Year 11/12 subjects to gain entry into these courses.
- Know the entry requirements needed to gain entry to tertiary courses (refer to QTAC guide).
Information about Subject Selection at Western Cape College

Western Cape College caters for a range of options for its senior students who are encouraged to explore the pathways available to them to ensure that they obtain the grades and skills required to achieve their career pathway goals. Before enrolling in their subjects, students should be aware that there is an expectation of full compliance with their Senior Schooling Studies Agreement. The Senior Secondary Curriculum Handbook will assist students and their parents in making an appropriate selection of subjects for Year 11 and 12. A wise choice of subjects has a vitally important bearing on results and outcomes as well as the range of options available for further study or training.

Western Cape College students will be required to complete a Senior Education & Training Plan in Year 10. This plan is designed to map out what subjects students study during the senior phase of learning. The SET Plan will assist students to structure their learning about their ability, interests and ambitions. The school will regularly review the SET Plan to monitor progress towards each student’s intended career outcome.

It is important to note that whilst it is understood that student goals and aspirations may change over the course of the next two years, subject selection is something that must be conducted in consultation with parents, students and school personnel. There may be scope for subject changes to be made as long as the requirements of the QCE are met.

The following need to be considered carefully:

1. **Mandatory Subjects**

   All students must select subjects according to their SET Plan.
   All students must choose six (6) subjects: one must be an English and one must be a Mathematics subject.

2. **Choosing Senior Subjects**

   At Western Cape College we understand how crucial it is for each student to make the best decisions in selecting senior subjects. Students are encouraged to choose subjects:
   - that they enjoy;
   - in which they have shown ability or aptitude;
   - in which they have experienced success;
   - which will develop skills, knowledge and attitudes useful throughout their lives;
   - which optimise opportunities to reach their potential; and
   - are prerequisites for tertiary or vocational studies.

3. **Recommended Prerequisites for Senior Subjects**

   Western Cape College works to ensure that students make realistic, goal oriented subject selections for their senior studies. In order to avoid unnecessary subject changes, a range of Year 11 subjects have Year 10 recommended prerequisite achievement levels that generally
relate to standards of achievement in Year 10 English, Mathematics and Science. Students are only permitted to select Year 11 subjects if they meet the identified Year 10 recommended prerequisites. These prerequisites are contained in the Senior Curriculum Handbook.

In situations where a student does not have the necessary Year 10 recommended prerequisites but wishes to study a subject with recommended prerequisites, they must make an appointment with Mrs Howe, Head of Secondary to discuss their situation. Students who select Year 11 subjects for which they do not have the recommended prerequisites and have not consulted with the school, will be required to reselect.

4. Subject Changes

It is important that students make appropriate subject selections from the commencement of Year 11 and avoid unnecessary subject changes.

As such, it should be noted, that whilst individual cases will be considered on their merits, in general, subjects selected for Year 11 are to be studied for at least two semesters (i.e. the whole of Year 11). Exceptions to this are change of subjects that involve movement from a subject to a related subject e.g. Mathematics B to Mathematics A or English to English Communication.

5. Final Subject Offerings

Final Subject Offerings will depend upon the number of students electing to study specific subjects. Subjects will only be offered if student numbers are viable.

6. Virtual Schooling

If a desired subject is not offered at Western Cape College, there may be an option for the student to study this subject through Brisbane School of Distant Education. In this case, the student must indicate their virtual schooling preference during the subject selection process.

7. SUN Program

In 2016, students at Western Cape College will have the opportunity to join the SUN program offered through CQU. The SUN program is a CQU initiative that allows students the opportunity to study CQU courses whilst still in Year 11 and 12. SUN allows students to enrol in a range of CQU courses (subjects) by distance education. Students at Western Cape College may choose five school subjects and then can choose to study a SUN course instead of a sixth subject.
Choosing a Career Pathway

It is very helpful if students have a few career choices in mind before choosing subjects. If they are uncertain about career choices than it is wise to choose a pathway that will keep several career options open to you. Students are also able to move between levels of study and training throughout their career.

When choosing a career pathway it is important that students remember that all learning and all subjects have value. It is also important to note that all subjects provide a variety of skills that will equip students for entry to the workforce either after Year 12 or after further training or study.

Current trends have shown that after Year 12, one third of all students will go directly to the workforce, one third will continue training through traineeships, apprenticeships and TAFE courses, and one third will go directly to university study.

If students choose to enter the workforce, secure an apprenticeship/traineeship or continue their education at TAFE or other training colleges, they will be choosing the Vocational Pathway. This pathway will also give students the opportunity to apply for an OP-ineligible Selection Rank if they wish to apply for a tertiary course through QTAC.

If a students’ career option requires them to complete further study at university level, they will be choosing the University Pathway. This pathway gives students an Overall Position (OP).

There are many possible journeys students can take within and between the two main pathways mentioned above. These pathways are outlined in more detail on the following pages.

Students who are uncertain about the pathway most appropriate to their interests and abilities are advised to consult the Guidance Counsellor or Head of Teaching & Learning (Senior Secondary) before making their subjects selections.

Students will also need to meet with the Guidance Counsellor if they wish to pursue a Personalised Pathway which is a combination of Authority, Authority-registered, VET subjects or a SUN course.
### Year 11/12 Pathway Options

<table>
<thead>
<tr>
<th>University Pathway</th>
<th>Vocational Pathway</th>
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</thead>
<tbody>
<tr>
<td>Students choose this pathway in preparation for university entrance.</td>
<td>Students choosing this pathway are more likely to go into full-time work, secure an apprenticeship/traineeship or continue their education at TAFE or other tertiary training provider.</td>
</tr>
<tr>
<td><strong>Option 1:</strong> Students may choose six Authority Subjects and satisfy the pre-requisite requirements. These six subjects will result in 24 semester units of achievement. The best 20 semester units of achievement will be used for the calculation of the OP.</td>
<td>Students may choose any combination of six subjects. These subjects can be a mixture of Authority Registered, VET or Authority subjects (providing the necessary pre-requisite requirements are satisfied). Students may also do a traineeship or school based apprenticeship instead of one subject.</td>
</tr>
<tr>
<td><strong>Option 2:</strong> Students may choose to study five Authority Subjects and one Authority Registered, VET subject or Sun Course and will still be eligible for an OP. In this case, their results in the five Authority Subjects will be used for the calculation of the OP.</td>
<td>Students may still be eligible for university entrance through the selection rank process. To be eligible for a selection rank, students must choose five subjects and complete a Certificate III or IV course. Selection ranks are on a 99 – 50 scale with 99 being the highest.</td>
</tr>
<tr>
<td>Students are allowed to change two Authority subjects during Years 11 and 12, if required.</td>
<td>Students who are not OP eligible may choose to sit the Queensland Core Skills (QCS) test. However, this is not compulsory in order to be eligible for a selection rank. If students choose not to sit the QCS test, their selection rank will be calculated on a QCS result of E.</td>
</tr>
<tr>
<td>Students are required to sit the Queensland Core Skills (QCS) Test to be eligible for an OP. Results of the QCS are determined on an A – E scale. The student’s QCS test results are used in the calculation of group statistics within each subject in the school and across the state. However, the levels of achievements issued at the end of Year 12 are not affected by a student’s QCS result.</td>
<td>Please contact the Guidance Counsellor if you require more information on selection ranks.</td>
</tr>
<tr>
<td>Overall Position (OP) is on a 1 – 25 scale with 1 being the highest score.</td>
<td>Field positions (FP) are used by QTAC when it is necessary to discriminate between students in the same OP band.</td>
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### Year 11/12 Pathway Options

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<tr>
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<th>University Pathway</th>
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<th>Queensland Certificate of Individual Achievement (QCIA)</th>
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</thead>
<tbody>
<tr>
<td><strong>Post Year 12 Plan</strong></td>
<td>For students who plan on going to university after completing Year 12</td>
<td>For students who plan to undertake a TAFE course, an apprenticeship, traineeship or gain employment while at school or after completing Year 12</td>
<td>The Queensland Certificate of Individual Achievement (QCIA) is designed to cater for students with a verified disability, and who are receiving support via the school’s Special Education Unit</td>
</tr>
<tr>
<td><strong>OP Eligibility</strong></td>
<td>OP Eligible: OP used to rank students for university entrance. OP’s are rated 1 – 25 with 1 being the highest.</td>
<td>Not OP Eligible: However, students can still apply for a selection rank to assist with possible entry to TAFE or university after completing Year 12</td>
<td>For further information on special entry requirements, please contact Ms Nikki Schell, Head of Special Education Services.</td>
</tr>
<tr>
<td><strong>OP or Selection Rank Requirements</strong></td>
<td>OP Requirements: It is essential that three of the six subjects chosen must be studied across all four semesters of Year 11 and 12.</td>
<td>Selection Rank Requirements: Students must study 12 points continuously (three subjects) for two years or until certification achieved e.g. three subjects studied with no changes for two years or two subjects and one certificate with no change.</td>
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<td></td>
<td>Students need 20 semester units. One semester unit equals studying one subject for one semester and completing all assessment requirements.</td>
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Useful Resources

MyFuture: http://www.myfuture.edu.au

Australian Apprenticeships and Traineeships Information Website:


Pathway planning: Information for parents and carers: https://www.qcaa.qld.edu.au/27033.html