

Preliminary Course Assessment 2025



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PRELIMINARY COURSE ASSESSMENT BOOKLET

Introduction

This booklet is the policy for you and your parents about the operation of the Preliminary Course Assessment procedure adopted at Merriwa Central School. It is important that both you and your parents are aware of the assessment procedures and the requirements which must be met.

This booklet outlines the general school assessment policy and the special requirements to be met in each subject area. Most importantly it sets out the rules and procedures to be followed by you with regard to assessment tasks and their completion.

After you have read the booklet please ensure that you store it in a safe place for future reference. If you have any questions at any time regarding assessment please contact the teacher concerned when the question relates to a specific subject, or the Deputy Principal where the question is a general one.

The preliminary course runs for three terms: Term 1, 2 and 3.

To satisfactorily complete the Preliminary Course, you must:

- follow the course developed by (NESA) NSW Education Standards Authority.
- apply yourself with diligence and sustained effort to all class work, homework and set tasks, including mandatory oral, practical and project work and work placements, and
- achieve some or all of the course outcomes.

To do this you need to ensure that your attendance is at least 85% so that you are up to date with work and can achieve outcomes of the courses you study.

What happens if I don't satisfactorily complete a course?

If the Principal considers that you have not satisfactorily studied a Preliminary Course, you will be given a "U" (unsatisfactory determination). In exceptional circumstances, you may be granted provisional entry to the HSC course while you satisfy any outstanding Preliminary Course requirements. A preliminary pattern of study must include at least 12 Units.

What is assessment?

The assessment mark is designed to measure students' achievement relative to each other by the end of the course in Year 12. It will measure course outcomes and take no account of attitude or conduct.

The Preliminary Course assessment program will measure a student's achievement of course components by a series of tasks which will place the students in rank order. During the Preliminary Course, you will learn time management and organisation skills in preparation for the HSC Course.

When will assessment take place?

- The Assessment Program will commence in each subject, from the beginning of Term 1, the commencement of the Preliminary year.
- The final assessment task in all courses will be the Yearly Examination at the end of Term 3 in Week 9.
- Each subject outlines its specific requirements for each of these assessment periods later in the booklet.
- You must receive at least **two weeks'** notice of the due date of an assessment item. You will be given written notice detailing the task and outcomes to be assessed. A sample of that page is shown at the back of the booklet.
- There will be no assessment items due or held two weeks before any major examination or one week after any major examination.
- Assessment item dates will be published in assessment booklet. **Assessment tasks should be handed in during the subject lesson on the due date.** When an in-class assessment is being held, you must be at school for the entire day unless a doctor's certificate is provided, or an acceptable reason has been given to the Principal. If this is the case you need to complete an illness/misadventure form and hand it into the Head Teacher of that course. A copy of this form is included in the booklet.
- If you are completing a VET Frameworks Course: Hospitality; Metal and Engineering; Business Services; Primary Industries, you must complete a mandatory workplace of at least 35 hours.
- If you fail to complete your work placements, you will need to complete them in holiday time. You must complete the work placement to complete the course.
- Students who transfer from other schools or interstate are treated fairly when it comes to assessment procedures. Students may be given alternate tasks, or complete tasks in line with the course assessment schedule.
- Students who enrol at Merriwa Central School during the year will be assessed on the tasks completed at Merriwa Central School. Their rank in the course will be calculated for those tasks which have been attempted. This ranking will be maintained and used to determine the final assessment mark.

What feedback will be given?

A progressive rank order position will be provided with the Preliminary half yearly report and the report following the Yearly Examination. This will show your performance relative to other people in the course. Outcomes that have or have not been attained will be clearly outlined in each report.

For each assessment task you will be given feedback based on the outcomes and competencies assessed. This will include both written and oral feedback.

What if there is disagreement about assessment?

It is important that if there are any queries about assessment marks, grade, rank position, achievement of competencies or the process on an individual task that the student speak to their teacher in the first instance. Any difficulties will be quickly resolved by their teacher or the Head Teacher of that subject. The Principal will make the final decision on any dispute, where necessary, after discussion with student and staff. If there is concern about assessments, discuss the issue with the classroom teacher, the Head Teacher of the course, the Deputy Principal or Principal.

What if you are sick or miss a task through misadventure?

All tasks which form part of the assessment program must be attempted. Only in extreme circumstances can this be varied. Substitute tasks will be used if the use of the original task is impractical.

Where you are absent for an "in school" assessment:

- a medical certificate should be provided in the case of illness where possible.
- cases of misadventure and illness will be evaluated and decided upon by the Principal.
- you need to complete the Illness/Misadventure form and hand in to the Head Teacher of that course.
- ***Upon return to school, you must immediately report to the Head Teacher of that subject with all necessary documentation in relation to the illness/misadventure. It is your responsibility to take the initiative and discuss the issue with the relevant Head Teacher.***

Outcome of Illness/Misadventure application

The relevant Head Teacher will consider all illness/misadventure cases. They will judge the presented evidence and decide whether the application is to be upheld or rejected. The decision will be conveyed in writing to the student within two school days of receiving the application.

If the application is upheld:

1. The student(s) will be required to submit/complete the task/performance/exam or a substitute task at a negotiated time. The mark gained will be recorded as the mark achieved for this assessment task without penalty. OR
2. The student's performance in the task may be considered to be unaffected and the student's original result will remain as marked. OR
3. In exceptional circumstances, where undertaking the original task or an alternative task is not possible, the Principal may determine that an estimate mark, based on appropriate evidence, will be calculated and recorded so that the student's relative assessment rank be maintained. This will be calculated at the end of the entire assessment period.

If the appeal is rejected then the normal penalties for lateness and/or absence will apply.

What penalty provisions exist for late or non-submission of tasks or unexplained absence when a task is set?

1. Late Submission

A due date will be determined for each task. Any task submitted after that date will be awarded **ZERO MARKS** for assessment purposes, except where an illness or misadventure appeal is upheld. You should hand in uncompleted tasks on the due date rather than be late. Teachers will provide feedback on the quality of the task.

2. Cheating

If there is clear evidence of cheating in any set assessable work, you will be awarded **ZERO MARKS** for that submission.

3. Non-serious Attempt

Anyone who presents work for assessment which, in the opinion of the teacher and the Head Teacher, constitutes a non-serious attempt at the exercise set, shall be awarded **ZERO MARKS**.

4. Plagiarism

The work you submit must be your own. If you use extracts from other sources it must be clearly acknowledged, otherwise it will result in **ZERO MARKS**.

Appeals regarding individual assessment tasks

If a student believes there were irregularities in the application, marking or recording of results for any assessment task, the student should first discuss their concerns with the relevant Head Teacher.

The student may then decide to lodge an Illness/Misadventure application which will be considered by the relevant Head Teacher. In cases where the Head Teacher is also the class teacher involved the appeal can be lodged with the Principal and will be considered by a member of the Assessment Review Panel.

This appeals process applies in the following circumstances:

- Concern regarding a result for an individual task due to the circumstances under which the assessment task was held.
- Concern that an assessment task was marked using criteria different from the stated criteria published with the assessment task. This does not include an appeal regarding professional teacher judgement in applying the marking criteria.
- Concern that different marking standards criteria were applied to different classes attempting the same assessment task. Again, this does not include an appeal regarding professional teacher judgement in applying the marking criteria.
- Concern regarding results recorded.

Appeals against the outcome of an Illness/Misadventure applications

If a student believes that their grounds for appeal were not appropriately addressed by the Head Teacher, they may take the matter to the school's Assessment Review Panel by completing an **'Appeal against the outcome of Illness/Misadventure determination'** form (see a sample at Appendix B).

Along with the form students must provide a copy of the assessment task, their attempt at the task and any other relevant information and lodge it with the Deputy Principal or the Principal, within two (2) school days of receiving the outcome of their appeal from the Head Teacher. The panel will consider all the information provided to make a determination. The decision regarding the appeal will be communicated as soon as possible.

Any disputes will be determined by the Classroom Teacher, Head Teacher and Principal. In all cases of Non-Attempt, Cheating, Non-Serious Attempt or plagiarism, parents or caregivers will be informed.

Can there be any variations to the assessment schedule?

If any aspect of a course's assessment schedule is changed, in regard to the nature of the task, outcomes to be assessed or timing of the task, you will be notified in writing.

When do my HSC courses start?

HSC courses will start at Merriwa Central at the beginning of Term 4, 2025.

Do I have any free periods?

No! You will have study periods every cycle. However, these are NOT free periods. You are expected to use them wisely and include them in your study timetable. You must allocate at least one study period per cycle to each of the courses you are studying.

Where do I have my study periods?

The room set aside for senior study or library will be visible on each student's timetable. You must go to this room. If you wish to access another room you must get written permission from the Deputy Principal.

What type of work do I do in my study periods?

During study periods you can: finish off class work, homework; catch-up work; research; assessment tasks; revision of assessment tasks and exams (summaries, practice essays, practice questions, etc).

Can I change courses?

Only up to Week 5, Term 1. After this period, if you are a full time student you must complete that course which concludes at the end of Term 3.

When should fees be paid?

All fees should be paid by the end of Week 5 Term 1. If you are experiencing financial hardship, please discuss this with the Principal. Fees cover: consumables; uniform where required; equipment. If you drop a fee-paying course, you will be refunded the fees on a pro-rata basis - up to 30% until the end of Semester 1. After Semester 1 there will be no refund.

Record of School achievement (RoSA)

If you decide to leave school before completing your HSC, you have three other options to show your achievements and credentials:

1. **eRecord:** You can retrieve a record of your grades from *Students Online* at any time.
2. **Record of School Achievement (RoSA):** You may be eligible for a RoSA if you meet certain criteria. The RoSA shows your courses and grades for Years 10 and 11, and any HSC courses you have taken.
3. **Literacy and numeracy test results:** You can take optional online literacy and numeracy tests and show the results to potential employers.

You should also talk to your school about how to request your RoSA credentials.

HSC Minimum Standards requirements

Students need reading, writing and numeracy for everyday life after school.

This is why students in NSW are being supported to meet a minimum standard of literacy and numeracy to receive the HSC from 2020.

Students need to achieve Level 3 or 4 in short online reading, writing and numeracy tests of skills for everyday life to meet the HSC minimum standard to receive the HSC.

From Year 10, students can sit each of the tests once each term. They have five years to do this after starting their first HSC course.

Schools will help students decide when they are ready to take each test.

Students planning to leave school before completing their HSC may choose to take these tests to show their level of literacy and numeracy skills.

Welcome to Students Online

✓ **Activate your Account!**

Make sure your school has added an email to your NESA record or else you cannot activate your account.

- Go to <https://studentsonline.nesa.nsw.edu.au/>
- Click on – 'Activate account'
- Have your school give you your NESA number – you will need it to activate and log on

✓ **PERSONAL DETAILS** - Check your name, address and contact details

You can add/change your address, email and phone number

ONLY your school can update your name. Your name in Students Online MUST be the same as your legal documentation (for example, birth certificate or passport).

✓ **ENROLMENTS/RESULTS** - Check your courses

Are you in the right courses? If not, go to your school and get that fixed.

Check the messages down the bottom of the page – Are there any errors in red? Check with your school.

✓ **MESSAGES** – Where all your PDF results will go that you order through Results Services AND your Minimum Standard Results can be viewed here.

✓ **CERTIFICATES/eRecord** – Click here if you want to get a free PDF of your eRecord/RoSA/VET certificates or HSC package when you are eligible

Final tips:

- Get your NESA student number from your school (it is on your Confirmation of Entry) and save it somewhere you can access any time (e.g. phone)
- If it says it does not recognise the number – You may need to Activate your Account
- Once you activate your account save your NESA 6-digit PIN in a secure place
- As soon as you activate – log in – go to Personal details – fix your email to your personal email

Agriculture

				Components and Weightings			
No	Timing	Task Details	Outcomes	Knowledge and understanding of course content	Knowledge, understanding, and skills required to manage agricultural production systems	Skills in effective research, experimentation, and communication	TOTAL
1	T2 - Wk 2 2025	Animal Growth and Nutrition Trial	P1.2, P2.2, P4.1	10	5	15	30
2	T2 - Wk 10 2025	Farm Case Study Presentation and Written Response	P1.1, P2.3, P3.1, P5.1	10	15	5	30
3	T3 - Wk 9 2025	Yearly Examination	P1.1, P1.2, P2.1, P2.2, P2.3, P3.1, P4.1, P5.1	20	20	0	40
TOTAL				40	40	20	100

Agriculture Scope and Sequence

Term 1 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
	Module/Topic:	Overview (Outcomes – P1.1, P1.2, P2.3)						Animal Production (P2.2, P3.1, P4.1, P5.1)				
	Assessment:							AT1: Animal Growth & Nutrition Trial Report T2 Week 2				
	Outcomes:	P1.1, P1.2, P2.3						P1.2, P2.2, P4.1, P5.1				

Term 2, 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Animal Production (P2.2, P3.1, P4.1, P5.1)				Farm Case Study (P1.1, P1.2, P2.3, P3.1, P5.1)					
	Assessment:	Animal Growth & Nutrition Trial T2 Week 2				AT2: Farm Case Study Presentation & Written Response T2 Week 10					
	Outcomes:	P1.2, P2.2, P4.1, P5.1				P1.1, P1.2, P2.3, P3.1, P5.1					

Term 3, 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Plant Production (P2.1, P3.1, P4.1, P5.1)									
	Assessment:	AT3: Yearly Examination T3 Week 9									
	Outcomes:	P1.1, P1.2, P2.1, P2.2, P2.3, P3.1, P4.1, P5.1									

Biology

No	Timing	Task Details	Outcomes	Components and Weightings		
				Knowledge and understanding of course content	Skills in critical thinking, research methodology, analysing and communicating	TOTAL
1	T1 – Wk9 2025	Practical Skills Task	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-7, BIO11-8	10%	15%	25%
2	T3 -Wk 3 2025	Depth Study	BIO11/12-1, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO11-10,	15%	25%	40%
3	T3-Wk 8/9 2025	Preliminary Examination	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12- 6, BIO11/12-7, BIO11-8, BIO11-9, BIO11-10, BIO11-11BIO11/12-7, BIO11-8, BIO11-9, BIO11-10, BIO11-11	15%	20%	35%
TOTAL				40%	60%	100%

Biology Scope and Sequence

		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
Term 1 2025	Module/Topic:	Module 1: Cells as the Basis of Life									Module 2: Organisation of Living Things	
	Assessment:	Practical Skills, Week 9, 25%										
	Outcomes:	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-7, BIO11-8									BIO11-9, BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-7, BIO11-8	

		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Term 2 2025	Module/Topic:	Module 2: Organisation of Living Things					Module 3: Biological Diversity				
	Assessment:										
	Outcomes:	BIO11-9, BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-7, BIO11-8					BIO11-10, BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-7, BIO11-8				

		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Term 3 2025	Module/Topic:	Module 3: Biological Diversity			Module 4: Ecosystem Dynamics						
	Assessment:	Depth Study, Week 3, 40%			Preliminary Examination, Week 8/9, 35%						
	Outcomes:	BIO11/12-1, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO11-10,			BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO11-8, BIO11-9, BIO11-10, BIO11-11						

English Standard

				Components and Weightings		
No	Timing	Task Details	Outcomes	Knowledge and understanding of course content	Skills in critical thinking, research methodology, analysing and communicating	TOTAL
1	Wk 9 - T1 2025	Refined Writing Piece with Reflection Reading to Write	EN11-2, EN11-3, EN11-4, EN11-7, EN11-9	20	20	40
2	Wk9 – T2 2025	Multimodal Website Module A: Contemporary Possibilities	EN11-1, EN11-2, EN11-5	15	15	30
3	W9 – T3 2025	Yearly Examination All Modules	EN11-1, EN11-3, EN11-5, EN11-6, EN11-8	15	15	30
				50	50	100

English Standard

Term 1 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
	Module/Topic:	Reading to Write: Transition to Senior English										
	Assessment:	Refined Writing Piece with Reflection (40%)										
	Outcomes:	EN11-1, EN11-2, EN11-3, EN11-4, EN11-5, EN11-6, EN11-7, EN11-9										

Term 2 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Module A: Contemporary Possibilities									
	Assessment:	Multimodal Website Design (30%)									
	Outcomes:	EN11-1, EN11-2, EN11-3, EN11-4, EN11-5, EN11-6									

Term 3 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Module B: Close Study of Literature									
	Assessment:	Yearly Examination (30%)									
	Outcomes:	EN11-1, EN11-3, EN11-8, EN11-9									

English Studies

				Components and Weightings		
No	Timing	Task Details	Outcomes	Knowledge and understanding of course content	Skills in critical thinking, research methodology, analysing and communicating	TOTAL
1	T1- Wk 11 2025	Multimodal Presentation Task Common Module: Achieving Through English	ES11-1, ES11-4, ES11-5, ES11-6	20	20	40
2	T3 – Wk 5 2025	Collection of Works Task Module: All Modules	ES11-2, ES11-4, ES11-6, ES11-7, ES11-10	20	20	40
3	T3 – Wk 9 2025	Yearly Examination Module: All Modules	ES11-1, ES11-2, ES11-3, ES11-4, ES11-5, ES11-6, ES11-7, ES11-8, ES11-9, ES11-10	10	10	20
TOTAL				50	50	100

English Studies Scope and Sequence

Term 1 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
	Module/Topic:	Common Module: Achieving Through English – English in Education, Work and Community – <i>Various print and multimodal texts</i>										
	Assessment:	AT1: Multimodal Presentation (40%)										
	Outcomes:	ES11-1, ES11-2, ES11-3, ES11-4, ES11-5, ES11-6, ES11-7, ES11-9										

Term 2 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Module C: On the Road- <i>The Amber of the Moment</i> (Travel Blog), <i>The Secret Life of Walter Mitty</i> (Short Story, 1947), <i>The Secret Life of Walter Mitty</i> (Film, 2013)									
	Assessment:	NA- Covered in Collection of Works									
	Outcomes:	ES11-1, ES11-2, ES11-3, ES11-4, ES11-5, ES11-6, ES11-7, ES11-8, ES11-9, ES11-10									

Term 3 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Module K: The Big Screen – <i>Various film and print texts</i>									
	Assessment:	AT2 – Collection of Work – All Modules (40%) and AT3 – Formal Yearly Examination – All Modules (20%)									
	Outcomes:	ES11-1, ES11-2, ES11-3, ES11-4, ES11-6, ES11-9, ES11-10									

Hospitality

School Name: Assessment Schedule Year 11 - 2025

<p>The assessment components in Hospitality Operations are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills for each unit of competence. In addition to Assessment Events, some assessment will occur in an informal setting in the classroom or during work placement.</p> <p>Competency assessment is graded as 'not yet competent', 'developing', 'competent'. This means a course mark is not allocated.</p>			Task 1 Safety in the kitchen	Task 2 Service please
<p>Tasks for SIT20322 Certificate II in Hospitality</p> <p>Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.</p>			Week Term	Week Term
Code	Unit of Competency	HSC Examinable	Date	Date
SITXWHS005	Participate in safe work practices	X	X	
SITXFSA005	Use hygienic practices for food safety	X	X	
SITXFSA006	Participate in safe food handling practices	X	X	
SITHCCC025	Prepare and present sandwiches		X	
SITXCCS011	Interact with customers	X		X
SITXCOM007	Show social and cultural sensitivity			X

Depending on the achievement of units of competency, the possible qualification at completion of Year 11 is a Statement of Attainment toward SIT20322 Certificate II in Hospitality.

For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student's achievement of tasks similar to the HSC examination, such as a trial HSC examination.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as "not yet competent" or "competent". In some cases, other descriptive words may be used leading up to "competent".

Hospitality Scope and Sequence

Term 1 - Year 11 (Preliminary) year of study											
Term 1	1	2	3	4	5	6	7	8	9	10	11
VET Course Induction	No Students										
Task 1: Safety in the kitchen (70 hours)	No Students										
SITXWHS005 Participate in safe work practices											
SITXFSA005 Use hygienic practices for food safety											
SITXFSA006 Participate in safe food handling practices											
SITHCCC025 Prepare and present sandwiches											
Task 2: Service please (30 hours)											
SITXCOM007 Show social and cultural sensitivity	No Students										
SITXCCS011 Interact with customers											

Term 2 - Year 11 (Preliminary) year of study											
Term 2	1	2	3	4	5	6	7	8	9	10	11
Task 1: Safety in the kitchen											N/A
SITXFSA005 Use hygienic practices for food safety											
SITXWHS005 Participate in safe work practices											
SITXFSA00 Participate in safe food handling practices											
SITHCCC025 Prepare and present sandwiches											
Task 2: Service please											
SITXCOM007 Show social and cultural sensitivity											
SITXCCS011 Interact with customers											

Hospitality Scope and Sequence Cont'd

Term 3 - Year 11 (Preliminary) year of study											
Term 3	1	2	3	4	5	6	7	8	9	10	11
Task 2: Service please											N/A
SITXCOM007 Show social and cultural sensitivity											
SITXCCS011 Interact with customers											
Task 3: The hospitality industry (20 hours)											
SITHIND006 Source and use information on the hospitality industry											
Task 4: Working in the hospitality industry (55 hours)											
STHFAB02 Prepare and serve non-alcoholic beverages											
BSBTWK201 Work effectively with others											
SITHFAB025 Prepare and serve espresso coffee											
SITHFAB027 Serve food and beverages											
SITHIND007 Use hospitality skills effectively											

Term 4 - Year 12 HSC year of study											
Term 4	1	2	3	4	5	6	7	8	9	10	11
Task 3: The hospitality industry (20 hours)											N/A
SITHIND006 Source and use information on the hospitality industry											
Task 4: Working in the hospitality industry											
SITHFAB024 Prepare and serve non-alcoholic beverages											
BSBTWK201 Work effectively with others											
SITHFAB025 Prepare and serve espresso coffee											
SITHFAB027 Serve food and beverages											
SITHIND007 Use hospitality skills effectively											

Industrial Technology – Timber Products and Furniture Technologies

				Components and Weightings		
No	Timing	Task Details	Outcomes	Knowledge and understanding of course content	Skills in critical thinking, research methodology, analysing and communicating	TOTAL
1	T1 – Wk 11 2025	Industry Study Report - 20%	P1.1, P1.2, P2.1, P3.1, P3.2, P4.1, P4.2, P4.3, P5.1, P5.2, P6.1, P6.2, P7.1, P7.2	10	10	20
2	T2 – Wk 10 2025	Minor Design Project 1 - 40%	P2.1, P2.2, P3.1, P3.2, P3.3, P4.1, P4.2, P4.3, P5.1, P5.2,	15	25	40
3	T3 – Wk 9 2025	Yearly Examination 40%	P1.1, P1.2, P2.1, P2.2, P3.1, P3.2, P3.3, P4.1, P4.2, P4.3, P5.1, P5.2, P6.1, P6.2, P7.1, P7.2	20	20	40
TOTAL				45	55	100

Industrial Technology - Timber Products and Furniture Technologies

Term 1 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
	Module/Topic:	Minor Design Project 1 and Industry Study										
	Assessment:	Industry Study Report - 20%										
	Outcomes:	MDP1 Outcomes: P2.1, P3.1, P3.2, P4.1, P4.2, P4.3, P5.1, P5.2, P6.2 Industry Study Outcomes: P1.1, P1.2, P6.1 P6.2, P7.1, P7.2										

Term 2 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Minor Design Project 2									
	Assessment:	Minor Design Project 2 - 40%									
	Outcomes:	MDP2 Outcomes: P2.1, P2.2, P3.1, P3.2, P3.3, P4.1, P4.2, P4.3, P5.1, P5.2									

Term 3 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Minor Design Project 3									
	Assessment:	Yearly Examination 40%									
	Outcomes:	Yearly Examination Outcomes: P1.1, P1.2, P2.1, P2.2, P3.1, P3.2, P3.3, P4.1, P4.2, P4.3, P5.1, P5.2, P6.1, P6.2, P7.1, P7.2									

Industry Based Learning HSC Assessment Schedule

				Components			
No	Timing	Task Details	Outcomes	Nature of work	Knowledge of Workplace	Employability skills	Personal Work Values and Attitudes
1	T4 - Wk 10 2024	Workplace Journal	1.1, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 4.1, 5.1, 5.2, 5.3	X	X	X	X
2	T2 – Wk 10 2025	Workplace Journal	1.1, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 4.1, 5.1, 5.2, 5.3	X	X	X	X
3	T3 - Wk 9 2025	Workplace Journal	1.1, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 4.1, 5.1, 5.2, 5.3	X	X	X	X

Mathematics Standard

				Components and Weightings		
No	Timing	Task Details	Outcomes	Knowledge and understanding of course content	Skills in critical thinking, research methodology, analysing and communicating	TOTAL
1	T1 - Wk 8 2025	In-ClassTopic Test	MS11-1, MS11-6, MS11-10	20	10	30
2	T2 – Wk6 2025	Financial Investigation	MS11-2, MS11-5, MS11-6, MS11-9, MS11-10	15	25	40
3	T3 - Wk 9 2025	Preliminary Examination	MS11-1, MS11-2, MS11-3, MS11-4, MS11-5, MS11-6, MS11-7, MS11-10	15	15	30
TOTAL				50%	50%	100%

Mathematics Standard Scope and Sequence

Term 1 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
	Module/Topic:	A1 Formulae and Equations					A2 Linear Relationships			F1.2 Earning and Managing Money		
	Assessment:	In-Class Topic Test (Week 8, Term 1)					Preliminary Examination			Financial Investigation		
	Outcomes:	MS11-1, MS11-6					MS11-1, MS11-2, MS11-6			MS11-2, MS11-5, MS11-6		

Term 2 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	F1.1 Interest & Depreciation		F1.3 Budgeting and Household Expenses		Classifying and Representing Data			Summary Statistics		
	Assessment:	Financial Investigation (Week 6, Term 2)				Preliminary Examination (Week 9, Term 3)					
	Outcomes:	MS11-2, MS11-5, MS11-6		MS11-2, MS11-5, MS11-6		MS11-2, MS11-7			MS11-2, MS11-7		

Term 3 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	M1.1, 1.3 Practicalities of Measurement		M1.2 Perimeter, Area and Volume			M2 Working with Time			Preliminary Examination	M2 Working with Time
	Assessment:	Preliminary Examination (Week 9, Term 3)									N/A
	Outcomes:	MS11-3, MS11-4		MS11-3, MS11-4			MS11-3, MS11-4				MS11-3, MS11-4

Term 4 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	S3 Relative Frequency and Probability			Year 12 Standard 2 Coursework commences here.						
	Assessment:	N/A									
	Outcomes:	MS11-8									

Primary Industries

No	Timing	Evidence Gathering Techniques	Competencies Assessed
1	T1 - WK 5 2025	Direct Observation and Questioning	AHCWHS201 Participate in work health and safety processes
2	T2 - WK 4 2025	Direct Observation and Questioning	AHCBIO203 Inspect and clean machinery for plant, animal and soil material AHCMOM202 Operate tractors AHCMOM304 Operate machinery and equipment
3	T3 - WK 2 2025	Direct Observation, Questioning and Work placement	AHCWRK204 Work effectively in the industry AHCWRK205 Participate in workplace communication AHCWRK209 Participate in environmentally sustainable work practices
4	T3 - WK 8 2025	Preliminary Examination	AHCWHS201 Participate in work health and safety processes AHCBIO203 Inspect and clean machinery for plant, animal and soil material AHCMOM202 Operate tractors AHCMOM304 Operate machinery and equipment AHCWRK204 Work effectively in the industry AHCWRK205 Participate in workplace communication AHCWRK209 Participate in environmentally sustainable work practices AHCLSK209 Monitor water supplies AHCLSK211 Provide feed for livestock
5	T4 - WK 10 2025	Direct Observation and Questioning	AHCLSK209 Monitor water supplies AHCLSK211 Provide feed for livestock

Primary Industries Scope and Sequence

Term 1 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Cluster 1 WHS					Cluster 7 Tractors				
	Assessment:	AT1: Online Quiz, Training & Assessment Tool					AT2: Online Quiz, Training & Assessment Tool, Practical Assessment				
	Outcomes:	AHCWHS201 Participate in work health and safety processes					AHCBIO203 Inspect and clean machinery for plant, animal and soil material AHCMOM202 Operate tractors AHCmom304 Operate machinery and equipment				

Term 2 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Cluster 7 Tractors				Cluster 2: Working in Industry					
	Assessment:	AT2: Online Quiz, Training & Assessment Tool, Practical Assessment				AT3: Online Quiz, Training & Assessment Tool, Work placement (35 hours)					
	Outcomes:	AHCBIO203 Inspect and clean machinery for plant, animal and soil material AHCMOM202 Operate tractors AHCmom304 Operate machinery and equipment				AHCWRK204 Work effectively in the industry AHCWRK205 Participate in workplace communication AHCWRK209 Participate in environmentally sustainable work practices					

Term 3 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Cluster 2: Working in Industry		Cluster 8: Feed and Water Livestock					AT4: Prelim HSC Exam		
	Assessment:	AT3: Online Quiz, Training & Assessment Tool		AT5: Training & Assessment Tool, Practical Assessment							
	Outcomes:	AHCWRK204 Work effectively in the industry AHCWRK205 Participate in workplace communication AHCWRK209 Participate in environmentally sustainable work practices		AHCLSK209 Monitor water supplies AHCLSK211 Provide feed for livestock1							

Sport, Lifestyle and Recreation

				Components and Weightings		
No	Timing	Task Details	Outcomes	Knowledge and understanding of course content	Skills in critical thinking, research methodology, analysing and communicating	TOTAL
1	T1 – Wk 9 2025	Practical Skills Assessment	1.1, 1.3, 2.1, 3.1, 3.2, 4.1, 4.4	20	15	35
2	T2 – Wk 6 2025	Practical Skills Assessment and Peer Evaluation	1.1, 1.3, 2.1, 2.2, 3.1, 3.2, 4.2, 4.5	20	15	35
3	T3 – Wk 8 2025	Emergency Aid Skills Assessment and Quiz	1.3, 2.5, 3.6, 4.2, 4.4, 4.5	10	20	30
TOTAL				50%	50%	100%

Sport, Lifestyle & Recreation Studies Scope and Sequence

Term 1 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
	Module/Topic:	Games & Sports Application I										
	Assessment:	AT1: Practical Skills Assessment (35%)										
	Outcomes:	1.1, 1.3, 2.1, 3.1, 3.2, 4.1, 4.4										

Term 2 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Sports Coaching and Training									
	Assessment:	AT2: Practical Skills Assessment – Peer Evaluation (35%)									
	Outcomes:	1.1, 1.3, 2.1, 2.2, 3.1, 3.2, 4.2, 4.5									

Term 3 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	First Aid and Sports Injuries									
	Assessment:	AT3: Emergency Aid Practical Assessment – Quiz (30%)									
	Outcomes:	1.3, 2.5, 3.6, 4.2, 4.4, 4.5									

Work Studies

				Components and Weightings		
No	Timing	Task Details	Outcomes	Knowledge and understanding of course content	Skills in critical thinking, research methodology, analysing and communicating	TOTAL
1	T1 – Wk 9 2025	Presentation	1,2,5,6	25	10	35
2	T2- Wk 9 2025	Communication Portfolio	2,4,5,8	25	10	35
3	T3 – Wk 9 2025	Workplace Rights Case Study	3,7,9	20	10	30
TOTAL				70	30	100

Work Studies Scope and Sequence

Term 1, 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
	Module/Topic:	Core Study: My Working Life										
	Assessment:	Presentation (35%)										
	Outcomes:	1,2,3,4,5,6,7,8,9										

Term 2, 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Module 3: Workplace Communication									
	Assessment:	Communication Portfolio (35%)									
	Outcomes:	1,2,5,6,7,8,9									

Term 3, 2025		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Module/Topic:	Module 1: In the Workplace									
	Assessment:	Employment Conditions Case Study (30%)									
	Outcomes:	1,2,3,4,5,6,8									

Merriwa Central School



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ILLNESS/MISADVENTURE FORM

Section A *To be completed by the student and handed to the relevant Head Teacher*

Student's Name: _____ Number: _____

Course: _____ Preliminary / HSC
(circle)

Name of Assessment Task: _____

Nature of Task: _____
(attach a copy of the task)

Class Teacher: _____

Weighting: _____ Date Due: _____

Outline reasons for this application for Illness/Misadventure and attach relevant documentation.

Parent/Carer Signature: _____ Date: _____

Student Signature: _____ Date: _____

You will be informed of this decision within two school days of lodgment of this misadventure application.

If you are not satisfied with the determination you may appeal to the Assessment Review Panel within two (2) school days of receiving this notification. Appeals may be lodged with the Principal.

Section B *To be completed by Head Teacher*

Head Teacher's Name: _____

Faculty: _____ Course: _____

Receipt date of Illness/Misadventure form: _____

Head Teacher Determination: (Tick appropriate actions)

- ☐ Task to be accepted without penalty
- ☐ Missed task to be completed on (date)
- ☐ Alternate task to be completed on/by (date)
- ☐ An estimate to be awarded
- ☐ A zero mark to be awarded
- ☐ Extension granted. Due Date:

Comments:

HT Signature: _____ Date: _____

Section C: Student acknowledgement of Head Teacher decision

Accept decision **or** Referral to Assessment Review Panel
(cross out that which does not apply)

Student Signature: _____ Date: _____

Referral to the Assessment Review Panel should occur within 2 school days of receiving the Head Teacher appeal decision. (Sections A, B and C must be included together with all relevant material)

Original to be filed in Student file

Copy to Year Adviser

Copy to Parent/Student

Copy to Head Teacher

Copy to Deputy Principal



Merriwa Central School

Valuing individual potential – achieving personal best

Appeal against the outcome of Illness/Misadventure determination

Section A *To be completed by the student and handed to the Principal*

Student's Name: _____ Number: _____

Please attach a copy of the original Illness/Misadventure application form and any supporting documentation

Reason/s for referral to Assessment Review Panel

Section B *To be completed by the Assessment Review Panel*

Panel composition:

Chairperson: _____

Member 2: _____

Member 3: _____

Panel decision: Appeal upheld OR dismissed

Resolution: _____

Outcome of Appeal communicated in writing to student on: _____

Copy to: Panel/Relevant Head Teacher/Student/Parent/Carer/Student File

Merriwa Central School



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STAGE SIX ASSESSMENT TASK NOTICE

COURSE: _____

NAME: _____

Assessment tasks completed at home must be submitted to the class teacher prior to 8.55am on the due date.

COURSE: ASSESSMENT TASK NO: DATE ISSUED:	TOPIC: WEIGHTING: DATE DUE:
OUTCOMES:	
TASK DESCRIPTION:	
ASSESSMENT CRITERIA:	

Merriwa Central School
Bow Street Merriwa NSW 2329
T 6548 2119
merriwa-c.school@det.nsw.edu.au
www.merriwa-c.schools.nsw.edu.au

MARKING GUIDELINES

TASK NUMBER: _____ WEIGHTING: _____ DUE DATE: _____

CRITERIA	MARKS

MERRIWA CENTRAL SCHOOL PRELIMINARY COURSE ASSESSMENT BOOKLET

Receipt and Acknowledgement

- We have read and understood the procedures for assessments for the preliminary course at Merriwa Central School.
- We are aware of the dates for exams, work placements and the handing in of tasks.

Parent/Caregiver: _____
(Signature)

Student: _____
(Signature)

Date: _____

Please return to the Office

