



B S S S
AUSTRALIAN CAPITAL TERRITORY

Board of Senior Secondary Studies

General Schedule

of

Meetings and Events

2012

TERM ONE

FEBRUARY

2012

Friday	3	Semester 1 / Term 1 commences (Staff only - public schools)	
Wednesday	8	February Board Principals' Meeting papers available online	
Tuesday	14	Board Principals' Meeting	1.30 pm MP Rm HBCTL
Wednesday	15	Introduction to BSSS – new college teachers – assessment, curriculum, VET & moderation	9.00 - 12.30 pm OR 1.00 - 4.00 pm MP Rm HBCTL
Thursday	16	Curriculum Coordinators' Meeting	2.00 - 4.00 pm Rm 2 HBCTL
Monday	20	Introduction to BSSS – new college teachers – assessment, curriculum, VET & moderation	9.00 - 12.30 pm OR 1.00 - 4.00 pm MP Rm HBCTL
Wednesday	22	Board Forum 1: Certification 2011	4.15 - 5.30 pm UC Senior Secondary College, Lake Ginninderra
Wednesday	22	School census day	
Thursday	23	Moderation and Subject Group Leaders Training Seminar	4.00 - 6.00 pm Hall HBCTL
Thursday	23	Board Meeting	8.30 am MP Rm HBCTL
Friday	24	AST Coordinators and backup Coordinators identified Final date: Requests for BSSS publications	

MARCH

Thursday	1	BSSS Certification Meeting	2.00 - 4.00 pm Orana Steiner School
Monday	5	AST Marking Workshop	9.15 – 3.30 pm MP Rm HBCTL
Monday	5	Schools to deliver practical art works to the Moderation venue	4:00 – 5:00 pm Orana Steiner School
Monday	5	OBSSS delivery of Moderation materials to moderation venues	
Tuesday	6	Moderation Day 1	
Tuesday	6	CAC Committee Meeting	8.30 - 10.00 am LEC
Thursday	8	AST Coordinators' Meeting	4.00 - 5.30 pm LEC

TERM ONE (CONT)

Friday	9	Approximate numbers to sit AST due	
Monday	12	Canberra Day - Public Holiday	
Tuesday	13	AST Coordinators to issue Special Case Application Forms to students identified as Special Case for AST	
Wednesday	14	VET Committee Meeting	8.30 - 10.00 am Rm 5 - 6 HBCTL
Tuesday	27	ACC Committee Meeting	8.30 - 10.00 am LEC
Wednesday	28	April Board Principals' Meeting papers available online	
Thursday	29	Notification of Scaling Groups including small groups to Technical Adviser	
Thursday	29	Student AST Application Forms due back to the Board Secretariat	
Thursday	29	Moderation Coordinators' Meeting	3.30 - 5.00 pm Rm 2 HBCTL
Friday	30	Closing date for AST Special Case Applications (with documentation) to Board Secretariat	

APRIL

Tuesday	3	Board Principals' Meeting	1.30 pm MP Rm HBCTL
Friday	6	Good Friday - Public Holiday	
Monday	9	Easter Monday - Public Holiday	
Thursday	12	Board Meeting	8.30 am MP Rm HBCTL
Thursday	12	Courses due to Board Secretariat for current accreditation round	
Thursday	12	Last day for names of students meeting definition for 'Culturally & Linguistically Diverse Background' for AST to be identified in BSSS database	
Friday	13	Applications to sit Modified AST papers due to Technical Adviser	
Friday	13	Term 1 ends	

TERM TWO

APRIL (cont)

Wednesday	25	Anzac Day - Public Holiday
Monday	30	Term 2 commences
Monday	30	Final date for AST Supervisors to return applications directly to Board Secretariat

MAY

Wednesday	2	VET Committee Meeting	8.30 - 10.00 am Rm 5 - 6 HBCTL
Friday	4	Small group advisers to notify Technical Adviser of their requirements	
Friday	4	Closing date for applications for ACT students to sit AST overseas	
Tuesday	8	Board Forum 2: AST	4.15 - 5.30 pm Hawker College
Tuesday	15	VET certification processing for 2011 - VET Coordinators. All day by appointment	LEC
Wednesday	16	VET certification processing for 2011 - VET Coordinators. All day by appointment	LEC
Thursday	17	Curriculum Coordinators' Meeting	2.00 - 4.00 pm Rm 2 HBCTL
Tuesday	22	CAC Committee Meeting	8.30 - 10.00 am LEC
Thursday	24	BSSS Certification Meeting	2.00 - 4.00 pm Burgmann Anglican School
Tuesday	29	ACC Committee Meeting	8.30 - 10.00 am LEC
Tuesday	29	Student and Course Information sent to UAC	
Wednesday	30	June Board Principals' Meeting papers available online	

TERM TWO (CONT)

JUNE

Tuesday	5	CAC Committee Meeting	8.30 - 10.00 am LEC
Tuesday	5	Board Principals' Meeting	1.30 pm MP Rm HBCTL
Thursday	7	AST College Coordinators' and Supervisors' Seminar	2.30 - 4.00 pm Hall HBCTL
Monday	11	Queen's Birthday - Public Holiday	
Thursday	14	Board Meeting	8.30 am MP Rm HBCTL
Tuesday	26	ACC Committee Meeting	8.30 - 10.00 am LEC
Tuesday	26	CAC Committee Meeting	8.30 - 10.00 am LEC
Friday	29	AST enrolments and Special Case data finalised	
Friday to Friday	29 June 6 July	Moderation presentations due at OBSSS (Year 12 Semester 1, 2012)	

JULY

Wednesday	4	VET Committee Meeting	8.30 - 10.00 am Rm 5 - 6 HBCTL
Friday	6	Term 2 ends	

TERM THREE

JULY (cont)

Monday 23 Semester 2 / Term 3 commences

Wednesday 25 AST Rolls delivered to college AST Coordinators

AUGUST

Thursday 2 Curriculum Coordinators' Meeting 2.00 - 4.00 pm
Rm 2 HBCTL

Friday 3 School census day

Monday 6 Introduction to BSSS – new college teachers –
assessment, curriculum, VET & moderation 1.00 - 4.00 pm
MP Rm HBCTL

Tuesday 7 Moderation and Subject Group Leaders Training
Seminar 4.00 - 6.00 pm
Hall HBCTL

Tuesday 7 CAC Committee Meeting 8.30 - 10.00 am
LEC

Wednesday 8 August Board Principals' Meeting papers available
online

Thursday 9 BSSS Certification Meeting 2.00 - 4.00 pm
Daramalan College

Tuesday 14 Board Principals' Meeting 1.30 pm
MP Rm HBCTL

Wednesday 15 Schools to deliver practical art works to the
moderation venue 4:00 – 5:00 pm
Venue TBA

Wednesday 15 OBSSS delivery of Moderation materials to
Moderation venues

Thursday 16 Moderation Day 2

Friday 17 AST Packing Day LEC

Monday 20 Small group portfolios due at OBSSS for
year 11 & year 12, Semester 1, 2012

Thursday 23 Board Meeting 8.30 am
MP Rm HBCTL

Tuesday 28 ACC Committee Meeting 8.30 - 10.00 am
LEC

Tuesday 28 CAC Committee Meeting 8.30 - 10.00 am
LEC

Wednesday 29 VET Committee Meeting 8.30 - 10.00 am
Rm 5 - 6 HBCTL

TERM THREE (CONT)

SEPTEMBER

Tuesday	4	AST Test - Sessions 1 & 2 - First Sitting	
Wednesday	5	AST Test - Session 3 - First Sitting	
Thursday	6	Moderation Coordinators' Meeting	3.30 - 5.00 pm Rm 2 HBCTL
Thursday	6	Checking of AST	LEC
Friday	7	Checking of AST	LEC
Friday	7	Absent candidate register due to Board Secretariat from AST Coordinator	
Friday	7	Applications due for second sitting of AST AST - Medical Certificates due to Board Secretariat	
Thursday	13	Board Forum 3:	4.15 - 5.30 pm Narrabundah College
Thursday	27	Delivery of AST Rolls and Labels to Second Sitting colleges	
Friday	28	Term 3 ends	

OCTOBER

Monday	1	Labour Day - Public Holiday	
Monday	8	Family & Community Day - Public Holiday	
Wednesday	10	October Board Principals Meeting papers available online	
Monday	15	Term 4 commences	
Tuesday	16	CAC Committee Meeting	8.30 - 10.00 am LEC
Tuesday	16	Board Principals' Meeting	1.30 pm MP Rm HBCTL
Tuesday	16	AST Test Sessions 1 & 2 - Second Sitting	Nth - HWKC Sth - TUGC
Wednesday	17	AST Test Session 3 - Second Sitting	Nth - HWKC Sth - TUGC
Thursday	18	BSSS Certification Meeting	2.00 - 4.00 pm Gungahlin College

TERM FOUR

OCTOBER (cont)

Thursday	25	Board Meeting	8.30 am MP Rm HBCTL
Thursday	25	Curriculum Coordinators Meeting	2.00 - 4.00 pm Rm 2 HBCTL
Friday	26	Year 11 numbers (2013) to OBSSS for Plagiarism Booklets	

NOVEMBER

Wednesday	7	Board Forum 4	4.15 - 5.30 pm St Mary MacKillop College
Tuesday	13	CAC Committee Meeting	8.30 - 10.00 am LEC
Friday	16	Final date for year 10 VET competencies to be entered into BSSS database	
Tuesday	20	ACC Committee Meeting	8.30 - 10.00 am LEC
Wednesday	21	VET Committee Meeting	8.30 - 10.00 am Rm 5 - 6 HBCTL
Friday	23	Closing date for nominations for Recognition of Excellence Ceremony	
Wednesday	28	December Board Principals' Meeting papers available online	
Wednesday	28	Small group portfolios for year 12, Semester 2, 2012 due at OBSSS	

TERM FOUR (CONT)

DECEMBER

Monday	3	Final date for results from the Canberra Institute of Technology to be provided for year 12 certification	5.00 pm LEC
Tuesday	4	Board Principals' Meeting	1.30 pm MP Rm HBCTL
Wednesday	5	Final day for all VET competencies to be entered in BSSS database	5.00 pm
Wednesday	5	Course Scores due in BSSS database. Year 12 data must be error free in BSSS database.	
Thursday	6	College access to database closes at 2 pm	2.00 pm
Thursday	6	Board Meeting	8.30 am MP Rm HBCTL
Friday	7	Printouts of year 12 data including VET available for collection	4.00 - 5.00 pm LEC
Friday	7	Small Group Adviser's report due to Technical Adviser	5.00 pm
Monday	10	Database re-opens for limited editing	
Tuesday	11	Confirmation that VET data is correct due to Technical Adviser	5.00 pm
Wednesday	12	College access to BSSS database closes for 2012 (Year 12 data must be error free)	10.00 am
Wednesday	12	Appeals should be lodged with the Board Secretariat by this date. Colleges should notify the Board Secretariat of any college appeals that have not been resolved	
Wednesday to Wednesday	12 19	Moderation presentations due at OBSSS (Year 11 Semester 2, 2012)	
Thursday	13	Printouts of year 12 student data, course score data available from OBSSS for collection	3.00 – 4.00 pm LEC
Friday	14	Colleges final edits to college data at OBSSS	8.00 am - 12.00 pm LEC
Friday	14	12.00 pm - Confirmation to the Technical Adviser that the Certification data is correct	

TERM FOUR (CONT)

Monday	17	Year 12 results available from OBSSS for college checking and collection	8.00 am LEC
Monday	17	Deadline for colleges to inform the Technical Adviser of any errors in data used for ATAR calculation	12.00 pm
Monday	17	Deadline for Recognition of Excellence Ceremony top student information	noon
Monday	17	Database re-opens	
Tuesday	18	Recognition of Excellence Ceremony	11.00 am TBA
Tuesday	18	Year 12 Certificates, Tertiary Entrance Statements and Vocational Qualifications available for collection from OBSSS	1.00 pm LEC
Wednesday	19	Dispatch of University Admission Centre files	
Thursday	20	Electronic release of ATAR	
Friday	21	Closing date for Adoptions and Extensions of currently accredited units and courses for teaching in 2013	
Friday	21	Term 4 / Semester 2 ends	

FEBRUARY 2013

Friday 1 Term 1 commences 2013

Notes

1. Any changes to the Schedule will be posted on the ACTBSSS web site at <http://www.bsss.act.edu.au>
Colleges will be notified of such changes by facsimile or e-mail
2. Other codes used are

Code	Explanation
LEC (BSSS Office)	Lyons Education Centre – Office of BSSS 67 Launceston Street, Lyons ACT 2606
HBCTL	Hedley Beare Centre for Teaching and Learning Fremantle Drive, Stirling ACT 2611
TBA	To be advised

3. The following Board committees will meet on a needs basis and meeting dates are subject to change:
 - Assessment and Certification Committee (ACC)
 - Curriculum Advisory Committee (CAC)
 - Vocational Education and Training Committee (VET)
4. Dates to note:
 - Curriculum Coordinators' Meeting – 2nd Thursday every term (aim).

Please Note:

If colleges require extra copies of the General Schedule please obtain them from the ACTBSSS web site at <http://www.bsss.act.edu.au>