



what certificates
could you obtain?



B S S S
BOARD OF
SENIOR
SECONDARY
STUDIES

*Australian
Capital Territory*



what certificates **could you obtain ?**

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1 *The ACT Year 12 Certificate*

What is the purpose of the ACT Year 12 Certificate?

The ACT Year 12 Certificate is awarded to all students at the end of year 12 who have successfully met the ACT Board of Senior Secondary Studies' (ACT BSSS) requirements. It is used by a wide variety of people including employers, education or training institutions, and the Australian Defence Forces. You could also provide a copy when you apply for awards or scholarships, or if applying for voluntary work with community organisations. Your ACT Year 12 Certificate is a very important document. Keep it in a safe place and always supply a certified copy to interested people, never the original.

What does the Certificate contain?

The ACT Year 12 Certificate lists all units and courses that you have completed during years 11 and 12, and the grades you obtained. An explanation of grades is given on the back of the Certificate.

Who is eligible to receive the Certificate?

The ACT Year 12 Certificate is awarded to all students who (1) complete an educational program approved by the college as having a coherent pattern of study in years 11 and 12, and (2) meet the ACT BSSS' requirements. You can complete an ACT Year 12 Certificate through a variety of **packages** such as a **Standard Package**, a **Repeat Package**, a **Mature Age Package** (if you are over twenty by 1 March in the year you start your study) or an **Older Student Package** (if you are commencing college studies or commencing study for a Tertiary Entrance Statement after your original cohort has graduated.)

The ACT BSSS' requirements for an ACT Year 12 Certificate are a minimum of three different A, T, M, H, C or E courses from different course areas, including a maximum of one C or E course and at least 17 standard units for a Standard Package, 8.5 standard units for a Repeat Package, 6 standard units for an abridged Mature Age Package and 8.5 standard units for an Older Student Package.

What are standard units and courses?

A **standard unit** is a combination of lessons, assignments, excursions, tests, etc. organised around a particular theme and offered over a specified period of time e.g. a semester. A standard unit has a value of 1.0 and is delivered for a minimum of 55 hours, generally over one semester. To illustrate, in the sample

ACT Year 12 Certificate (page 5), Voice and Movement is worth one standard unit, and so would have taken a minimum of 55 hours to complete (1).

A course is a combination of units with a coherence of purpose. For example, in the sample certificate there are 3,5 related standard units which combine to make up an English course (2).

What are minor, major, major-minor and double major courses?

Courses have differing types indicating the duration of study in the course. The duration of study is indicated by the labels: **minor**, **major**, **major-minor** and **double major**.

- minors require a minimum of 110 hours over a minimum of 2 standard units
- majors require a minimum of 220 hours over a minimum of 3,5 standard units
- major-minors require a minimum of 330 hours over a minimum of 5,5 standard units
- double majors require a minimum of 400 hours over a minimum of 7,0 standard units.

Please check with your college for their requirements.

Examples: At Pemberly College:

- the units of the Mathematical Methods course add up to 2 standard units and qualify as a minor (3)
- the units in the English course add up to 3,5 standard units and qualify as a major (4)
- the units in the Graphic Communication course add up to 5,5 units and qualify as a major-minor (5)
- the units in the Drama course add up to 7 standard units and qualify as a double major (6).

What are A, T, M and R units or courses?

An **A** course is one which is accredited by the ACT BSSS as educationally sound and appropriate for students studying in years 11 and 12 (7).

A **T** course is accredited by the ACT BSSS as providing appropriate preparation for higher education (8).

An **M** course is accredited by the ACT BSSS as providing appropriate educational

experiences for students who satisfy specific disability criteria.

An **R** unit or course is one which is registered by the ACT BSSS as appropriate for students in years 11 and 12 and is usually designed to provide personal development, recreational or community service activities.

The ACT BSSS also recognises that students participate in learning that takes place outside the formal structured learning program that exists in colleges. This is recognised under an **R** course called Recognition - Outside Learning **(9)**.

What are H courses?

An **H** course is designed and accredited by an Australian higher education provider and successful completion of the course will be recognised towards an undergraduate degree with that provider and the ACT Year 12 Certificate.

H courses may contribute to the student's ATAR calculation and if the **H** units do not form a course they can be included with the associated college **T** course.

What are Vocational courses ?

A vocational course leads to a vocational Certificate or Statement of Attainment as defined by the Australian Qualifications Framework (AQF). The content of the learning program is based on the competencies defined in a Training Package and follows the requirements of the Australian Quality Training Framework (AQTF). Vocational courses accredited by the ACT BSSS may be **A**, **T** or **M**.

What are C courses?

A **C** course is a vocational education and training program accredited by the ACT BSSS, which is delivered and assessed by a Registered Training Organisation (RTO) approved by the ACT BSSS and registered by the ACT Accreditation and Registration Council. **C** courses are competency-assessed only and not reported using A-E grades.

What are E courses?

An **E** course leads to a nationally recognised vocational qualification and is delivered by an external RTO. These courses are registered by the ACT BSSS.

Vocational learning that is not part of an **E** course, or accredited vocational units that do not form a course, will be recognised under an **R** course called Vocational Learning **(10)**.

Australian Capital Territory YEAR 12 CERTIFICATE



Leigh Anne Perry
Pemberley College
3 February 2008 to 16 December 2009

DRAMA		T-DOUBLE MAJOR			
1	Australian Director	1.0	A	} 6	12
	Dramatic Comedy	1.0	B		
	Dramatic Exploration	1.0	B		
	Voice and Movement	1.0	C		
	Mask	1.0	B		
	Performing Shakespeare	1.0	B		
	Modern and Classical Tragedy	1.0	A		
ENGLISH		T-MAJOR			
2	Creative Writing	1.0	C	} 4	8
	Conflict and Resolution	1.0	C		
	Issues	1.0	B		
	Literature Studies a	0.5	D		
MATHEMATICAL METHODS		T-MINOR			
	Series Modeling and Functions	1.0	C	} 3	11
	Calculus, Statistics and Probability	1.0	B		
HISTORY		T-MINOR			
	Britain in the Victorian Age	1.0	C	} 7	11
	Conflict in Indo-China	1.0	C		
	Revolutions in the Modern World	1.0	C		
GRAPHIC COMMUNICATION		A-MAJOR-MINOR			
	Graphic Design	1.0	A	} 5	10
	Computer Aided Design	1.0	A		
	Design and Graphic Communication	1.0	A		
	Engineering Drawing	1.0	A		
	Architectural and Environmental Studies	1.0	A		
	Major Graphic Communication Project	0.5	B		
VOCATIONAL LEARNING					
	Statement of Attainment - Hairdressing	1.5	Pass		9
RECOGNITION - OUTSIDE LEARNING					
	Duke of Edinburgh Award	0.5	Pass	R unit	9
	Youth Orchestra	0.2	Pass	R unit	

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What are Unit Grades? ⁽¹¹⁾

Student achievement in **A**, **T** and **M** courses is reported on the Year 12 Certificate on a 5 point A to E scale based on the A - E grade standards described in the Course Frameworks. Generic criteria that form the basis of unit grade decisions across all Course Frameworks include:

- the student's knowledge and understanding of the concepts and principles of the unit; and
- the student's cognitive and practical skills in a wide range of situations.

Thus, in general, across all Course Frameworks, as well as representing the Course Framework specific unit grade descriptions, the letters A, B, C, D and E may be understood to indicate:

A awarded to students who have demonstrated a very high level of knowledge and understanding of the full range of concepts and principles of the unit. They have shown evidence of a very high level of cognitive and practical skill in a wide range of assessment situations

B awarded to students who have demonstrated a high level of knowledge and understanding of the concepts and principles of the unit. They have shown evidence of a high level of cognitive and practical skill in a range of assessment situations

C awarded to students who have demonstrated a sound level of knowledge and understanding of the basic concepts and principles of the unit. They have shown evidence of a sound level of cognitive and practical skill in most assessment situations

D awarded to students who have demonstrated a limited knowledge and understanding of the basic concepts and principles of the unit. They have shown evidence of a limited level of cognitive and practical skill in assessment situations

E awarded to students who have demonstrated a very limited knowledge and understanding of the basic concepts and principles of the unit. They have shown evidence of a very limited level of cognitive and practical skill in assessment situations.

Other possible grades on an ACT Year 12 Certificate are Pass, Participated, Status, Recognition and Exemption.

A **Pass** grade is awarded in R, E and C units when a student has satisfactorily completed the unit and achieved at least some of the competencies (C, E units).

A **Participated** grade is awarded in C units when a student has met the attendance and assessment requirements but achieved none of the competencies.

An **Exemption** grade is awarded when a student has acquired the knowledge and skills appropriate to a unit prior to the commencement of year 11 or by means other than formal education.

A **Status** grade is awarded when a student has been unable to complete the unit through illness or misadventure and the college does not have enough evidence to award a grade (**12**).

A **Recognition** grade is awarded when a student has completed some year 11/12 studies in other jurisdictions.

2 *The Tertiary Entrance Statement*

What is the purpose of the Tertiary Entrance Statement?

The ACT Tertiary Entrance Statement (TES) is awarded to all students who meet the ACT BSSS' requirements. It reports information used in the calculation of the Australian Tertiary Admission Rank (ATAR), which is required for admission into universities in Australia.

What is needed to obtain a Tertiary Entrance Statement?

The Board's requirements for a TES are:

Standard Package, you must:

- complete a minimum of 20 standard units during year 11 and 12 studies, which must include at least 18 standard **A, T, M, H, C** or **E** units of which at least 12.5 standard units must be **T** or **H**
- ensure the units (**A, T, M, H, C** or **E** units) form at least four majors and one minor or three majors and three minors, with a maximum of one **C** or **E** course
- complete at least three majors and one minor which are classified **T** or **H**
- complete the package in no fewer than three and a half semesters and no more than five years
- sit all components of the ACT Scaling Test

With the approval of the college principal, you may be allowed to defer your studies once for an unbroken period of up to one year.

Repeat Package, you must:

- complete at least 10 standard **A, T, M, C** or **E** units
- complete at least three **T** majors and one **T** minor
- sit all components of the ACT Scaling Test.

Mature Age Package

For an abridged Mature Age Package taken over one year, you must:

- complete three different **T** minors
- sit all components of the ACT Scaling Test.

For an abridged Mature Age Package taken over two or three years you must:

- complete at least 12 standard **A, T, M, C** or **E** units of which 10 standard units must be **T**
- complete three **T** majors or two **T** majors and two **T** minors
- sit all components of the ACT Scaling Test.

Older Student Package, you must:

- complete at least 12 standard **A, T, M, C** or **E** units of which at least 10 standard units must be **T**, to form at least three **T** majors or two **T** majors and two **T** minors
- sit all components of the ACT Scaling Test.

See your college for specific details regarding the different package types available.

Your college will carry out checks and provide printouts on your package throughout years 11 and 12. You can also obtain details of your academic record by following the links on the ACT BSSS web site (www.bsss.act.edu.au). It is very important that you check these printouts carefully and notify your college of any errors.

What does the column headed COURSES (1) mean?

The courses listed on the Tertiary Entrance Statement (page 10) are **T** or **H** courses that you have completed during years 11 and 12.

What does the column headed COURSE LENGTH (2) mean?

This column details the duration of study in a course that you completed. See page 3 for details. These are expressed as double major, major-minor, major or minor.

What does the column headed SCALED SCORES (3) mean?

Course scores you have been awarded in **T** or **H** courses at your college are used by the ACT BSSS to calculate your Australian Tertiary Admission Rank (ATAR). These scores are scaled to achieve comparability of students' achievements across colleges and across courses. The scaling process allows all course scores to be reported on a common scale. Your results in the AST contribute to the scaling process. The process used by the ACT BSSS is called Other Course Score (OCS) scaling – for more details see the brochure, What's

Australian Capital Territory
TERTIARY ENTRANCE STATEMENT



Leigh Anne Perry
 Pemberley College
 3 February 2008 to 16 December 2009

1	2	3	4	5
Courses	Course Length	Scaled Scores	Weighting	Weighted Scaled Scores
DRAMA	DOUBLE MAJOR	184.20	2.0	368.40
ENGLISH	MAJOR	165.47	1.0	165.47
MATHEMATICAL METHODS	MINOR	142.81		
HISTORY	MINOR	155.32	0.6	93.19
Aggregate Score				627.00
Australian Tertiary Admission Rank				91.65
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SAMPLE



the ATAR? The careers adviser in your college will have copies.

What does the column headed WEIGHTING (4) mean?

The calculation of the ATAR is based on your best 3.6 courses. This means the best three major courses plus 0.6 of the next best major or minor. In the sample Tertiary Entrance Statement the best three majors were Drama, which counted as two majors, and English. Drama was given a weighting of two as it was a double major, English a weighting of one and History a weighting of 0.6. Any other courses would have been given a weighting of 0 and not used in the calculation process. eg Mathematical Methods.

What does the column headed WEIGHTED SCALED SCORES (5) mean?

This column lists the weighted scaled score for each of the 3.6 best courses. It is calculated by multiplying the scaled score by its weighting. To illustrate from the sample Tertiary Entrance Statement, Drama has a scaled score of 184.20 which is multiplied by its Tertiary Entrance Statement weighting of 2.0 to give a Weighted Scaled Score of 368.40 and English had a scaled score of 165.47 which is multiplied by its Tertiary Entrance Statement weighting of 1.0 to give a Weighted Scaled Score of 165.47. History was completed as a Minor so contributed 0.6, it is thus multiplied by a weight of 0.6 to give 93.19.

What is an AGGREGATE SCORE? (6)

Your Aggregate Score is calculated by adding up the Weighted Scaled Scores for the best 3.6 courses. In the sample Tertiary Entrance Statement, this came to a total or aggregate of 627.06 and is reported as 627.

Calculating the ATAR (7)

The Aggregate Scores for all students who have met the requirements are listed in order from highest to lowest. The students are then given a rank called the **rank by candidature**. This rank is then converted to an age rank (ATAR) by using a table supplied by the NSW Technical Committee on Scaling. This gives a rank for ACT students as if they were part of the NSW age cohort. The ACT, because of its size and demographic nature, is most appropriately considered to be within the NSW age cohort for comparisons to other states. By using this method, the relativities that have been in place for ACT

students for a number of years are maintained.

The ATAR calculated in the ACT is directly comparable to the ATAR calculated in NSW and the same entrance cutoffs at NSW and ACT universities apply to both NSW and ACT students. If you are applying to interstate universities, state admission centres will use the ATAR for entry to their universities. This means that interstate applicants will be able to directly compare their ranks with university entrance cut-offs irrespective of their state of origin.

3 *The Secondary College Record*

What is the purpose of the Secondary College Record?

The Secondary College Record (SCR) is issued on request. You could ask your college to print a SCR if you were leaving college during year 11 or year 12 to seek employment, moving interstate, or changing schools. It lists the units and courses you studied during years 11 and 12 up to the time that it is requested.

You do not need to leave college to obtain a Secondary College Record, and receiving one does not disqualify you from obtaining an ACT Year 12 Certificate.

What is shown on the Secondary College Record?

The Secondary College Record groups units under broad subject headings rather than course names as is the case on the ACT Year 12 Certificate. For example, in the sample certificate there are three units grouped under the English subject area (1). Grades for completed units are shown (2).

What does an asterisk * in the grades column mean?

An asterisk in the grades column indicates that the unit was not completed at the time that the document was issued. If you request a Secondary College Record while attending college, an asterisk will appear in the grade column where units have not been completed.

Australian Capital Territory
SECONDARY COLLEGE RECORD



Leigh Anne Perry
Pemberley College
 3 February 2008 to 3 July 2009

DRAMA		
Australian Director	1.0	A
Dramatic Comedy	1.0	B
Dramatic Exploration	1.0	B
Voice and Movement	1.0	*
ENGLISH		
Creative Writing	1.0	C
Conflict and Resolution	1.0	C
Issues	1.0	*
MATHEMATICS		
Series Modeling and Functions	1.0	C
Calculus, Statistics and Probability	1.0	C
HISTORY		
Britain in the Victorian Age	1.0	C
Conflict in Indo-China	1.0	C
GRAPHIC COMMUNICATION		
Graphic Design	1.0	A
Computer Aided Design	1.0	A
Design and Graphic Communication	1.0	A
Engineering Drawing	1.0	A
Architectural and Environmental Studies	1.0	*

This Secondary College Record is only valid when signed by the Principal.
 Issued without alteration, or addition on 17 April 2009.



4 *Vocational Certificates*

What is a Vocational Qualification?

ACT senior secondary colleges offer nationally recognised vocational courses. These courses are delivered to industry standard and providing you meet the requirements, you will be issued with a qualification (page 15) that will be recognised by vocational training providers (TAFEs, CIT, etc.) and employers around Australia. The vocational courses leading to a nationally recognised vocational qualification may require you to complete a component of structured workplace learning (SWL) with an employer.

What is the **NATIONALLY RECOGNISED TRAINING logo? (1)**

The Nationally Recognised Training logo is displayed on certificates that meet all the requirements for national recognition under the Australian Qualifications Framework (AQF).

What does **CERTIFICATE II mean? (2)**

Certificate II indicates the certificate level of the qualification and relates to the skills exhibited by the student. The higher the certificate level the more complex the skills. Variation occurs from industry to industry. You should seek advice before comparing certificate levels across industries. The sample certificate is a Certificate II.

What is **HOSPITALITY? (3)**

Vocational qualifications are awarded in specific industry areas. The sample certificate is given for a course completed in the hospitality area, specialising in front-of-house operations.

What is the **AUSTRALIAN QUALIFICATIONS FRAMEWORK? (4)**

The AQF links all qualifications issued by the secondary college sector, vocational education and training providers (including CIT and other TAFE systems) and higher education institutions (mainly universities) across Australia.

Australian Capital Territory
VOCATIONAL QUALIFICATION



1

COMMONWEALTH OF AUSTRALIA
DEPARTMENT OF EDUCATION
TECHNICAL AND VOCATIONAL
TRAINING

This is to certify that

Gennie Ann KOWAL

has fulfilled the requirements for

Certificate II

in

Hospitality

2

3

National Training Package Code: SIT20207

*This qualification is recognised within the
Australian Qualifications Framework*

4

Issued on 16 December 2009

College RTO no



Back of certificate

Name: Gennie Ann KOWAL
RTO: College RTO no
Awarded: Certificate II in Hospitality SIT20207

With the following competencies

SITHCCC005A	Use basic methods of cookery
SITHCCC001A	Organise and prepare food
SITHFAB002A	Operate a bar
SITHFAB001A	Clean and tidy bar areas
SITFAB004A	Provide food and beverage service
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXOHS001A	Follow health, safety and security procedures
SITHIND002A	Apply hospitality skills in the workplace
SITHFAB011A	Develop and update food and beverage knowledge
SITHFAB003A	Serve food and beverage to customers
SITXOHS002A	Follow workplace hygiene procedures
SITHIND001A	Develop and update hospitality industry knowledge

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A summary of the employability skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au>

Table 1 (page 17) indicates how the various qualifications fit together.

What are the COMPETENCIES ATTAINED? (5)

Vocational qualifications certify what you have demonstrated you can do, and this achievement is measured through competency-based assessment. Each industry has a list of competencies and students are assessed against these competencies. Information about this is contained in the relevant industry Training Package. This section of the Certificate lists the competencies achieved by the student.

What is Mutual Recognition

Recognition on the Year 12 Certificate will be given for learning taking place through any Registered Training Organisation during years 11 and 12, where evidence of competencies has been sighted by a college and where the student's program of study is agreed to by the principal.

Secondary School Sector	Vocational Education Training Sector	Higher Education Sector
		Doctoral Degree
		Masters Degree
		Graduate Diploma
		Graduate Certificate
		Bachelor Degree
	Advanced Diploma	Advanced Diploma
	Diploma	Diploma
	Certificate IV	
	Certificate III	
Senior Secondary Certificates of Education	Certificate II	
	Certificate I	

Reproduced from "Australian Qualifications Framework: Making the most of achievements." Pamphlet produced by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA).



5 *The Statement of Attainment*

A Statement of Attainment is issued for the partial completion of a vocational certificate. It shows competencies achieved.

More Information

There are staff members in your college who can explain and give advice on this brochure or any other in this series.

Other pamphlets in this series that are available from your school are:

What's the AST?

Explains the ACT Scaling Test and its role in your assessment program.

What's the ATAR?

Explains the Australian Tertiary Admission Rank and details how it is calculated.

Your rights to appeal

Explains the processes available for having results for Year 11 and/or 12 assessment tasks, units or courses reviewed

What's Moderation?

Explains the consensus based peer reviewed process used to moderate student work across the ACT

What's Plagiarism? How you can avoid it

A guide to what constitutes plagiarism and how you can avoid it. Citation and referencing examples are included.

What's Plagiarism? How you can avoid it Advice for teachers

A guide to what constitutes plagiarism. Procedures and strategies for dealing with plagiarism and where to find resources and further information.

Equitable Assessment and Special Consideration in Assessment in Years 11 and 12

(Teacher and Student Guides)

Further information may be obtained at: <http://www.bsss.act.edu.au>

Enquires may also be directed to the:

Executive Officer
ACT Board of Senior Secondary Studies
GPO Box 158
CANBERRA ACT 2601
Phone: (02) 6205 7181
Facsimile: (02) 6205 7167

