HSC Studies
COURSE 357-19361V01

Course Information Booklet 2017

Year 11 Preliminary Studies
Year 12 HSC Studies
CONTENTS

1. The Higher School Certificate – Introduction .......................................................... Pg.3
2. HSC Courses/subjects ......................................................................................... Pg.4
3. HSC Requirements ............................................................................................... Pg.5
4. Australian Tertiary Admissions Rank ................................................................. Pg.6
5. HSC subjects OTEN Offers ................................................................................ Pg.7
6. The HSC Timeline ............................................................................................... Pg.9
7. The HSC Assessment Tasks ............................................................................. Pg.10
8. Study Options ..................................................................................................... Pg.11
9. Services to Students ........................................................................................... Pg.12
10. Enrolment Criteria ............................................................................................ Pg.13
11. Course Fees ......................................................................................................... Pg.13
12. How to enrol ......................................................................................................... Pg.15

‘Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young.’ — Henry Ford

Using this Course Information Booklet

This Course Information Booklet provides you with an introduction to the Open Training and Education Network (OTEN) HSC Studies Course. Detailed information on the HSC course is provided on BOSTES website www.boardofstudies.nsw.edu.au.
THE HIGHER SCHOOL CERTIFICATE (HSC) – INTRODUCTION

The Higher School Certificate (HSC) is the credential to mark the completion of thirteen (13) years of schooling in NSW! A range of subjects are offered so you can study to your ability, interests and goals, increasing your career and education options for entry to universities and TAFE colleges.

The HSC is awarded by the Board of Studies, Teaching and Educational Standards NSW (BOSTES). You must satisfy the BOSTES eligibility award requirements in order to achieve the HSC.

Please refer to the BOSTES website for more information: www.boardofstudies.nsw.edu.au

The HSC at OTEN

OTEN is an adult education environment, which means that you need to be self-motivated to partake in studies. Teaching staff can be contacted via phone and email and will contact you throughout your studies and give you support along the way. OTEN is designed for students of all ages who are not able to participate in studies face-to-face.
HSC COURSES/SUBJECTS

There are three types of courses offered by BOSTES for Preliminary and HSC years. These courses all count towards the HSC; however, not all count towards the Australian Tertiary Admissions Rank (ATAR) (See Page 6)

- **Board Developed Courses (subjects):** Count towards the ATAR
- **Board Endorsed Courses (subjects):** Do NOT count towards the ATAR
- **Vocational Education and Training (VET) Courses:** Only a few of these courses count towards the ATAR

**Board Developed Courses (subjects)**

Board Developed Courses are developed by the Board of Studies, Teaching and Educational Standards NSW (BOSTES). Each course has a syllabus and involves assessment components and an external examination which count towards the calculation of your ATAR.

English is a compulsory Board Developed Course which you must complete in Preliminary and HSC years in order to achieve the HSC.

*(See Page 7 for the list of Board Developed Courses offered.)*

**Board Endorsed Courses (subjects)**

Board Endorsed Courses are courses which count towards the HSC; however, do NOT count towards the ATAR.

*OTEN does not offer any Board Endorsed Courses.*

“Education is our passport to the future, for tomorrow belongs to the people who prepare for it today.”

— Malcolm X
HSC REQUIREMENTS

What does the HSC involve?

The HSC consists of Preliminary and HSC subjects which have been developed by the BOSTES. If you are in Year 11 at school, you are studying Preliminary subjects; if you are in Year 12 at school, you are studying HSC subjects. **You cannot be enrolled in an HSC subject unless you have already completed the relevant Preliminary subject.**

Board-developed subjects and Vocational Education and Training (VET) courses can be studied and count towards your HSC.

If you successfully complete all the subjects/courses, you will receive a Higher School Certificate award. If you are accumulating your subjects you will receive a Record of School Achievement (RoSA) for each calendar year of study.

What needs to be done to complete the HSC?

To be eligible for the award of the Higher School Certificate, BOSTES requires you to satisfactorily complete:

- at least 6 Preliminary subjects (minimum 12 units)
- at least 5 HSC subjects (minimum 10 units)
- a compulsory English subject
- at least six units of Board Developed subjects
- The *HSC: All My Own Work* program or equivalent.
The Universities Admission Centre (UAC) uses your HSC marks to calculate your ATAR. The conversion of your result is done using a scaling and ranking process. The ATAR was previously called the Universities Admission Index (UAI).

If you complete a certain pattern of study you will be eligible for an ATAR. The ATAR is used for school leavers’ admission into Tertiary courses such as ones offered at University or TAFE colleges.

**What do you need to achieve an ATAR?**
To be eligible to obtain a full ATAR you must complete:

- Six Preliminary subjects (12 units)
- at least five HSC subjects to give ten HSC units from Board Developed subjects including at least two units of English
- the Board Developed subjects must include at least three subjects of two units or greater
- at least four subjects
- no more than two units of VET courses can be counted towards a full ATAR.

The ATAR is calculated using two units of English and the next eight highest ranking units. The ATAR can be accumulated over five years of part-time study.

**What is the Limited ATAR?**
To be eligible for a Limited ATAR, you must meet all of the following conditions:

- Be at least 20 years of age on 1\textsuperscript{st} March in the year of sitting the HSC examinations
- Studying five to nine units of Board Developed subjects in Preliminary and HSC including two units of English.
- Sit all five to nine HSC units in the same year.

A Limited ATAR cannot be accumulated and VET courses do not count towards the Limited ATAR.

While most universities will accept the Limited ATAR for admission into many courses, competitive courses such as Medicine, Veterinary Science and others will not accept the Limited ATAR. You are advised to check with universities if they will admit you into a course on the basis of a full ATAR or a Limited ATAR and for any subject pre-requisites. Further information is available from the Universities Admission Centre at www.uac.edu.au
OTEN offer a range of subjects to study in preliminary and HSC from the list below. For information on subject content please refer to the Board of Studies website [http://www.boardofstudies.nsw.edu.au/syllabus_hsc/](http://www.boardofstudies.nsw.edu.au/syllabus_hsc/)

### Board Developed Courses (subjects)

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>Preliminary</th>
<th>HSC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Advanced</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>English Standard</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Fundamentals of English</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td><strong>HUMANITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ancient History</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Modern History</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Business Studies</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Legal Studies</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Mathematics</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Mathematics</td>
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<td>√</td>
</tr>
<tr>
<td>Mathematics Extension 1</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td><strong>SCIENCES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Chemistry</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Earth and Environmental Science</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Physics</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Senior Science</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Personal Development Health &amp; Physical Education</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Food Technology</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td><strong>LANGUAGES</strong></td>
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<td></td>
</tr>
<tr>
<td>French Beginners</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Spanish Beginners</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>German Beginners</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Italian Beginners</td>
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<td></td>
</tr>
</tbody>
</table>
How do I choose my subjects and units?

To help you choose your subjects:
- Consider your skills and interests
- Make sure you read university prerequisites for desired courses or the Job Guide
- Know your abilities, strengths and weaknesses. Look for subjects that interest you in areas in which you are likely to excel.
- Is this subject or combination of subjects going to give you a workload which is realistic for you to cope with?

What do I do if I don’t like my subject selections?

You may start a subject and it may turn out to be one that you don’t wish to pursue. If you change your subject within three (3) weeks of enrolment in the course, then please fill out the Subject Change Form and email it to the HSC Coordinator via email to oten.hsc@tafensw.edu.au.

If you change your subject outside of the three (3) week enrolment date, you will have to show a consistent effort in online study, this is demonstrated through submission of assignments.

What does each subject involve?

Preliminary Subjects
To complete Preliminary Subjects you will need to complete all required assignments for each Preliminary Subject.

HSC Subjects
To complete HSC subjects you will need to complete all required assignments for each HSC Subject.

HSC Assessment Tasks
As well as the assignments for each HSC Subject you will also have to complete three (3) Assessment Tasks and the HSC examination in October/November of that year. The Assessment Tasks accumulate to 50% of your overall HSC mark and the HSC examination comprises of the other 50% of your HSC mark.
Higher School Certificate

Once you have completed Preliminary subjects, you will then be enrolled into HSC subjects. You will need to indicate if you wish to sit the HSC examinations by **February 28th** of the year you wish to sit the examinations. Late enrolments will only be considered in special circumstances and at the Principal’s discretion.
THE HSC ASSESSMENT TASKS

HSC Assessment Tasks

Students will be required to sit three (3) Assessment Tasks per subject, with the exception of Mathematics with Extension 1 which has five (5) assessment tasks.

HSC Examinations

BOSTES HSC Examinations are to be held during October until November each year. The HSC Timetable will be released May each year and can be located on the BOSTES website: www.boardofstudies.nsw.edu.au.

We encourage students to plan their HSC timeline by calculating when they aim to sit their HSC exams and to aim to complete their Preliminary subjects the year prior. Careful planning will lead to successful completion of the HSC Award. If you do not complete the work by the set deadlines you may be at risk of receiving an N-Determination.

N-Determination

N-Determinations or N-Awards are given for failure to meet the subject/course requirements. This may apply if you do not complete the required assignments set for each subject by the due dates, or if you do not complete or make a non-serious attempt on your Assessment Tasks and assignments.

Warning Letters will be sent out via email at specific times throughout the course, giving you the opportunity to complete missed assignments and assessment tasks with no or minimal penalty when you comply with the dates. Please ensure that you read these warning letters.
STUDY OPTIONS

Education is important, but we also know that the reason why you are looking into studying at OTEN is because there may be other commitments outside study that may prevent you from attending face-to-face. We work hard to deliver you a positive learning experience through the use of technology and student support so that study is possible wherever you want, whenever you want, making it even more convenient.

Full-Time Study program

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SUBJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6 Preliminary Subjects (12 units)</td>
</tr>
<tr>
<td>2</td>
<td>5 HSC Subjects (10 units)</td>
</tr>
</tbody>
</table>

Limited ATAR

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SUBJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3 Preliminary Subjects (6 units including English)</td>
</tr>
<tr>
<td>2</td>
<td>3 HSC Subjects (6 units including English)</td>
</tr>
</tbody>
</table>

Single Subject Enrolment and Flexible Study Options

OTEN offers single subject and flexible study options. Commercial Fees apply for single subject enrolments.

Flexible study options are available to students requiring support. Contact OTEN HSC on 9715 8637, 1300 369 598 or email oten.hsc@tafensw.edu.au
SERVICES TO STUDENTS

OTEN offer services to support your study.

CAREER ADVICE
If you are unsure of what career path to take, or how to take it, we highly recommend that you talk with the OTEN Career Team. Contact the career team on 1300 655 993 or email oten.counselling@tafensw.edu.au

COUNSELLING AND SUPPORT
Confidential and free counselling support is offered at OTEN should personal reasons affect your studies. You can call the Counselling Team on 1300 655 993 or email oten.counselling@tafensw.edu.au or visit: www.oten.tafensw.edu.au/students/support-services/counselling-and-career-development/

DISABILITY SUPPORT UNIT
If you have a disability and/or medical condition, you can access the Disability Support Unit to assist you to meet your study needs, such as:
- enrolment course and advice
- assistance with learning materials
- study planning and time management
- exam and assessment provisions
Please contact the Disability Support Unit on 02 9715 8601 or 1300 362 890 or email oten.equityhelp@tafensw.edu.au.

SUBJECT ASSISTANCE AND STUDY ADVICE
If choosing a subject is difficult, please contact the HSC Coordinator or OTEN teachers to assist with your subject selection.
9715 8637
1300 369 598
Email oten.hsc@tafensw.edu.au
ENROLMENT CRITERIA

If you are under the age of 20 years and studied in NSW
To enrol you need to have successfully completed Year 10 and provide OTEN with your BOSTES Record of School Achievement for Year 10 and your BOSTES Student Number. You will also need to complete the OTEN HSC Questionnaire.

If you are under the age of 20 years and studied outside NSW
To enrol you will need to provide evidence of completion of Year 10 studies. The proof needs to come from the equivalent of the NSW Board of Studies, Teaching and Educational Standards. You will also need to complete the OTEN HSC Questionnaire.

If you are over the age of 20 years
To enrol you do not need your completion of Year 10 record. You will need to complete the OTEN HSC Questionnaire.

COURSE FEES

Course fees are different for each individual student depending on personal circumstances. Below is some information on both Government Subsidised and Commercial (Fee for Service) fees.

For more information on TAFE fees please visit: https://www.tafensw.edu.au/get-started-at-tafe-nsw/understanding-course-fees-in-tafe-nsw

HSC Studies Course - Government Subsidised
A subsidised course is when you pay a contribution towards your full qualification and the government pays the rest. A student eligible for the government subsidised HSC Studies pays $700 for two years course duration at OTEN.

To be eligible for a place in a government-subsidised HSC Studies course, you must be:

1. an Australian citizen, permanent resident or humanitarian visa holder or New Zealand citizen
2. aged 15 years or older
3. no longer be at school and
4. living or working in NSW
5. attempting the course for the first time
6. not possess a Cert IV or above qualification

A student who holds an approved Centrelink benefit pays the concession fee of $240 for a two year duration.

Please be aware that if a student does not gain the HSC qualification in two years, they will have to pay the subsequent commercial fee of $800 per subject to extend their course duration for another 12 months.
HSC Studies Course – Commercial (Fee for Service)

Students eligible for the commercial HSC Course pay $800 for a single subject for a **one year** course duration or the full commercial HSC Course for fee of $8400 for a **two year** duration.

To be eligible for a place in the commercial HSC Course you may be:

1. Enrolled in an independent school
2. Living or working outside NSW
3. Not be an Australian citizen, permanent resident or humanitarian visa holder or New Zealand citizen
4. Undertake one or more subjects each year
5. Already gained the HSC qualification and attempting one or more subjects
6. Been already been enrolled in the government-subsidised course for two years and need to undertake more subjects to complete the HSC qualification
7. Possessing a Cert IV qualification or higher

Please be aware that if you withdraw from the commercial HSC Course, you are **not entitled to a refund**.

Course fees and information are available on the OTEN website [www.oten.tafensw.edu.au](http://www.oten.tafensw.edu.au), type in **HSC** in the search box, press enter, click on TAFE Statement in HSC Studies.

- 9715 8637
- 1300 369 598
- Email [oten.hsc@tafensw.edu.au](mailto:oten.hsc@tafensw.edu.au)
Applying to Study the HSC at OTEN is easy.

You can apply at any time throughout the year for Preliminary Studies. If you wish to sit the HSC exams, you must have completed all Preliminary studies and be enrolled in the HSC studies before the 31st January.

Online: www.oten.tafensw.edu.au. Type in HSC in the search box, press enter, click on TAFE Statement in HSC Studies.

Phone: 131241 to speak to a student services officer.

All students need to complete the OTEN HSC Questionnaire, which can be found on the OTEN website www.oten.tafensw.edu.au. Type in HSC Questionnaire in the search box, press enter. Complete the HSC Questionnaire and email to oten.hsc@tafensw.edu.au

The OTEN HSC Questionnaire will be reviewed. The teaching section will be in contact with you by phone or email to complete your enrolment. To follow up on your enrolment after 3 working days contact OTEN HSC 9715 8637.

Find out more!

www.oten.tafensw.edu.au

Type HSC in the search box and follow the links. Under Resources, download the:
HSC Course Information Booklet
HSC Questionnaire