2017 THRIVE GUIDE FOR STUDENTS

NAME:
ID NUMBER:
LinC TEACHER:
LinC ROOM:

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Part 1: Welcome to LAKE TUGGERANONG COLLEGE

VISION STATEMENT

Our vision is to be a college of innovation and excellence in teaching and learning; a place where student wellbeing is central to academic success. Our graduates are active lifelong learners, with skills to thrive and connect in personal and global contexts.

Our approach to realising this vision is embodied in the Lake Tuggeranong College ideals – *Learn, Thrive, Connect.*

<table>
<thead>
<tr>
<th>Contact Details</th>
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<tbody>
<tr>
<td><strong>Address:</strong></td>
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<tr>
<td><strong>Postal:</strong></td>
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<tr>
<td><strong>Telephone:</strong></td>
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<td><strong>Fax:</strong></td>
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<td><strong>Email:</strong></td>
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<table>
<thead>
<tr>
<th>Term Dates 2017</th>
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<tbody>
<tr>
<td>Term 1</td>
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<td>Term 2</td>
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<td>Term 3</td>
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<tr>
<td>Term 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To THRIVE at College</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Don’t skip classes or Forums. This is not acceptable under any circumstances.</strong></td>
</tr>
<tr>
<td><strong>Get to know teachers and make new friends</strong></td>
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<tr>
<td><strong>Ask teachers for help EARLY</strong></td>
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<tr>
<td><strong>Plan a two year program</strong></td>
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<tr>
<td><strong>Choose courses that you like because these are usually the most successful for you</strong></td>
</tr>
<tr>
<td><strong>Plan ahead with homework and assessment deadlines</strong></td>
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</tbody>
</table>
EXECUTIVE STAFF STRUCTURE

At Lake Tuggeranong College, the school is managed by the Principal, assisted by two Deputy Principals and eight Executive Teachers who have responsibility for the various faculties. LTC shares a Deputy Principal with Erindale College, as part of our Trade Training Centre.

In addition there is a Business Manager who is in charge of financial matters and coordinates the management of the Front Office and other APS staff.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Julie Murkins</td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>David Briggs</td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>Katherine Stretton</td>
</tr>
<tr>
<td>Deputy Principal (Shared) Trade Training Centre</td>
<td>Helen Witcombe</td>
</tr>
<tr>
<td>SLC Languages, History, ESL</td>
<td>Danelle Gannon</td>
</tr>
<tr>
<td>SLC Maths</td>
<td>Heather Wardrop</td>
</tr>
<tr>
<td>SLC Science, PE</td>
<td>Jim Phillips</td>
</tr>
<tr>
<td>SLC Business, Social Sciences and IT</td>
<td>Graham Cassells</td>
</tr>
<tr>
<td>SLC Technology</td>
<td>Stewart Clode</td>
</tr>
<tr>
<td>SLC The Arts</td>
<td>Danuta Mrowka</td>
</tr>
<tr>
<td>SLC College Life</td>
<td>Emily Tutin</td>
</tr>
<tr>
<td>SLC Quality Learning Programs</td>
<td>Leonie Gracie</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Margaret Price</td>
</tr>
</tbody>
</table>

KEY STAFF MEMBERS

There are a number of other key members of staff that play an important role in supporting student learning and provide specialist services in the College.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Wellbeing Coordinator – Year 11 A-K</td>
<td>Emily Tutin</td>
</tr>
<tr>
<td>Student Wellbeing Coordinator – Year 11 L-Z</td>
<td>David Moss</td>
</tr>
<tr>
<td>Student Wellbeing Coordinator – Year 12 A-K</td>
<td>Julie Gnjec</td>
</tr>
<tr>
<td>Student Wellbeing Coordinator – Year 12 L-Z</td>
<td>Mariette Daniel</td>
</tr>
<tr>
<td>Academic Officer</td>
<td>Rietta Pogson</td>
</tr>
<tr>
<td>Student Psychologists</td>
<td>Lacey Clews and Stephen Henry</td>
</tr>
<tr>
<td>School Chaplain</td>
<td>Lyndal Rogers</td>
</tr>
<tr>
<td>Transition and Careers Officer</td>
<td>Lucia Ciccarone</td>
</tr>
<tr>
<td>ASBA Coordinator &amp; Careers Officer</td>
<td>Tania Chalker</td>
</tr>
<tr>
<td>International Student Program Coordinator</td>
<td>Joanna Wilson</td>
</tr>
<tr>
<td>Aboriginal and Torres Strait Islander Coordinator</td>
<td>Emily Bissaker</td>
</tr>
<tr>
<td>Year 12 AST Preparation</td>
<td>Eleanor Templeton &amp; Emily Bissaker</td>
</tr>
<tr>
<td>College Promotion &amp; Comm’s</td>
<td>Mark Will</td>
</tr>
<tr>
<td>Teacher Librarians</td>
<td>Holly Godfree and Lori Korodaj</td>
</tr>
<tr>
<td>Library Technician</td>
<td>Kate Jones</td>
</tr>
<tr>
<td>IT Administrator</td>
<td>Ryan Cather &amp; Cameron Taylor</td>
</tr>
<tr>
<td>Monday</td>
<td>Tuesday</td>
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<td>-----------------</td>
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</tr>
<tr>
<td>8:30-9:30</td>
<td>Line 3</td>
</tr>
<tr>
<td>9:30-10:15</td>
<td>Line 2</td>
</tr>
<tr>
<td>Break</td>
<td>10:35-11:35</td>
</tr>
<tr>
<td>11:35-12:00</td>
<td>Line 4</td>
</tr>
<tr>
<td>12:00-12:45</td>
<td>Line 5</td>
</tr>
<tr>
<td>12:45-1:30</td>
<td>Break</td>
</tr>
<tr>
<td>1:30-2:30</td>
<td>1:30-2:30</td>
</tr>
<tr>
<td>Line 5</td>
<td>Line 7</td>
</tr>
<tr>
<td>2:30-3:30</td>
<td>Line 1</td>
</tr>
<tr>
<td>4:00-8:00</td>
<td>Night Classes</td>
</tr>
</tbody>
</table>
USEFUL TIDBITS

Lockers
The college provides lockers for your use. They are located in various areas around college. Locker hire, including a combination lock is $50 for 2 years; see the Front Office for assistance.

Calculators
Calculators are available for purchase for $185, and for hire through the Library for $60 per annum. Payments are to be made at the Front Office.

Library
All students will be given a full orientation to the Library. You should have obtained a Libraries ACT membership prior to coming to college to enable access to the entire public collection in the library. In addition, you will be able to make use of the college-specific areas and facilities in the library. Please see the friendly Library Team for help with membership.

A range of equipment is available for student use on a loan basis: this is managed in the upstairs area of the library. See Kate or Glenys

Lost Property
All lost property can be claimed from the Front Office. It is important that expensive items are not brought to the college as no responsibility can be taken for these items.

Dress Code
Lake Tuggeranong College is a workplace so come dressed for work when you come to college. Offensive clothing and/or motifs are considered unacceptable and you will be asked to cover up. Protective footwear is a requirement in some parts of the college (e.g. Science Labs, Food and Technology).

The college encourages you to purchase a LTC polo shirt and/or jersey. These are available from the Front Office.

Mobile Phones
You are encouraged to make use of portable devices as part of your learning. Likewise, the college makes use of electronic systems to broadcast important information to you. However, social networking or personal use of your mobile phone is not permitted when in class. All devices must be off during exams.

Communicating with you
The college uses the following internal channels to communicate with you —either as a large group, a class, or individually:
- LinC news delivered in LinC time each Monday and emailed to families and carers
- Internal TV screens
- Year 11 or Year 12 Google Classroom
- SMS
- email

Student Radio
A fully-equipped radio station facility is available through the Student Leadership Group for the broadcasting of music and announcements during break times in the day. The radio room is located on the first floor of Pav 1.

Website and news blog
Visit the college website at www.ltc.act.edu.au for key reference material in relation to the college. This is also where you will find the Semester Planner, showing you when key events (exams, etc) are happening. Unit Outlines are also stored on the website.

The college blog can be found at www.laketuggeranongcollege.wordpress.com We use the blog to celebrate great news stories about what is going on at college. You can subscribe to the blog and you will then receive email notifications as they go live.

Our electronic newsletter — ‘fyi’
Once a term we publish an e-newsletter called fyi. fyi goes out to all teachers, parents and students via email and is also available on the website and via the blog. Get involved! Create the stories for fyi and our blog! Make the news – don’t just read it.
**Student Reports**
Student Reports are issued directly to you, the student. They are distributed either directly via your LinC Teacher, or posted out.

**Concession Passes**
Bus concession forms and Rail concession passes are available at the Front Office.

**Sick Bay**
If you are sick or injured you should report to the Front Office for assistance.

**Change of Student Details**
If you change address, email or mobile number, please advise Student & Staff Administration (office near the gym).

**Payments**
Payments can be made using the secure payments tab on our web site, direct deposit, credit card, cash, cheque or EFTPOS to the front office.

**Drugs and Alcohol**
The possession of alcohol and prohibited drugs is illegal. Lake Tuggeranong College will take action as appropriate working within the context of harm minimisation. Relevant staff and the school psychologist can provide advice and referral to other agencies.

**Where can I buy food?**
The college does not have a canteen; but the Hyperdome Shopping Centre has a variety of outlets providing nutritious snacks, meals and drinks.

**Student Common Area and Amenities**
Ground level of Pavilion 6 is a large indoor area for students to gather.

A small Student Amenity (kitchenette) is located adjacent to the Careers Office. More of these facilities are planned for other locations around the college in 2017. You are welcome to use them for drinks and food. Please ensure you tidy up after yourself.

**Ball Playing, Skateboarding**
The use of skateboards, bikes and balls are not permitted in the courtyard or around the college.

**Smoking**
It is an offence to smoke within the extremities of a government building. Lake Tuggeranong College is a smoke-free campus. Smoking is **NOT PERMITTED** anywhere on the campus or inside any building. Smoking is **NOT PERMITTED** in front of the college or surrounding grass areas.

**Car Parking**
Car parks are available in the first five rows opposite the college. If you require a parking permit see the Front Office staff. Permit stickers cost $5 and must be clearly visible on the windscreen of your vehicle.

The student car park is public property; when using it, you are considered a member of the public and are expected to abide by the law. AFP officers and parking officials regularly patrol the area. Infringements will be issued by the authorities if you are in breach of the law.

The college staff monitor the car park: littering, speeding or driving dangerously in the car park will be dealt with in the first instance by the college, and then referred on to the local authorities.
HOW TO LOG ON TO THE STUDENT NETWORK

Lake Tuggeranong College is a BYOD school: you are encouraged to bring your own portable device to college, as part of your learning. You can access the free college Wi-Fi throughout the buildings. The college also has desktop-based computer labs and sets of portable devices for class use. PC, Mac and other platforms are used.

All students of Lake Tuggeranong College have access to the student network. You will have your own username and password to access this network. Classroom teachers or our IT Administrator can reset your password, if required.

Appropriate use of the Network
Access to the Lake Tuggeranong College student network is to be used only for the purpose for which you are authorised. This means that you must not attempt to access any data or programs that you do not have permission to access. Any type of unethical or unlawful access may result in immediate suspension of access to IT resources and may be subject to disciplinary actions.

Logging on to a school-provided computer
- Ensure the computer and monitor is turned on
- Press Ctrl+Alt+Delete to bring up the login dialogue box
- The login dialogue box will ask you for the following information
  - User name
  - Password
    - Press Enter or click Arrow.

Logging on to a student-provided device
In order to connect to the school’s WiFi network, you will need your username and password – these are the same ones used to connect to a school-provided computer.
- Connect to the EDU network
- Enter your username and password
  - If asked, accept the security certificate.
Once connected, you will have access to the internet, however, users will not be able to access their school network drives (e.g. H drive, etc.)

Logging Off
Make sure you log off each time you use a computer otherwise other people can use your account. If there is an error and you can’t log off properly you may have to reboot or try shutting down your computer. Save data first!

If you’re using the school’s iMacs there’s some extra information that’s displayed on the walls in the Mac Labs (Media and Programming).

Here’s how to get started:

1 – Code of Practice. If you haven’t already done so, you need to fill in an ‘ICT Code of Practice for Students’ form and return it to the front office (forms are available from the front office and must be signed by you and your parent/guardian).

2 – Log On. Once you’re at a computer, hold down the Ctrl and Alt keys and press Delete. You will be presented with a message summarising these instructions. Next, there’s a box asking for
your username and password (see picture).

**Your username is your 7-digit student ID number** (which can be found on your student ID card). If you only have 6-digits, there is a leading 0. For example: ‘0505767’ or ‘8018765’. **Your password is carried over from last year.**

3 – What if I forget my Password? Please try to make your password something that you will remember. If you do forget your password you can ask your Classroom Teacher or our IT Administrator to have it reset.

**INSTRUCTIONS ON HOW TO LOG ON TO THE INTERNET WILL BE GIVEN TO ALL STUDENTS BY CLASS ROOM TEACHER**
Part 2: How to be at college

CODE OF CONDUCT

Our Code of Conduct is linked to our values: Learn Thrive Connect.

The following Code of Conduct describes agreed behaviours for members of our college community. The code is based on values that we choose to act on consistently and repeatedly. It has been developed by staff and students to support teaching and learning.

Our guiding principles are:

- Respect for self, others and the environment - it’s our responsibility.
- Natural Justice - a fair go for all.
- Individuality - the freedom to be your own person whilst acknowledging the rights and feelings of others.
- Honesty - acting with openness, compassion and integrity.
- Equality - working together to create a safe and supportive learning community.

Responsibilities

- Attendance - you are expected to attend class. If absent you are required to provide an acceptable reason for the absence.
- Punctuality - you are expected to get to class on time. Repeated lateness may require you to be placed on a contract, where you will commit to addressing this issue.
- Preparedness - you are expected to attend class with all materials required to actively participate in the class. (e.g. books, pens, calculator etc)
- Behaviour - you are responsible for your own behaviour. While not taking full advantage of your own learning opportunities is bad enough, disrupting the learning of others will not be tolerated.
- Cooperation - you are expected to comply with the reasonable requests of all staff of the college.

Rights

- Respect - everyone has the right to be treated respectfully and courteously.
- Safety - everyone has the right to a safe school environment where they do not feel threatened or harassed for any reason.
- Learn - everyone has the right to a learning environment that enables and encourages them to achieve their full potential.
- Appeal - should you have a disagreement with a staff member over an issue, and are unable to reach a mutually satisfactory outcome, you have the right to take up the matter with someone else, such as your Student Wellbeing Coordinator, an executive teacher, a Deputy or the Principal.
OUR MODEL – ‘COLLEGE LIFE’
The college population (staff and students) is arranged across four broadly similar sized groupings. There are two Year 11 groups and two Year 12 groups. Both of these are split A-K or L-Z and attached to a particular Wellbeing Coordinator.

Student Wellbeing Coordinator
Student Wellbeing Coordinators are your major contact point for all matters relating to your life at college: as their title implies, they look after your wellbeing for the two years you are at college. If you have concerns about your academic or social wellbeing at college, see your Student Wellbeing Coordinator.

LinC Teachers
Classroom teachers are also assigned to a smaller group of students. They are called LinC Teachers (‘Life in College’ Teachers). LinC teachers support your Student Wellbeing Coordinator and your Student Leadership Group members in providing strategies for gaining the most out of college life. If you are unsure about something, you can go to your LinC teacher. You will see your LinC teacher every Monday. During this time you will hear LinC news, receive your attendance print-out and connect with your LinC teacher and peers.

Student Leadership Group (SLG)
The Student Leadership Group plays a critically important role in College Life – identifying activities and functions worthy of having operate across the whole college. Similarly, the SLG meets regularly with Student Wellbeing Coordinators and college Senior Executive for information sharing, policy development and ongoing governance of the college.

Information about the SLG and their activities are found on their Google Classroom.

If you would like to join the SLG, visit your Wellbeing Coordinator.
WHO'S WHO AT LAKE TUGGERANONG COLLEGE
AND HOW DO I CONTACT THEM

PRINCIPAL
Julie Murkins
6142 3660

Deputy Principal
Katherine Stretton
6142 3668

Deputy Principal (Shared)
Trade Training Centre
Helen Witcombe
6142 3660

Executive Teacher
Business/Social Sciences/ICT
Graham Cassells
6142 3676

Executive Teacher
College Life
Emily Tutin
6142 3702

Executive Teacher
Languages/History/ESL
Danelle Gannon
6142 3686

Executive Teacher
Mathematics
Heather Wardrop
6142 3691

Executive Teacher
Quality Learning Programs
Leonie Gracie
6142 3596

Executive Teacher
Science/PE
Jim Phillips
6142 3692

Executive Teacher
Technology
Stewart Cloke
6142 3705

Executive Teacher
The Arts
Danuta Mrowka
6142 3671

Psychologist
Lacey Clews
Stephen Henry
6142 3681

Business Manager
Margaret Price
6142 3665

Chaplain
Lyndal Rogers
6142 3680

Deputy Principal
David Briggs
6142 3667

LTC Student Guide – Learn Thrive Connect
OTHER KEY STAFF IN COLLEGE LIFE

College Life is located in rooms downstairs in Pavilion 3. [See annotated map below]. This is where you can see the SLC College Life, Student Wellbeing Coordinators, Academic Officers, the school psychologists, Careers Advisors, Transition and Careers Officer and our Chaplain.

School Psychologists
The college has full-time school psychologist services. You can access a school psychologist by dropping in and making an appointment.

Lacey Clews – Monday and Tuesday
Stephen Henry – Tuesday-Friday

Careers Advisors
At the College, we have two dedicated Careers Advisors, Lucia Ciccarone and Tania Chalker. Careers Advisors provide a professional service and strive to ensure every student entering and leaving the college is informed about pathway options for the future. Students are encouraged to develop self-help skills. This is done by providing information, advice and opportunities for students to engage in the career planning process through:

- pathways planning advice (via compulsory careers interviews in Year 11 and 12)
- course selection advice
- the annual college Career Expo and excursion to the Career Market
- work experience opportunities twice annually (all students are encouraged to do WEX)
- ASBA advice and management
- volunteering opportunities and community involvement
- Vocational Education and Training – Organisation of training eg White Card and Asbestos, Responsible Service of Alcohol (RSA)
- resume writing and job applications
- current job vacancies and traineeships
- university and scholarship advice
- referrals to employment agencies for job seekers.

Students and parents are encouraged to make an appointment or just drop in for a quick chat throughout the year to discuss pathways and plans.

Transition and Careers Officer (TaCO)
The TaCO, Lucia Ciccarone, can help students with career planning, resume writing and plays a key role in transition visits with our feeder high schools. An appointment booking sheet is located on the door for students to make a time to meet with one of the Careers Advisors.

Chaplain
Our chaplain Lyndal Rogers works with other College Life team members to provide a rich and rewarding experience at college. Lyndal runs demand-driven small group and individual sessions; and is an integral part of many of the fun things that take place at college – e.g. Breakfast Club, fundraising, etc.
COLLEGE LIFE – KEY LOCATIONS

The ground floor houses the various College Life personnel and functions.
Part 3: How to gain an ACT Senior Secondary Certificate

ACT QUALIFICATIONS
Students at Lake Tuggeranong College study courses accredited by the ACT Board of Senior Secondary Studies (BSSS). Students may be issued the following qualifications and statements.

- ACT Senior Secondary Certificate and Record of Achievement
- Tertiary Entrance Statement
- Statement of Achievement
- VET Certificates and Statements of Attainment

Further information about these qualifications can be found on the BSSS website (www.bsss.act.edu.au)

The remainder of this Thrive Guide will describe the way you can meet the BSSS requirements of:

- Attendance
- Participation
- Assessment
ATTENDANCE

The college expects you to attend all classes. The BSSS will not issue you with the point for a unit you are studying if you fail to maintain an attendance rate of 90%. The college alerts the BSSS via the awarding of a ‘V’ (‘void’) grade for you in that unit.

Academic Officers monitor attendance rates on a weekly basis. Any student whose attendance falls below the 90% of the scheduled classes/contact time and has not provided substantial documentary evidence to cover the absence will be issued a V-grade Warning. This means that unexplained absences could result in a ‘V’ Grade being issued.

Absence notification

The college uses Appsense – an app for the recording of attendance in classes. We encourage all students and families to download the (free) app for their portable device (go to www.appsense.com.au). This saves tiresome and environmentally unfriendly paper notes.

Teachers mark their class rolls using Appsense. An alert goes to the device of parent’s every time a student misses a class. It can also go to the student device. The parent can easily respond using the app to provide a reason for the absence (a ‘note’). This response from the parent automatically changes the roll from ‘A’ (unexplained absence’) to either ‘S’ (‘sick’) medical certificate required or ‘L’ (other approved leave).

Similarly, if you know you are going to be absent for a legitimate or unavoidable reason, your parent can enter the dates/details into the app for the relevant date/s. This avoids unexplained absences.

If your family does not have the app, a completed ‘Student Leave Form’ should be used to explain the absence. These are available from College Life Admin, the Front Office and outside each faculty staff room. It is also on the college web site. This form must be signed by a parent/guardian stating an acceptable reason. This form must be returned to College Life Admin within 10 days of an absence.

If absent for 3 consecutive days it is recommended that a medical certificate be obtained.
A medical certificate MUST be supplied if unable to attend the AST and or any examination.

Attendance Printouts

Weekly printouts will be given to students during their Monday LinC sessions. Students are urged to check these printouts so that attendance patterns are made visible. Printouts will also be posted home at various times during the school year. Students should follow up with class teachers to discuss absences or V grade Warnings.

An updated copy of attendance in classes is included with the Interim Reports. Parents are welcome to contact class teachers to discuss any attendance issues. Similarly, the Student Wellbeing Coordinator can assist families with attendance matters.

Extended Leave Form

Extended Leave is defined as one week or more. Students are required to inform the college with prior notice and provide College Life Admin Sally-Anne Leddy with a written note stating the proposed dates of any extended leave which they take. This includes overseas trips and interstate sporting trips. Forms are available from College Life Admin and on our website. Students need to obtain the form and discuss the leave agreement with each of their classroom teachers, and students are responsible for fulfilling these commitments. Upon completing the form with all required signatures, students are to return it to Sally BEFORE they take the leave. If a student does not provide an extended leave form, or fails to fulfil their negotiated leave agreements, this may affect their outcomes for the subjects.
17 points
Made up of A, T, R, M, H, C or E units
A minimum of 4 different A, T, M, H, C or E Courses (e.g. minors, majors etc)
A minimum of 3 course areas.

ACT Senior Secondary Certificate

20 points
Made up of T, A, R, H, C or E majors (M) & minors (m) packaged as
5 M or 4M & 1m or 3M & 3m
- min 18 T or A standard units
- minimum of 4 course areas
- 12.5 units must be T
- Must sit the AST

ACT Senior Secondary Certificate
AND
Australian Tertiary Admissions Rank (ATAR)
### Example of a Standard Package Academic Record

#### Lake Tuggeranong College

**ACADEMIC RECORD**

<table>
<thead>
<tr>
<th>Student ID and Name</th>
<th>Left</th>
<th>Year</th>
<th>Group</th>
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<td>Total Course Areas</td>
<td>S</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Std Units</td>
<td>17.4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Completed Std Units</td>
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#### Confidential

- **Intends T:** No
- **Start date:** 31-Jan-2014
- **Finish date:** 18-Dec-2015

### UNGROUPED UNITS

<table>
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<tr>
<th>Code</th>
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<th>Course Description</th>
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<tr>
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<td>ART - Exploring Ceramic Elements</td>
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<td>02376</td>
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### ENGLISH

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<td>EENG - Unit 2: Making Connections</td>
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### MATHEMATICAL APPLICATIONS

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### TOURISM AND EVENT MANAGEMENT

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<th>Units</th>
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<tr>
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<td>73843</td>
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<td>TOUR - Tourism and Events Promotion</td>
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### COLLEGE PROGRAMS (ALLC)

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<td>Cultural Contributions</td>
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## Example of a Tertiary Package Academic Record

### Lake Tuggeranong College

#### ACADEMIC RECORD

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<td>18-Dec-2015</td>
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#### UNGROUPED UNITS

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<tr>
<td>0000</td>
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<td>T 2014,01 DANCE</td>
<td>Introduction to Dance</td>
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<tr>
<td></td>
<td>03688</td>
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#### MATHEMATICAL METHODS

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#### THEORY OF KNOWLEDGE

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#### BEHAVIOURAL SCIENCE

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#### COLLEGE PROGRAMS (ALLC)

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<td>0.0</td>
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</tbody>
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22  LTC Student Guide – Learn Thrive Connect
ASSESSMENT

Assessment is continuous; results at the end of Year 12 do not depend solely on a final examination. Students receive credit for each unit of work completed. An assessment schedule will show the various methods of assessment that will be used. These may include essays, tests, assignments, seminars, oral presentations and practical reports. Assessment Schedules give advance warning of when work is required and help in planning. A unit result is based on work completed over a semester. Each department carries out procedures to make sure that students doing the same unit in different classes are compared to the same standard.

Completion of Assessment Items

Students are required to substantially complete and submit all assessment items that contribute to the assessment for a unit unless due cause and adequate documentary evidence is provided. Submission of draft notes only, or of a plagiarised piece of work, or a piece of work which does not relate to the topic question, is not in the college view “substantial completion” of an assessment piece. Students will be awarded the notional zero for assessment pieces which are not substantially completed or not submitted prior to seven (7) days after the due date. 5% of assessment will be lost for each day after due date that items are not submitted.

If students are absent for an assessment item:

- they must provide a medical certificate to cover the absence; and
- an alternative time to complete the task will be offered.

If concerned about the outcome, students are encouraged to speak with a staff member in College Life.

Recognition of Current Competencies

In vocational courses students receive not only a grade, but also recognition of attainment of industry-related skills. These will be recorded on a nationally recognised vocational certificate.

Grades and Scores

'A' to 'E' is awarded for each unit completed and are based upon unit grade descriptors.

'S' may be awarded if a study program is badly interrupted by ill health or misadventure.

'V' Grade (which means void or fail) will be issued when students fail to complete assessment items, fail to maintain a satisfactory attendance record without good reason or fail to substantially complete sufficient scheduled classroom activities. This means students have been deemed 'unassessable' and the unit is not included on the ACT Senior Secondary Certificate.

When students are issued with a V Warning, parents are notified. Students are encouraged to speak with the class teacher and negotiate a plan (V Warning Contract) to rectify the situation. If the student fails to correct the situation, a V Grade will be issued at the end of the assessment period. If a student is issued with several V Warning letters, it is an indication that the student is having difficulties at college and may require additional support. Students are encouraged to speak with their classroom teacher or members of the College Life team for assistance.
ALTERNATIVE ASSESSMENT

Alternative Assessment is offered to students who are unable to complete the assessment item as required. Students are required to gain approval from their Wellbeing Coordinator. They may see their classroom teachers for minor extensions. Students should not assume they are entitled to Alternative Assessment without consultation.

If students believe they need to seek an extension for an assessment item:
- they must speak with their class teacher and explain the situation and provide evidence (e.g., medical certificate)
- the teacher will discuss the matter and refer the student to either the Faculty SLC, Wellbeing Coordinator or SLC College Life and a decision will be made
- acceptable reasons may include; illness, interstate / regional sporting commitments, family crisis, accident or injury
- approval may be granted and the student informed of the outcome; or
- if approval is not granted late penalties will apply.

TYPES OF ALTERNATIVE ASSESSMENTS

1. Special Consideration
   Extensions are given to a student. Late penalties are **NOT** applied.

2. Pro Rata
   An estimate is given based on a students' previous assessment.

3. Status
   This is given to a student who is legitimately unable to complete any assessment tasks during the term/semester. Status is awarded instead of a grade. Status means that a student gets the point but not the grade.

SEE COLLEGE LIFE TEAM **EARLY** IF YOU ARE HAVING ANY DIFFICULTIES WITH ASSESSMENT.
MODERATION

Teachers will moderate students’ work in all major items. This ensures that assessment is based upon comparable standards. Sometimes your teachers will need to keep students’ work until the next semester for across-colleges Moderation Days.

Assessment in T units
Unit scores in T units will be ‘standardised’. This means that they will be based upon historical parameters to ensure that scores you receive will be as realistic as possible when compared to the final course scores received. At the end of each semester, unit scores will be posted on noticeboards outside staff rooms to be checked.

Calculation of T course scores
The Board of Senior Secondary Studies (BSSS) calculates course scores using the best 80% of units in each course.

Test Procedures
The college has a clear set of rules for behaviours for tests. Failure to observe these rules can lead to penalties. Please make sure you know when and where tests and exams are happening.

Plagiarism
The college has a clear Plagiarism Policy which is given to all students at the start of each year. The submission of work for assessment which is not their own original work can have serious consequences.

Number of Units
ACT BSSS policy states that students may only count 8 standard units in any one course towards the ACT Senior Secondary Certificate. If students do 9 units, for example, the 9th will not count.

Duplicate Units for Non-Repeating Students
Lake Tuggeranong College will report the most recent unit and its score/grade on the ACT Senior Secondary Certificate and delete the earlier unit.

Appeals
Students have the right to appeal against individual assessment items, unit scores, grades and course scores. Discuss the matter with the class teacher or Faculty SLC or Deputy Principal.
ACT SCALING TEST

The ACT Scaling Test (AST) is a test attempted by all ACT Year 12 students wishing to gain an Australian Tertiary Admission Rank (ATAR). The test is designed by the Australian Council for Educational Research (ACER), and aims to measure a range of general skills considered being relevant to success in a variety of courses and to studies at university.

A Year 12 student who intends to apply for entry to university must sit the AST. If students are unsure what to do after Year 12, they should also sit the AST. This will allow them to gain an ATAR and use it sometime later. Students with specific medical conditions are not exempt from the test, but special arrangements are made to ensure that such students are not disadvantaged. A medical certificate MUST be supplied if unable to attend the AST. If the college identifies a student from a Culturally and Linguistically Diverse Background, they must sit an amended test and scores will be included in the scaling process.

The AST is made up of 3 papers;
- one 135 minute Multiple Choice test containing 80 questions
- a 105 minute Short Response Test; and
- a 150 minute Writing Task.

Students must make a serious attempt at all three papers, or may not be eligible for an AST score.

(i) The AST Multiple Choice Test
The multiple choice questions are grouped into units, each based on a piece of stimulus material. The stimulus material may be a prose passage, a graph, a table containing words or numbers, a poem, a picture or a map or any combination of these. Any specific information required to answer the questions is contained in the stimulus material or in the questions which follow. The material is drawn from the humanities, social sciences, sciences and mathematics, but is not aimed at subject specialists and should be accessible to all senior secondary students.

(ii) The AST Short Response Test
This is a test of thinking and reasoning, and you will be asked for interpretation, explanation and justification of a point of view. The stimulus material may be a prose passage, a quotation, a graph, a table containing words or numbers, a poem, a picture or a map or any combination of these. The major elements in the test will cover the following:
- comprehending and Interpreting
- dealing with Information
- thinking critically
- drawing conclusions
- solving problems and
- evaluating and responding.

(iii) The AST Writing Task
Students will be offered a selection of stimulus material on a particular issue. The time available allows for planning, drafting, editing and producing a final written version of the essay of approximately 600 words, presenting a clear argument on some aspect of the issue presented.

Prepare for the AST
The skills required for success in the AST are the result of a variety of experiences, of which formal schooling is one important element. The best preparation is to read widely and to think critically. Become familiar with public issues – watch the news.

A specific preparation program for Year 12 students runs during Terms 1, 2 & 3. Sessions are held every two weeks on Monday, Tuesday & Wednesday lunch. All ‘T’-intending students are expected to attend.

How are the results of the AST used?
The AST scores of those students who complete a T package provide the basis for scaling course scores awarded to students by the colleges they attend. A student’s scaled course scores are used in the calculation of that student’s ATAR.
DEFINITIONS OF COLLEGE TERMINOLOGY

**Minor Course** = A minimum of 2 semester units is required for a minor.

**Major Course** = A minimum of 3.5 semester units is required for a major.

**Double Major** = A minimum of 7 semester units for a double major.

**Major/Minor** = A minimum of 5.5 semester units for a major/minor.

**Semester Unit** = A semester unit has a value of 1.0 standard unit.

**Half Semester Unit** = A quadrimester or term unit has a value of 0.5 units.

**A Course** = provides a general education but can’t contribute to ATAR calculation. Grades are awarded in these courses - not scores.

**T Course** = provides skills and knowledge necessary for higher education. T Course scores are used to calculate a students’ ATAR. Scores and grades are awarded in these courses.

**R Courses/Units** = learning experiences in personal development, community service, recreational or work related activities.

**V Course** = industry approved pathways to gain nationally recognised certificates. Completion of some of these courses provide advanced standing in some CIT/TAFE courses.

**H Course** = provides university level courses studied whilst in Years 11 / 12.

**M Course** = an A course that has been modified to provide educational experiences for students with specific disability criteria.

**C Course** = provides vocational education but can’t contribute to ATAR calculation. Students are assessed on the competencies they pass in the course.

**ATAR** = Australian Tertiary Admissions Rank = percentile ranking comparing the performance of 1 student to all others in the ACT. An individual’s ATAR is calculated from your best 3 T major scaled course scores plus 0.6 of the next best scaled score. e.g. ATAR of 94.4 means the student was ranked in the top 5.6 % of all students.

**ASBA** = Australian School Based Apprenticeship.

**AST** = ACT Scaling Test. This is used by the BSSS to scale course scores to provide parity between colleges and courses.

**Competencies** - In V or C courses students are assessed as Competent or Not Yet Competent against national standards.

**V Grade** - (Void Grade) Equivalent to a Fail grade – student has not attended 90% of classes AND/OR has not submitted 70% of assessment AND/OR has not maintained a 90% class participation standard.
## Major
A minimum of three and a half semester units is required for a major

## Double Major
A minimum seven semester units is required for a double major

### Year 11

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**Total Points / semester**

### Year 12

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**Total Points**

### Major / Minor
A minimum of five and a half semester units is required for a major / minor

### Minor Course
A minimum of two semester units or equivalent is required for a minor course