DN/18/00057

Memorandum to

Secondary principals

Central school principals

Monitoring of Higher School Certificate requirements for 2019

Principals have a responsibility to ensure that teachers, students and parents/carers understand the requirements of the New South Wales Education Standards Authority (NESA) for the award of the Higher School Certificate (HSC).

The following attachments will assist you in meeting your responsibilities:

Attachment 1:   Requirements of the NSW Education Act 1990 in relation to the HSC

Attachment 2:   2019 HSC checklist and reminders

Attachment 3:   2019 HSC monitoring procedures

Attachment 4:   2019 HSC monitoring confirmation.

In addition to this documentation, ‘Guidance on HSC monitoring procedures’ provides further assistance and suggestions to support senior executives, head teachers and teachers when consulting to develop, monitor and review clear, negotiated whole school processes and procedures.

Please ensure that:

* Year 11 students and teachers received the NESA ‘[2019 Higher School Certificate Rules and Procedures](http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/rules-procedures-guide-students/2019-rules-procedures-guide-students)’ delivered to schools by NESA
* head teachers and HSC teachers are aware of HSC subject requirements including [syllabuses](http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/Understanding-the-curriculum/syllabuses-a-z) and [school-based assessment requirements](https://ace.nesa.nsw.edu.au/summary-of-changes) for the 2019 HSC
* students are meeting all requirements.

In Term 1 2019, principals are requested to complete and return Attachment 4, to confirm that the necessary information has been disseminated and that satisfactory monitoring procedures are in place. This includes teaching and assessing, using 2019 syllabuses and prescribed texts, and meeting requirements for patterns of study and school-based assessment requirements.

In some circumstances principals will need to take particular care to ensure the correct syllabuses and prescribed texts are being used to teach Stage 6 courses. This includes schools with:

* a compressed curriculum delivery model for one or more Stage 6 courses and/or
* students accumulating and/or accelerating in one or more Stage 6 courses.

Stronger HSC Standards Reforms

There are important changes to requirements for the 2019 HSC, including the pattern of study and pathways for science, new Stage 6 Board Developed Course syllabuses, new school-based assessment requirements for all Stage 6 Board Developed Courses and optional HSC examinations for the new English Studies and Mathematics Standard 1 courses. Please refer to the [summary of changes](https://ace.nesa.nsw.edu.au/summary-of-changes) in the ACE manual.

Disability Standards for Education 2005

Under the [Disability Standards for Education 2005](https://www.education.gov.au/disability-standards-education-2005), it is a legal requirement that students with disability can access and are able to participate in the full range of educational activities. Identifying and responding to the additional learning and support needs of students should be addressed through a collaborative planning process and should not be reliant on requests for support from students, their parents or carers. Consultation with students and their parents or carers allows for the implementation of reasonable adjustments. Adjustments should apply to teaching and learning activities as well as to all school-based assessments, including examinations.

Principals should ensure that school staff have a clear understanding of the disability provisions available for the HSC external examinations. Information about [HSC disability provisions](http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/disability-provisions), including the application process, can be accessed from the NESA website.

Provision of VET courses by external providers

Principals are reminded that schools are responsible for overseeing the provision of VET courses by external providers. While TAFE NSW is the primary external provider, courses may also be delivered by other Registered Training Organisations (RTOs) and may include TAFE institutes in other states. Declare all external VET delivery to Stage 6 students on the school’s Actual Enrolment Return (AER), regardless of the number of units of study being undertaken by the student. The only AER exception is for a student in a support class.

Advice and support for principals

For advice and support in monitoring HSC requirements, principals may wish to contact their Director, Educational Leadership; the NESA Liaison Officer; the Director, Secondary Education or the Director, Disability, Learning and Support.

The attached documentation has been developed in consultation with NESA, the NSW Secondary Principals’ Council and the NSW Teachers Federation.

Thanks to you and your staff for your school’s commitment and hard work in meeting the requirements of the Higher School Certificate.

I wish you every success for the coming year.

Regards

**Murat Dizdar**  
**DEPUTY SECRETARY, SCHOOL OPERATIONS AND PERFORMANCE**  
NSW DEPARTMENT OF EDUCATION