2019 RoSA advice for principals

The NSW Education Standards Authority (NESA) issues the Record of School Achievement (RoSA) to eligible students who leave school before completing the Higher School Certificate (HSC).

The RoSA is a cumulative credential and contains a student’s record of academic achievement up until the date they leave school. This could be at the end of Year 10 or up until and including the end of Year 12.

The RoSA records completed Year 10 and Year 11 courses and grades, and Year 12 results. It also records participation in any uncompleted Year 11 or Year 12 courses, minimum standard literacy and numeracy test results, and the date of leaving school.

The RoSA is useful to students leaving school prior to the HSC because they can show it to potential employers or places of further learning. The RoSA will also be available to students who, from 2020, have not demonstrated the HSC minimum standard to receive the HSC credential.

While the RoSA credential is for school leavers, all Years 10, 11 and 12 students are able to access and print a Student eRecord via their NESA Students Online account. The eRecord is not a formal NESA credential, but has the same information as a RoSA. The Student eRecord is also available to schools via Schools Online.

For further information refer to the links in Attachment 3: RoSA implementation support.

Eligibility for a RoSA

To be eligible for a RoSA, students must have:

* completed the mandatory curriculum requirements for Years 7 to 10
* attended a government school, an accredited non-government school or a recognised school outside NSW
* completed courses of study that satisfy NESA curriculum and assessment requirements for the RoSA
* complied with the requirements of the Education Act.

RoSA grades and reporting of student achievement

The RoSA includes an A to E grade for all Year 10 and Year 11 courses the student has satisfactorily completed. Grades are:

* based on student achievement in their assessment work
* submitted to NESA in Term 4
* monitored by NESA for fairness and consistency.

NESA provides schools with information about the historical allocation or patterns of grades awarded by that school over recent years. This helps guide the allocation of grades to current students.

Vocational Educational and Training (VET) and Life Skills courses are reported differently to graded courses.

VET

* Students who have undertaken a VET course as part of their RoSA will be issued with vocational documentation that recognises their achievement towards a nationally recognised Australian Qualifications Framework (AQF) VET qualification.
* Students who successfully complete all requirements of an AQF VET qualification will receive a certificate and an accompanying Transcript of Competencies Achieved.
* Students who achieve partial completion of an AQF VET qualification will receive a Statement of Attainment which lists all units of competency achieved towards the qualification.
* NESA distributes AQF VET qualifications on behalf of school system Registered Training Organisations (RTO).

Life Skills

* For every successfully completed Life Skills course, an accompanying Profile of Student Achievement is included with the RoSA.
* The Profile of Student Achievement lists all the Life Skills syllabus outcomes achieved by the student in each Life Skills course completed. NESA prints and issues the profile to school leavers along with their RoSA.
* Where students satisfactorily complete a Life Skills course, the course is listed on the RoSA with the annotation *Refer to Profile of Student Achievement*.

Students ineligible for a RoSA

* Students who leave school before finishing Year 10 are not eligible for a RoSA. If students leave after Year 10 and still don’t meet RoSA requirements they will be issued with a Transcript of Study.
* The Transcript of Study contains the same information as the RoSA for courses satisfactorily completed.

Requesting a RoSA or Transcript of Study

* School requests for a RoSA credential or Transcript of Study must be placed with NESA before a student signs out of school. Schools should enter all relevant data before applying.
* Schools request a RoSA or Transcript of Study through the enrolments section in Schools Online. NESA will send a PDF of the RoSA or Transcript of Study to the student’s Students Online account, usually within 48 hours of the request.
* Students cannot directly request a RoSA or Transcript of Study themselves.

Key considerations for schools

School leavers

Students planning to leave school before the HSC may need additional opportunities to prepare for a smooth transition to the next stage of learning, training or employment, or a combination of these.

It is good practice to:

* provide some information to students in hard copy about leaving school, the RoSA, the optional [literacy and numeracy tests](http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/leaving-school/Literacy-and-numeracy-tests) and the NESA [up2now](https://up2now.net.au/people/login) website
* hold information sessions for students and their parents to ensure they understand the eligibility requirements and optional opportunities that are part of the RoSA.

Schools are strongly encouraged to:

* enrol students in the optional online NESA [literacy and numeracy tests](http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/leaving-school/Literacy-and-numeracy-tests)
* enrol students in the [up2now](https://up2now.net.au/people/login) learning portfolio.

Optional literacy and numeracy tests

Optional tests in literacy and numeracy are available for students who intend to leave high school before completing the HSC. These tests are the same as the online minimum standard literacy and numeracy tests.

Taking these tests allows students to prove to employers or places of further learning that they have the basic reading, writing and numeracy skills essential for success in everyday life. Test results are reported separately from the RoSA and are not a requirement for its award.

Schools can enrol students to sit the optional literacy and numeracy tests via Schools Online.

up2now

Many employers and places of further education are interested in more than just academic results. The [up2now](https://up2now.net.au/people/login) website is a great place for secondary students to show off their extracurricular activities.

The website works like an ongoing portfolio where students can present their broader learning, awards and achievements, community service and volunteering experience, showcase their artwork and create resumes. Students can create multiple portfolios and export to PDF or share a portfolio online with prospective employers or use it to access other education and training pathways.

Careers advisors employed in schools can use [up2now](https://up2now.net.au/people/login) to work with students intending to leave school prior to the HSC.

Only schools can register to access [up2now](https://up2now.net.au/people/login). Once registered, schools receive further details about how to enrol students.

Compliance with RoSA requirements

Ongoing monitoring of RoSA candidates should be an allocated responsibility in the school to ensure students maintain their eligibility for the RoSA until they leave.

Principals should ensure that:

* Courses of study offered by the school for RoSA candidates are being taught and assessed in accordance with the requirements of NSW syllabuses and related documents.
* School procedures are in place to ensure that all students at the school who may be RoSA canditates:
	+ are eligible for the RoSA
	+ are entered into the correct courses of study in Schools Online
	+ sign their RoSA Confirmation of Entry form
	+ have satisfactorily completed HSC: All My Own Work program (or its equivalent) if entered for at least one Year 11 course
	+ activate their Students Online account.
* School procedures are in place to ensure compliance with requirements for:
	+ student entries
	+ student arrivals, leavers, transfers and exchange students
	+ study with an outside tutor or external provider
	+ credit transfer and recognition of prior learning
	+ accelerated progression and accumulation of courses
	+ satisfactory completion and non-completion of courses
	+ submission of grades.
* Where a student in Years 9 - 12 undertakes a VET course delivered by the school, the school has procedures in place to ensure:
	+ the VET course is delivered in accordance with the Public Schools NSW RTO’s Training and Assessment Strategy
	+ the student’s Unique Student Identifier (USI) is verified and uploaded to Schools Online
	+ course and competency entries and reporting of outcomes are completed in accordance with NESA timelines and procedures
	+ relevant Course Information Guide checklists are completed and submitted to the RTO by the end of Term 1
	+ any work placement is carried out in accordance with the department’s Workplace Learning policy and procedures.