



WITH MARY IN FAITH
TĀTOU KO MERE E
WHAKAPONO ANA



Marian College

Course information
booklet 2017

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Introduction

The aim of this online booklet is to indicate to parents/care-givers and students courses that are available at Level 1, Level 2 and Level 3 NCEA and the links to vocational pathways in New Zealand

Please read this online book carefully. You may download and keep it for reference.

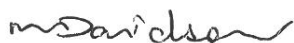
Option selection forms can be returned electronically or by hard copy to the office.

You and your parent/caregiver are also encouraged to attend the course option afternoon if you require advice or guidance on subject selection. Otherwise ask for specific information from the person named with each course or see the careers advisor or the guidance counsellor.

NOTES

- 1 All students study Religious Education at each level.
- 2 Not every option in this booklet will necessarily run next year. Viable numbers of students must choose a subject for it to be offered. Students affected will be interviewed and consulted about alternative options in such cases.
- 3 Students are encouraged to select course levels based on their current academic needs, not necessarily their age group. This means that a Year 12 or 13 student may have a mixture of Level 1, 2 and 3 courses (refer to pages 6 – 8 for minimum requirements for Levels 2 and 3 NCEA and University Entrance).
- 4 Final course selection will be advised to parents in February for confirmation.
- 5 If a student changes her mind about options after completion of the timetable (late November) it may not be possible to accommodate these changes.

I trust that you will find the format of this entire booklet easy to understand, that you will choose wisely and use the available advice and guidance as required. Remember one of the principles of NCEA and the National Qualifications Framework, is that students are able to learn at their own pace and have that learning recognised.



Mary-Lou Davidson
Principal

Making the decision about senior course

In order to make a decision about what course to do next year you need to do some research. Decisions can only be made when you have the FACTS and UNDERSTAND them.

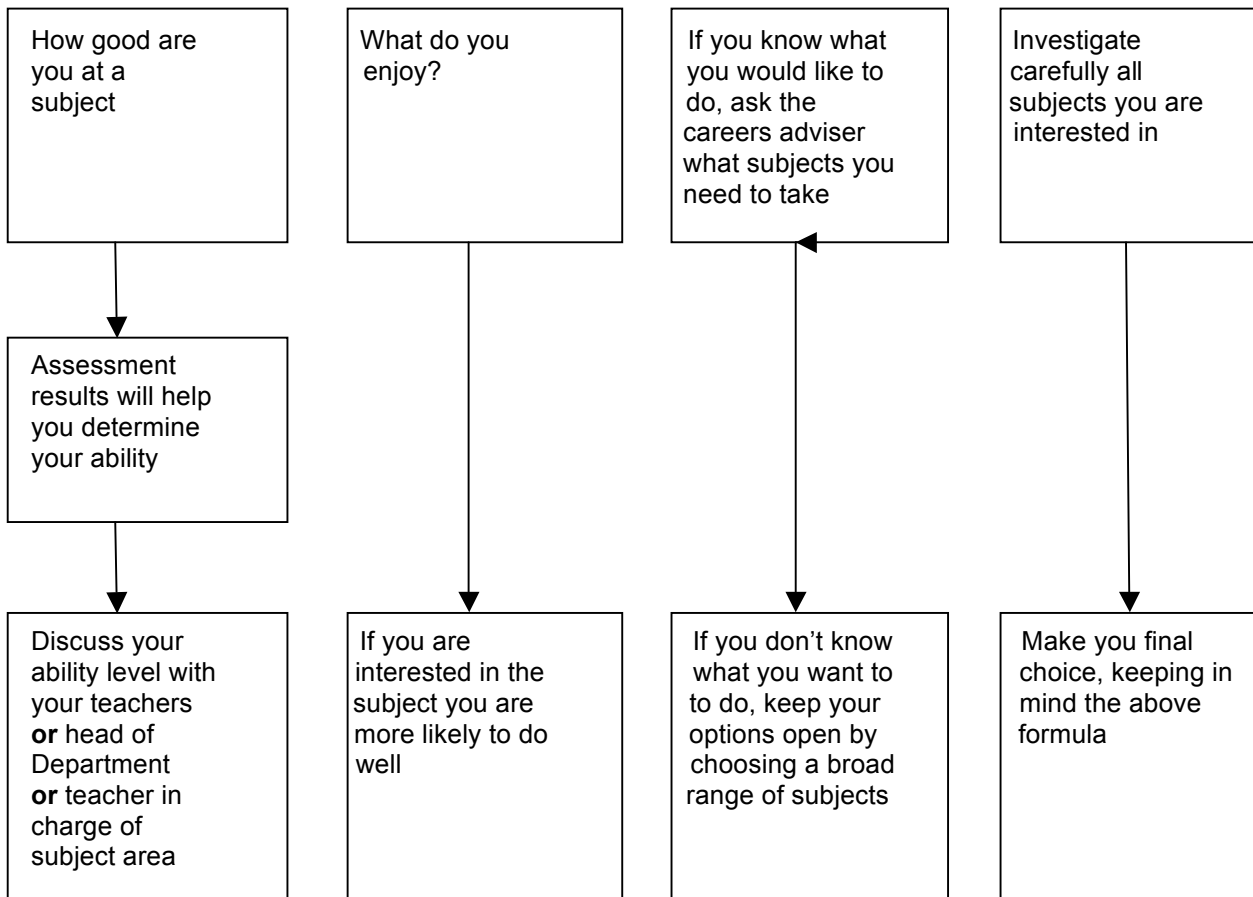
Before you go to the subject pages read the information provided on:

1. What is NCEA Level 1, Level 2 and Level 3
2. What is required for University Entrance?
3. What is scholarship?
4. What are vocational pathways?
5. What are alternative courses?

Choosing a course of study for 2017 for year 11, 12 and 13 students

Here is a formula that may help you

Ability + Interest + Career Pathway + Subject choice



WHO TO TALK TO

If you need help with your choice of subject please ask:

- The careers adviser – Ms Straight
- Your present subject teacher
- Your dean
- The guidance counsellor – Mrs Mintrom-Pearce

Which subjects should I choose?

Entry to many careers and training programmes requires specific subject qualifications. Before deciding on a course, students will need up-to-date information about job and training requirements.

For those students who do not know where their studies are heading it is important to try to keep your options open. If you do not have any clear idea where your studies may lead you it is important to discuss your future plans with the careers advisor or guidance counsellor, as all subject choices have implications for future careers.

A broad range of subjects is available for Level 2, but a much narrower range of subjects is available for Level 3. Check that, if you intend to continue your studies at Level 3, you know what previous study is required and include the necessary subjects in your Level 1 and Level 2 courses.

Programme Planner

Level 1	Religious education	English	Mathematics	Science			
Level 2	Religious education	English	Financial Literacy				
Level 3	Religious education						

Complete this programmer as a step to choosing your list of subject choices.

Check:

- What sort of career path do I wish to take?
- What subjects are needed for my intended career path?
- What are the entrance requirements?
- What subject(s) do I like studying?
- What subject(s) do I do well?

COURSE SELECTION FOR 2017

MULTI-LEVEL STUDIES

Senior students (Year 11 to Year 13) may study senior level subjects from any level. This flexibility enables students:

- to reinforce learning where they have experienced difficulties
- to develop basic skills to equip them in the competition for employment
- to shape a course to meet their individual needs
- to gain more credits at the appropriate level to compete more effectively for entry to a job or a training course.
- to study subjects that are new to them

If the subject is in advance of their level, the student must meet the prerequisites for that course and have the approval of the Head of Department.

Some courses may not run next year if they do not have the numbers to make a viable class.

Entering National Qualifications

Students enrolled for courses leading to national qualifications e.g. National Certificate in Educational Achievement (NCEA) at Level 1, 2 or 3, or New Zealand Scholarship, will be given information on entering and paying the fees for the qualifications at the appropriate time. Students **will** be entered for NCEA Level 1, 2 or 3 by the school, and once they have their National Student Number (NSN) in June (for Year 11), they can log onto the NZQA site to check their entries and results. (www.nzqa.govt.nz)

During the year students and parents/guardians will be asked to check entries in June (mail out) and September (at school).

It is school policy that most Year 11 subjects will have 18-21 credits for NCEA. Year 12 and 13 subjects will have up to 24 credits.

Marian College NZQA Assessment Policy and Procedures are available in the curriculum section of the school website and in student diaries.

Level 1 NCEA (Year 11)

When you have achieved 80 credits at Level 1 you will qualify for NCEA Level 1. Ten of the credits must be from numeracy standards and ten other credits must be from literacy standards. These skills can be assessed in English or Te Reo Māori and a wide range of subjects.

How does NCEA work?

NCEA is a standards based achievement qualification. Standards have been set in each area of learning and different aspects of skills, knowledge and understanding are assessed as separate "Achievement Standards" or "Unit Standards" which earn a number of credits towards the NCEA qualification. Results will give a detailed profile of achievement. A student's work is compared against the standard and there is not a pre-determined failure rate. In Achievement Standards grades awarded will be: Excellence, merit, achieved, not achieved.

In most school curriculum subjects there will be six to seven Standards. Unit Standards grades are either Achieved or Not Achieved. A full year's course in one subject will have about 20 credits assessed. (ie. Each Achievement Standard/Unit Standard will usually be worth 3 - 6 credits).

- Students will know during the year if they have gained credit for summative internal assessments.
- Credits gained are recorded on a "Record of Learning" with NZQA, and can be used at any time in the future to complete national qualifications.

CERTIFICATE ENDORSEMENT WITH MERIT OR EXCELLENCE

- For a certificate to be endorsed with Merit, 50 credits at Merit or Excellence will be required at the same level, or higher, on the National Qualifications Framework (NQF) as the certificate being awarded.
- For a certificate to be endorsed with Excellence, 50 credits at Excellence will be required at the same level or higher, on the NQF as the certificate being awarded.

Can credits gained in one year be used to gain endorsement in another year?

Yes. As has always been the case, credits gained in different years, and at different levels, can count toward NCEA. For endorsement, the credits must be gained at the level of the certificate being awarded, or above.

COURSE ENDORSEMENT WITH EXCELLENCE OR MERIT

Excellence or merit awards can also be gained in individual subjects when the following requirements are met:

- 14 or more credits at merit or excellence at the lower level that supports the endorsement
- At least 3 credits from externally assessed standards and 3 credits from internally assessed standards. Physical Education and Religious Education are exempt from this requirement.
- Sufficient credits must be gained in a single school year.

NCEA LEVEL 1 SUBJECTS AT MARIAN COLLEGE

All Year 11 students at Marian College study:

English	Mathematics
Science	Religious education

Students also choose to study three subjects from this list:

Accounting	Geography	Music
Drama	History	Physical Education
Visual arts	Japanese	Technology soft materials
Economics	Digital technologies	
Food and nutrition	Maori	

Literacy and Numeracy requirements for NCEA Level 1

Literacy requirements

<i>Either</i>	Unit standards	Package of three literacy unit standards (total of 10 credits - all three required) This will be offered to individual students by your English teacher.
<i>Or</i>	Achievement standards	Specified achievement standards available through a range of subjects (minimum total of 10 credits). 156 achievement standards across 32 subjects offer credits that meet literacy requirements. Your teachers will advise you of these in course booklets.

Numeracy requirements

<i>Either</i>	Unit standards	Package of three numeracy unit standards (total of 10 credits – all three required) This will be offered to individual students by your Mathematics teacher.
<i>Or</i>	Achievement standards	Specified achievement standards available through a range of subjects - (minimum total of 10 credits) 29 achievement standards across 9 subjects offer credits that meet numeracy requirements. Your teachers will advise you of these in course booklets.

Level 2 NCEA (Year 12)

The National Certificate of Educational Achievement (Level 2) will follow the same format as NCEA Level 1. It will be a mixture of external and internal achievement and/or unit standards that generate credits on the Qualifications Framework.

The NCEA Level 2 requires a minimum of 60 credits at Level 2 or above and 20 credits at any other level. Credits can be used for more than one qualification, so some of your NCEA Level 1 credits can count towards NCEA Level 2. For NCEA Level 2 there are no specific literacy or numeracy requirements.

However 5 reading and 5 writing credits are required at Level 2 for University Entrance.

All Year 12 students at Marian College study English, Religious education and complete a one term financial literacy course.

CERTIFICATE ENDORSEMENT WITH EXCELLENCE AND MERIT

- For a certificate to be endorsed with Merit, 50 credits at Merit or Excellence will be required at the same level, or higher, on the National Qualifications Framework (NQF) as the certificate being awarded.
- For a certificate to be endorsed with Excellence, 50 credits at Excellence will be required at the same level or higher, on the NQF as the certificate being awarded.
- Can credits gained in one year be used to gain endorsement in another year?

Yes, as has always been the case, credits gained in different years, and at different levels, can count toward NCEA. For endorsement, the credits must be gained at the level of the certificate being awarded, or above.

COURSE ENDORSEMENT WITH EXCELLENCE OR MERIT

Excellence or merit awards can also be gained in individual subjects when the following requirements are met:

- 14 or more credits at merit or excellence at the lower level that supports the endorsement
- At least 3 credits from externally assessed standards and 3 credits from internally assessed standards
- Sufficient credits in a single school year.

NCEA LEVEL 2 SUBJECTS AT MARIAN COLLEGE

Accounting	Food and Nutrition	Physics
Art	Financial Literacy	Physical Education
Biology	Geography	Religious Education
Chemistry	Digital Technologies	Technology Soft Materials
Classical Studies	History	Tourism
Drama	Japanese	
Economics	Mathematics	
Employment Skills	Maori	
English	Music	

Other subjects are also available through distance learning provided on the VLN NETNZ video conferencing and the correspondence school.

Level 3 NCEA (Year 13)

The National Certificate of Educational Achievement (Level 3) will follow the same format as NCEA Levels 1 and 2. It will be a mixture of external and internal Achievement and/or Unit Standards and Unit Standards that generate credits on the Qualifications Framework.

For NCEA Level 3 you will need to achieve 80 credits, of which 60 must be at Level 3 or above, and 20 at Level 2 or above.

ENTRY TO UNIVERSITY

NZQA in consultation with the New Zealand University Vice-Chancellors' Committee has stated that NCEA entry requirements for University will be:

Achievement of **NCEA Level 3**

- 60 credits at Level 3 or higher and 20 credits at Level 2 or higher.
- 14 credits in **each of three** subjects from the list of approved subjects.
- The remaining credits to achieve NCEA Level 3 may come from either achievement or unit standards.

UE numeracy: 10 credits at Level 1 or higher from

- specified achievement standards or
- three specific numeracy unit standards 10 credits

- **UE literacy:** 10 credits (five in reading and five in writing) from

- specific Level 2 and higher achievement standards, or
- specific Te Reo Maori and Te Reo Rangatira Level 2 standards, or
- Two specific level 4 English for academic purposes unit standards, or
- An academic literacy common assessment tool (CAT) at Level 3 (no credit value, run by NZQA)

Individual universities are now setting their own entry requirements – these change regularly. You must check with Ms Straight, the careers advisor and/or the university websites.

Examples are:

Canterbury University: Entry to certain courses

You must gain University Entrance and NCEA Level 3 with an entry score of at least 120 points for preferential entry to certain courses (see www.canterbury.ac.nz/liaison). A place will be offered to all students who gain University Entrance but not all courses

Auckland University:

You must gain University Entrance and then apply for selection to a programme. For selection you will be allocated a rank score based on your best 80 credits at Level 3 or higher over a maximum of 5 approved UE subjects, weighted by the level of achievement attained in each set of credits. You are strongly advised to take achievement standards as preparation for University studies.

Victoria University:

You must gain University Entrance and achieve the guaranteed entry score of 120 points. This is a rank score based on 80 best credits in University Entrance approved subjects at Level 3 or higher, and weighted by the level of achievement. You can count achievement and unit standards but are advised to take approved subjects and achievement standards.

CERTIFICATE ENDORSEMENT WITH EXCELLENCE AND MERIT

- For a certificate to be endorsed with Merit, 50 credits at Merit or Excellence will be required at the same level, or higher, on the National Qualifications Framework (NQF) as the certificate being awarded.
- For a certificate to be endorsed with Excellence, 50 credits at Excellence will be required at the same level or higher, on the NQF as the certificate being awarded.
- Can credits gained in one year be used to gain endorsement in another year?

Yes. As has always been the case, credits gained in different years, and at different levels, can count toward NCEA. For endorsement, the credits must be gained at the level of the certificate being awarded, or above.

COURSE ENDORSEMENT WITH EXCELLENCE OR MERIT

Excellence or merit awards can also be gained in individual subjects when the following requirements are met:

- 14 or more credits at merit or excellence at the lower level that supports the endorsement
- At least 3 credits from externally assessed standards and 3 credits from internally assessed standards
- Sufficient credits in a single school year.

NCEA LEVEL 3 SUBJECTS AT MARIAN COLLEGE

The following courses will offer Level 3 Achievement Standards or Unit Standards.

*Accounting	*Food and Hospitality
*Art – design	*Geography
*Art – painting	*History
*Art history	*Digital Technologies
Business Studies	*Japanese
*Biology	*Māori
*Chemistry	*Mathematics with Calculus
*Classical Studies	*Physical Education
*Drama	*Physics
*Music	*Religious Education
*Economics	*Statistics and Modelling
Employment Skills (Level 2)	*Technology Soft Materials
*English A	Tourism

Other subjects are also available through distance learning provided on the VLN NETNZ video conferencing and the correspondence school.

*** = subjects on the approved list for University Entrance.** You will need to check with your teacher that the courses offer sufficient university entrance approved standards.

Students who did not achieve NCEA Level 2 are encouraged to complete this by multi-level study i.e. some Level 1, 2 and 3 subjects.

Standards fulfilling literacy and numeracy requirements will be listed in each subject's course booklets issued at the start of the year.

Scholarship

Scholarship is designed to extend our best secondary students and enable top scholars to be identified and acknowledged. Students may enter one or more scholarship standard assessments as well as their Level 3 assessments. There is a NZQA fee of \$30 per subject.

The content assessed will be the same as that covered in Level 3 achievement standards. These students are lateral thinkers who can synthesis and integrate concepts. Scholarship is an award not a qualification and it will not attract credits or appear on a record of learning. It does earn a financial reward.

SCHOLARSHIP SUBJECTS

Accounting	Mathematics with calculus
Agriculture and Horticultural Science	Media Studies
Art history	Music studies
Biology	Physical education
Chemistry	Physics
Chinese	Science
Digital Technology	Spanish
Drama	Statistics and Modelling
Economics	Te Reo Māori
English	Te Reo Rangatira
French	Technology (generic) *
Geography	Visual Arts – Design
German	Visual Arts – Painting
Graphics	Visual Arts – Photography
History	Visual Arts – Printmaking
Japanese	Visual Arts – Sculpture
Latin	

* Technology (generic) will cover biotechnology, electronics and control technology, materials technology, production and process technology, food technology, structures and mechanisms, and information and communications technology (ICT). Candidates will be able to submit a portfolio in one of those areas.

Scholarship Awards

<u>Single subject awards</u>	1 or 2 scholarships A 'one-off' award of \$500 per subject
<u>Top subject scholar award</u>	for candidates who are top in one of the 27 scholarship subjects \$2,000 each year for three years as long as candidates maintain a "B" grade average in tertiary study
<u>Scholarship award</u>	for candidates who get three or more scholarship subjects \$2,000 each year for three years as long as candidates maintain a "B" grade average in tertiary study
<u>Outstanding scholar award</u>	for the top 40-60 candidates who get a minimum of three scholarships with at least two at "outstanding" level or more than three scholarships with at least one at "outstanding" level \$5,000 each year for three years as long as candidates maintain a "B" grade average in tertiary studies
<u>Premier award</u>	for the very top 5 to 10 candidates who get at least three scholarships at "outstanding" level \$10,000 each year for three years as long as candidates maintain at least a "B" grade average in tertiary studies

Alternative Courses

Pathways programmes

Most of these programmes come under the Government Youth Pathways initiative and sit beside Vocational Pathways

STAR

Secondary, tertiary, alignment resource: students go on courses either in the school or by outside tertiary providers that the college has a memorandum of understanding with.

Courses have to be

1. Above Level 3 or
2. Vocationally orientated

Courses can run from 1 day, 4 days, one day a week for a term etc.

Usually used for y11-13 with taster courses for year 10

Monies are a tagged resource that has to be audited to fit within the STAR guidelines.

Gateway

Under the auspices of Tertiary Education Commission, Marian College has been allotted 11 student placements. This is for students who have a clear career path and wish to pursue training in this area.

Students have to have a work place placement and complete theory work in this area. Credits gained in a particular industry, assessment of skills has to be done in the workplace by accredited assessors. Students have to achieve 20 credits in a Gateway placement; they can be a mix between generic, eg health and safety and the specific industry and at any level.

Gateway is for all students, it can be used for high achievers e.g. pilot training

Work places and providers have to have a memorandum of understanding with college

Monies are a tagged resource that has to be audited to fit within the Gateway, Tertiary Education Commission guidelines.

Secondary Tertiary Pathways

C.T.C. - Canterbury Tertiary College

Under the auspices of ARA and Tertiary Education Commission /Ministry of Education

A programme instigated to raise the base leaving qualification of students to achieving NCEA Level 2

The programme targets those at risk of leaving education. Courses are vocationally focused, but have a commitment to achieve literacy and numeracy NCEA Level 1 and 2.

Students usually attend their main school for three days and C.T.C. (Canterbury Tertiary College) for two days. They are usually on an individual learning plan. These are paid for from Tertiary Education Commission /Ministry of Education on a staffing agreement with the principal of the school.

Trade Academies

A programme instigated to raise the base leaving qualification of students to achieving NCEA Level 2.

The provider's facilities are such that students can learn on the job. ie National Trade Academy has a farm, so all animal, agriculture and horticulture standards can be work place assessed.

The programme targets those at risk of leaving education. Courses are vocationally focused, but have a commitment to achieve literacy and numeracy NCEA Level 1 and 2.

Students usually attend their main school for three days and the provider for two days. They are usually on an IEP.

Youth Guarantee

A free programme for school leavers, 16-20 years of age to gain industry qualifications.

The programme targets those at risk of leaving education. Courses are vocationally focused, but have a commitment to achieve literacy and numeracy NCEA Level one and two.

Main providers in Christchurch are, ARA, Avonmore Academy.

VOCATIONAL PATHWAYS

Building strong foundations, clear pathways, successful transitions

Vocational pathways provide new ways to structure and achieve NCEA Level 2, the foundation for success in further education and work. They enable students to see how their learning is relevant for a wide range of jobs and study options in five broad sectors of industry:

- Manufacturing and technology
- Construction and infrastructure
- Primary industries
- Social and community services
- Service industries
- Creative

Vocational pathways give a new and clearer framework for vocational options and programmes. The pathways help students thinking about their future options to see which subjects and standards they should study to achieve their career goals. They are designed to improve relevance of learning for students, support programme design and careers advice, and improve the links between education and employment.

The vocational pathways have been developed through a partnership between government agencies, the industry training sector, secondary and tertiary educators, and industry and employer representatives.

Achieving credits towards vocational pathways means students are developing foundation skills and knowledge in areas that employers value. Students can work towards the vocational pathway(s) by gaining credits from the achievement standards and unit standards recommended by the sectors. The vocational pathways will also make it easier for prospective employers and others to see when students have the strengths, abilities and qualities they are looking for.

Tools available to implement the vocational pathways:

The **vocational pathways documents**: can be used by educators to plan the curriculum and learning programmes using the vocational pathways; and by students to plan their future work and study options.

The **recommended assessment standards**: are the standards recommended by the six industry sectors. The recommended assessment standards can be used to plan and develop curriculum and programmes of learning. Many standards are recommended across multiple sectors so it is easy for students to transition their study across pathways, according to their interests, achievement and future ambitions.

The **profile builder**: is the new online tool to create a vocational profile. Students and educators can enter the standards achieved (or plan to achieve) using the assessment standards, to build an individual profile. The profile is a graphic representation of learning achievement (and future study options) which students, parents, whanau and employers can easily understand. It shows a student's learning and achievement, or planned achievement, links to future study options and careers. Visit www.youthguarantee.net.nz to build a profile.

Job profiles: there are a huge number of roles and occupations available in each industry sector, ranging from entry level through to high levels. The pathways show that for the majority of study and employment options, NCEA Level 2 is the minimum required to ensure students achieve the necessary foundation skills and competencies valued by employers.

Useful websites are:

www.youthguarantee.net.nz, www.careers.govt.nz, www.dol.govt.nz/occupation-outlook



Subjects at Marian College which lead to Vocational Pathways

Subject	Construction	Manufacturing	Primary	Service	Social and community	Creative
Accounting				✓		
Art				✓		✓
Art design				✓		✓
Art painting				✓		✓
Art history				✓		✓
Biology			✓		✓	
Business Studies				✓		
Chemistry	✓	✓	✓		✓	✓
Classical studies				✓		
Digital technologies	✓	✓	✓	✓	✓	✓
Drama				✓		✓
Economics			✓	✓	✓	✓
Employment skills					✓	
English	✓	✓	✓	✓	✓	✓
Food and nutrition				✓		
Food and hospitality				✓		
Geography	✓		✓	✓	✓	✓
Japanese				✓		
Maori			✓	✓	✓	
Mathematics with calculus	✓	✓	✓	✓	✓	
Physical education				✓	✓	✓
Physics	✓	✓	✓		✓	✓
Religious education						
Statistics and modelling	✓	✓	✓	✓	✓	
Technology soft materials	✓					✓
Tourism				✓	✓	✓

Consider these subject combinations if you want a career in:

Architecture

Level 1	Religious Education	English	Mathematics	Science	Art	Two choices - suggested: Geography or History or Economics
Level 2	Religious Education	English	Mathematics	Physics would be an advantage	Art	One choice - suggested: Design and Technology or Classical Studies
Level 3	Religious Education	English	Mathematics with Calculus and/or Statistics and Modelling	Art Design	Physics would be an advantage	Own choice - suggested Classical Studies or Art history

It is essential that you check with the tertiary institution you intend enrolling at, for specific enrolment requirements.

Pathways on completion of these courses at Marian College:

University degree courses in Architecture
 University
 Architecture
 Private provider in Graphics and Design
 Polytechnic Architecture courses

(Applications may require a portfolio of drawings, photography to be submitted on application)

Consider these subject combinations if you want a career in

Arts – Graphic Design

Level 1	Religious Education	English	Mathematics	Science	Art	Two choices - suggested: Digital Technologies or Accounting or Technology Materials
Level 2	Religious Education	English	Mathematics	Own choice	Art	Own choice - suggested: Technology Materials or Digital Technologies
Level 3	Religious Education	English or English rich	Own choice	Art Painting or Design		Own choice - suggested: Technology Materials or Mathematics

It is essential that you check with the tertiary institution you intend enrolling at, for specific enrolment requirements.

Pathways at the completion of these courses at Marian College

Higher education/degree courses
 University (Fine Arts)
 Arts – Applied Art, Graphic Design
 Visual Arts, Art and Design
 Graphic design, Advertising
 Fine Arts, Education

(A portfolio of drawings, photography is to be submitted on application)

Consider these subject combinations if you want a career in

Commerce Finance/Business

Level 1	Religious Education	English	Mathematics	Science	Accounting	Own choice - suggested: Geography, or Economics, or Languages, or Digital Technologies
Level 2	Religious Education	English	Mathematics	Accounting	Economics	Own choice suggested eg. History
Level 3	Religious Education	English or English rich	Mathematics with Calculus and/or Statistics and Modelling	Accounting	Economics	Own choices eg. History Geography Languages

It is essential that you check with the tertiary institution you intend enrolling at, for specific enrolment requirements.

Leads to the following qualifications at Marian College:

Credits for NCEA Levels 1, 2 and 3

Pathways on completion of the course

Higher Education

Accountancy

Law

Business Studies

Financial advisor

Retail

Insurance

Banking

University

Private provider

Employment

Consider these subject combinations if you want a career in:

Early Childhood Education and Childcare

Level 1	Religious Education	English	Digital Technologies	Mathematics	Science	Two own choices: eg Māori
Level 2	Religious Education	English	Digital Technologies	Employment skills	Food and Nutrition	One own choice
Level 3	Religious Education	English	Digital Technologies	Tourism	Food and Hospitality	One own choice

It is essential that you check with the tertiary institution you intend enrolling at, for specific enrolment requirements.

If you are considering teaching at an Early Childhood institution, the Teachers' Council now requires a degree level qualification, so university entrance is required; however, if you wish to work as a nanny university entrance is not required.

Leads to the following qualifications at Marian College:

Plunket child care certificate

Unit Standards relating to child care

24 Credits towards the National Certificate in Tourism Level 2

Digital Technologies Unit Standards

Credits for NCEA Levels 1, 2 and 3

Pathways on completion of the course:

Entry to Early Childhood and Nanny courses

Employment in the industry

Office reception

Hospitality sector

Further higher education

Entry to higher level courses in hospitality

Overseas

Consider these subject combinations if you want a career in

Engineering and Science

Level 1	Religious Education	English	Mathematics	Science	Own choice	Own choice	Own choice
Level 2	Religious Education	English	Mathematics	Physics	Chemistry	Own choice	Own choice
Level 3	Religious Education	Own choice	Mathematics with Calculus	Physics	Chemistry	Statistics and Modelling	Biology

It is essential that you check with the tertiary institution you intend enrolling at, for specific enrolment requirements.

Pathways on completion of the course:

ENGINEERING

Civil engineering
 Electrical engineering
 Natural resources engineering
 Mechanical engineering
 Mechatronics
 Computer engineering
 Forest engineering
 Chemical and process engineering
 Biomedical engineering
 Software engineering

SCIENCE

Astronomy
 Biochemistry
 Biological Sciences
 Chemistry
 Computer Science
 Ecology and Environmental Sciences
 Forestry
 Geography
 Geology
 Mathematics
 Physical and Medical Physics
 Psychology
 Speech and Language therapy
 Statistics

Consider these subject combinations if you want a career in

Health Sciences

Level 1	Religious Education	English	Mathematics	Science	Two subject choices	Physical education
Level 2	Religious Education	English	Mathematics	Chemistry	Physics	Biology
Level 3	Religious Education	English or an English rich subject	Mathematics with Calculus or Statistics and Modelling	Chemistry	Physics	Biology

It is essential that you check with the tertiary institution you intend enrolling at, for specific enrolment requirements.

Pathways at the completion of these courses at Marian College

Higher Education

Medicine
 Nursing
 Physiotherapy
 Occupational therapy
 Chiropractic
 Pharmacy
 Dentistry
 Veterinary science
 Human movement
 Podiatry, Nutrition
 Health promotion
 Radiology
 Diagnostic imaging
 Fitness recreation/Exercise science

Consider these subject combinations if you want a career in:

Hospitality and as a Chef

Level 1	Religious Education	English	Mathematics	Science	Food and nutrition	Two own choice subjects: eg Languages
Level 2	Religious Education	English	Digital Technologies	Employment Skills	Food and Nutrition	One own choice subject - suggested: Tourism or Languages
Level 3	Religious Education	English or English rich	Digital Technologies	Tourism	Food and Hospitality	One own choice subject

It is essential that you check with the tertiary institution you intend enrolling at, for specific enrolment requirements.

Leads to the following qualifications at Marian College:

10 Credits towards the National Certificate in Hospitality
 HSI Food Hygiene Industry Unit Standards
 Credits for NCEA Levels 1, 2 and 3

Pathways on completion of the course

Entry to Hospitality and Tourism Courses at Levels 3 and 4
 Employment in the industry
 Café courses
 Chef training
 Hospitality sector

Consider these subject combinations if you want a career in:

Languages – Māori

Level 1	Religious Education	English	Mathematics	Science	Māori	Own choice - suggested: Geography or History or Economics)
Level 2	Religious Education	English	Geography	Classical Studies	Māori	History or Economics
Level 3	Religious education	English	Geography	Classical Studies	Māori	History or Economics

It is essential that you check with the tertiary institution you intend enrolling at, for specific enrolment requirements.

Pathways at the completion of these courses at Marian College

Higher education

Law

Resource studies

Māori studies

Tourism,

Performing arts

Social policy/Planning, Social services

Journalism, Writing

Education, Health

Consider these subject combinations if you want a career in:

Languages – International

Level 1	Religious Education	English	Mathematics	Science	Language	One choice - suggested: Geography or History or Economics or another language
Level 2	Religious Education	English	Language	Geography	Classical Studies	History or Economics or another language
Level 3	Religious Education	Own choice	Language	Geography	Classical Studies	History or Economics

It is essential that you check with the tertiary institution you intend enrolling at, for specific enrolment requirements.

Pathways at the completion of these courses at Marian College

Higher education

Law

Resource studies

Language studies

Diplomat

Foreign policy

Tourism, Interpreter, Tour guide, Commerce

Social policy, Social services, Social planning

Journalism, Writing

Education, Health

Japanese studies

Consider these subject combinations if you want a career in:

Performing Arts

Level 1	Religious Education	English	Mathematics	Science	Music and/or drama	Own choice (1 or 2 subjects)
Level 2	Religious Education	English	Mathematics or own choice	Own choice	Music and/or drama	Own choice (1 or 2 subjects)
Level 3	Religious Education	English or English rich subjects e.g. History or Geography.	Own choice	Own choice	Music and/or drama	Own choice (1 or 2 subjects)

It is essential that you check with the tertiary institution you intend enrolling at, for specific enrolment requirements.

Pathways at the completion of these courses at Marian College

University Theatre and Film Studies

University (School of Music)

ARA Jazz School

NASDA performing arts degree

Toi Whakaari performance or performance management degree

Unitec Performance degree

Hagley Theatre Company

Performer

Composer

Session musician

Teacher/early childhood educator

Radio/broadcasting

Sound technician

Arts management

Lawyer

Actor

Outdoor educator

Social worker

Speech therapist

Politician

Consider these subject combinations if you want a career in

Physical Education

Level 1	Religious Education	English	Mathematics	Science	Physical Education	One choice - suggested: Geography or History or Economics
Level 2	Religious Education	English	Mathematics	Biology could be an advantage	Physical Education	Chemistry or Economics or Classical Studies or Geography
Level 3	Religious Education	English	Mathematics with Calculus and/or Statistics and Modelling	Biology could be an advantage	Physical Education	Chemistry or Physical Education (other studies) or Geography or History or Economics or Classical Studies

It is essential that you check with the tertiary institution you intend enrolling at, for specific enrolment requirements.

Pathways at the completion of these courses at Marian College

Higher education

Physical education

Leisure studies

Exercise science

Sport fitness

Recreation and sport

Physical education teaching

Personal training

Certificate of fitness

Exercise science

Elite sportsperson programme

Consider these subject combinations if you want a career in

Tourism and Travel

Level 1	Religious Education	English	Mathematics	Science	Digital Technologies	One choice - suggested: Geography or Languages or Economics or Accounting
Level 2	Religious Education	English	Digital Technologies	Employment skills	Tourism	One choice - suggested: Languages or Geography or Economics or Accounting
Level 3	Religious Education	English or English rich subject	Digital Technologies	Geography	Tourism	Own choice of subject

It is essential that you check with the tertiary institution you intend enrolling at, for specific enrolment requirements.

Leads to the following qualifications at Marian College:

24 Credits towards the National Certificate in Tourism Level 2
 Credits towards the National Certificate in Business Administration
 Credits for NCEA Levels 1, 2 and 3.

Pathways on completion of the course

Entry to Travel and Tourism Courses at Levels 3 and 4
 Employment in the industry
 Travel agent, office reception, tour guide, hospitality sector

Higher education
 Entry to university or degree courses
 Tourism planning
 Recreation management
 Hospitality
 Overseas

COURSES offered in 2017

Religious Education

Level 1 Religious Education

ENTRY REQUIREMENTS

Compulsory

CONTENT

- Exploring Trinitarian concepts
- Developing ethical thinking
- Reformation: consequences and actions
- Gospel story

HOW THE COURSE IS ASSESSED

Three topics will be assessed by a Level 1 Achievement Standard.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

18 credits for NCEA Level 1

WHAT WILL IT COST

Approximately \$90 for retreat

NEXT STEP

NCEA Level 2 in Religious Education

WHO TO SEE

Mrs Pope

Level 2 Religious Education

ENTRY REQUIREMENTS

Compulsory

CONTENT

- Religions of the World
- Social justice
- Ethics and media
- Art, music and architecture

HOW THE COURSE IS ASSESSED

Topics will be assessed by a Level 2 Achievement Standard.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 18 credits for NCEA Level 2

WHAT WILL IT COST

Approximately \$100 for class trips and retreat

NEXT STEP

NCEA Level 3 in Religious Education

WHO TO SEE

Mrs Pope

Level 3 Religious Education

ENTRY REQUIREMENTS

Level 2 Religious Education

CONTENT

- Biblical Studies II or Post Modernism
- Ethics
- Analysing religious expression in New Zealand

As well as completing these topics the intention of the course is to enable the students to make the links between Christian values and the action these values call us to follow as they become an integral part of their lives.

HOW THE COURSE IS ASSESSED

Topics will be assessed by a Level 3 Achievement Standards

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 18 credits for NCEA Level 3

WHAT WILL IT COST

Approximately \$140 for retreat

WHO TO SEE

Mrs Pope

Level 3 - Additional option

Taking a first year paper from Otago University's Department of Theology and Religious Studies in Semester 1

The students do work relating to this course in their own time for terms one and two.

ENTRY REQUIREMENTS

Students will be invited to do this option. In 2017 the paper being offered is God and Ethics in the Modern World.

HOW THE COURSE IS ASSESSED

Assignments and examination

QUALIFICATION GAINED IF COURSE REQUIREMENTS SUCCESSFULLY COMPLETED

18 points which may be credited to University courses

WHO TO SEE

Mrs Pope

Visual Arts

Art and Art History

Level 1 Visual Arts

ENTRY REQUIREMENTS

Year 10 Art is essential.

CONTENT

During the year, you will study a practical course of Achievement Standards in the Visual Arts based on the Canterbury landscape. The courses include drawing and painting.

1.4 Canterbury landscape. The courses include:

- Drawing – standards based on initiated student work.
- Painting – Student initiated work on landscapes.

1.3 Drawing using wet and dry media

HOW THE COURSE IS ASSESSED

1.4 is externally moderated

1.3 is internally assessed

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 16 credits in NCEA Level 1 Visual Arts

WHAT WILL IT COST

Subject financial contribution: \$45

NEXT STEP

NCEA Level 2 in Visual Arts

You must obtain at least 12 of the 16 credits to progress to Level 2 Visual Arts.

WHO TO SEE

Mr Frame

Level 2 Visual Arts

ENTRY REQUIREMENTS

You must obtain at least 12 of the 16 credits in NCEA Level 1 Visual Arts to progress to NCEA Level 2 Visual Arts.

CONTENT

During the year you will study a practical course of Achievement Standards in:

- Photography
- Painting
- Design

HOW THE COURSE IS ASSESSED

All Achievement Standards are internally assessed.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Each topic carries 8 credits for a total course of 24 credits in NCEA Level 2 Visual Arts

WHAT WILL IT COST

Subject financial contribution: \$45

NEXT STEP

NCEA Level 3 Visual Arts

WHO TO SEE

Mr Frame

Level 3 Visual Arts

ENTRY REQUIREMENTS

NCEA Level 2 Visual Arts is essential.

CONTENT

Subjects offered are Design and Painting.
Each is a separate subject.

You will study a course of Level 3

Achievement Standards totalling 22 credits for Design and 22 credits for Painting

The courses include:

- Design – Internal/external standards based on student initiated work.
- Painting – Based on a theme of landscapes or student initiated work

HOW THE COURSE IS ASSESSED

Internal and external achievement standards

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Design - 22 Level 3 credits

Painting – 22 Level 3 credits

Opportunity to submit Scholarship portfolio

WHAT WILL IT COST

Subject financial contribution: \$45

NEXT STEP

Tertiary study

WHO TO SEE

Mr Frame

Level 3 Art History

ENTRY REQUIREMENTS

12 credits in NCEA Level 2 English

CONTENT

The area of study for 2017 will be Italian Renaissance art (Late Renaissance c1470 – 1540s). This is an interesting period covering many of the great minds and thinkers of the time.

Eight particularly famous artists will provide the structure of the course and these include:

- Botticelli
- Leonardo da Vinci
- Michelangelo
- Raphael
- Titian

HOW THE COURSE IS ASSESSED

NCEA Level 3 credits from external and internal achievement standards.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

There are 32 credits in NCEA Level 3 Art History from which students can choose.

NCEA Level 3 Art History

Opportunity to sit Scholarship examination

NEXT STEP

Further tertiary study

WHO TO SEE

Mrs Flynn

Classical Studies

Level 2 Classical Studies

ENTRY REQUIREMENTS

At least 12 credits in NCEA Level 1 English, including at least one writing Achievement Standard is strongly recommended

CONTENT

Classical Studies is the study of two of the most fascinating civilisations in the history of mankind: the ancient Greeks and Romans. This course investigates the mythology, social life, history, literature and art of Greece and Rome.

The topics we may study are:

- Cultural connections between ancient and modern societies
- Greek Tragedy
- Art and Architecture of Pompeii
- Roman Social Life and History
- Athenian Social Life and History
- A significant historical event

HOW THE COURSE IS ASSESSED

8 credits external and 10 credits internal achievement standards - 18 possible credits.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

NCEA Level 2 Classical Studies (18 credits).
UE literacy requirements

WHAT WILL IT COST

Nil

NEXT STEP

Level 3 NCEA Classical Studies

WHO TO SEE

Mrs Bell

Level 3 Classical Studies

ENTRY REQUIREMENTS

It is an advantage to have completed NCEA Level 2 Classical Studies, but not a necessity. At least 12 Credits in Year 12 Classical Studies or English is strongly recommended.

CONTENT

Classical Studies is the study of two of the most fascinating civilisations in the history of mankind; the ancient Greeks and Romans. This course investigates the mythology, art, philosophy, religion, history and literature of Greece and Rome.

The topics we study are a selection of the following:

- Alexander the Great
- Religion, philosophy and belief
- Greek Vases
- Aristophanes comedies
- The influence of the classical world on modern culture

HOW THE COURSE IS ASSESSED

14 credits external and 6 credits internal achievement standards – 20 possible credits.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

NCEA Level 3 Classical Studies
14 – 20 credits depending on how many standards entered for
UE literacy requirements
Opportunity to sit Scholarship examination

WHAT WILL IT COST

Nil

NEXT STEP

An Arts, Fine Arts, Architecture or Law degree at a University

WHO TO SEE

Mrs Bell

Commerce

Accounting, Economics, Digital Technology Financial Literacy, Business Studies

Level 1 Accounting

ENTRY REQUIREMENTS

None

CONTENT

This course introduces students to the financial world as it affects individuals, community organisations and businesses. Ideal skills if you ever want to run your own business become a lawyer or accountant, work in a bank or other financial field.

Skills and topics include:

- Bank reconciliations
- Preparation of financial statements (including budgets) for businesses and clubs
- Understanding financial statements
- Processing financial information
- Communication
- Conceptual basis of accounting

HOW THE COURSE IS ASSESSED

NCEA Level 1 Achievement Standards assessed both internally and externally.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 21 Credits in NCEA Level 1 which can be endorsed to merit or excellence.

At least 7 credits can contribute towards NCEA literacy requirements

WHAT WILL IT COST

\$30 workbook

NEXT STEP

NCEA Level 2 Accounting

WHO TO SEE

Miss Dick

Level 2 Accounting

ENTRY REQUIREMENTS

None, but at least 12 credits from Level One Accounting would be an advantage.

If Level 1 accounting was not studied, entry is at the discretion of the head of department

CONTENT

This course builds on Level 1 as well as looking at Internal Controls to protect businesses.

The skills and knowledge gained from this course will be valuable not only to those who decide to advance their accounting studies, but also to those whose main interests lie elsewhere, including owning their own business.

Skills and Topics include:

- Conceptual basis of accounting
- Internal controls protecting business cash and inventory
- Preparation of financial statements
- Analysing financial statements
- Processing financial information
- Communication
- MYOB computing processing

HOW THE COURSE IS ASSESSED

NCEA Level 2 Achievement Standards assessed both internally and externally.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 21 Credits in NCEA Level 2 which can be endorsed to merit or excellence. 16 Level 2 numeracy credits and 10 literacy credits can be gained.

WHAT WILL IT COST

\$30 workbook

NEXT STEP

NCEA Level 3 Accounting or workforce ARA study

WHO TO SEE

Miss Dick

Level 3 Accounting

ENTRY REQUIREMENTS

NCEA Level 2 Accounting. At the discretion of the HOD Commerce, some exceptions may apply if Level 1 was studied previously.

CONTENT

This course builds on the sole proprietor knowledge from levels 1 and 2 and covers a range of new entities.

Topics covered include:

- Accounting for partnerships
- Companies accounting
- Budgeting and decision making
- Manufacturing and job cost accounting.

It is not only a valuable course for those students considering accountancy as a career, but also for students whose long term interests lie in other fields such as law, computing, education, business management or ownership or other social sciences.

HOW THE COURSE IS ASSESSED

NCEA Level 3 achievement standards assessed both internally and externally.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 21 credits in NCEA Level 3 which can be endorsed to merit or excellence. 16 numeracy and 9 literacy credits available. UE reading and writing credits may be available.
Opportunity to sit scholarship Accounting.

WHAT WILL IT COST

\$20 workbook

NEXT STEP

Tertiary study, workforce

WHO TO SEE

Miss Dick

Level 3 Business Studies

ENTRY REQUIREMENTS

Any Year 13 student may complete this course. Ideal for those interested in business.

CONTENT

This course will complete the Young Enterprise Scheme programme where students have the opportunity to run their own company in groups by producing and marketing their idea with guidance from a business mentor. In addition to learning how to work with others and negotiate, students will learn:

- Financial record keeping
- Business planning
- Marketing and selling a product/service.

This course is a hands-on, interactive enterprise course.

HOW THE COURSE IS ASSESSED

This course is predominantly internally assessed as well as the opportunity to sit a prior learnt case study examination in August.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

This course has 10 Level 3 credit equivalents for course completion. There is the opportunity for an additional 14 Level 3 credit equivalents if the examination is passed. If this is met students receive the Young Enterprise Certificate qualification.

In addition some Level 3 achievement standards are available (approximately 18 credits)

WHAT WILL IT COST

Because this course is part of the Young Enterprise Trust programme there are a range of costs:

- Examination \$25
- ENZT registration \$35

Students will also put a small amount of money into their companies as capital, but should receive this back at the end of the year plus hopefully some profit.

NEXT STEP

Workforce or tertiary study

WHO TO SEE

Miss Dick

Level 1 Digital Technologies

ENTRY REQUIREMENTS

None

CONTENT

This course will enable students to use a computer with confidence.

Key skills and applications covered may include:

Digital information

- Word
- Spreadsheets
- Powerpoint

Digital media

- Webpage design
- Images
- Desktop publishing

Computer science

- Programming

HOW THE COURSE IS ASSESSED

This course is assessed using a combination of Achievement and Unit Standards

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 20 credits towards NCEA Level 1 which can be endorsed to merit or excellence. Some literacy credits available

WHAT WILL IT COST

Subject contribution cost \$20 approximately, depending on amount of printing required by students

NEXT STEP

NCEA Level 2 Digital Technologies

WHO TO SEE

Ms Vousden

Level 2 Digital Technologies

ENTRY REQUIREMENTS

None

CONTENT

This course will enable students to use a computer competently for both personal and vocational purposes.

Digital media

- Webpage design
- Desktop publishing
- Images and sound
- Presentations

Digital information

- Database
- Spreadsheets
- Word

Generic technology

- Design

Computer science

- Programming
(may be available via distance learning)

The course is undertaken using the Microsoft Office package and Adobe suite

HOW THE COURSE IS ASSESSED

Achievement and unit standard assessments at Level 2 some of which can be endorsed at merit or excellence

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 20 Credits towards NCEA Level 2. Some literacy credits available

WHAT WILL IT COST

Subject contribution fee: \$20 approximately depending on the amount of printing

NEXT STEP

Level 3 Digital Technologies
Tertiary Study

WHO TO SEE

Ms Vousden

Level 3 Digital Technologies

ENTRY REQUIREMENTS

Completion of NCEA Level 2 Digital Technology

CONTENT

For students who gained Level 2 their skills will be extended to use complex tools and techniques. The course will be more business focussed and will enable students to use a computer competently for both personal and vocational purposes.

Students who do not have Level 2 may follow a skills based unit standard course.

Digital media

- Webpage design
- Desktop publishing
- Images and sound
- Presentations

Digital information

- Database
- Spreadsheets
- Word
- Graphic design
- Generic technology design

Generic Technology

- Design

Computer science

- Programming (may be available via distance learning)

This course is undertaken using Microsoft Office, Adobe suite

HOW THE COURSE IS ASSESSED

Achievement and unit standard assessments at Level 3

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

This course offers two pathways to meet the students' needs. The achievement standard course offers at least 14 credits, all UE approved with some reading and writing credits. The unit standard course offers up to 20 credits towards NCEA Level 3.

WHAT WILL IT COST

Subject contribution fee: \$20 approximately depending on the amount of printing

NEXT STEP Tertiary study or work force

WHO TO SEE

Ms Vousden

Level 1 Economics

ENTRY REQUIREMENTS

None

CONTENT

Economics is the study of how people as individuals and groups choose to satisfy their wants by allocating and managing our scarce resources.

Economics encourages students to gain confidence in their ability to participate effectively in a changing world.

Skills and Topics include:

- Consumer demand
- Supply
- Producers' decisions
- Market interaction
- Interdependence in the New Zealand economy

HOW THE COURSE IS ASSESSED

A combination of internal and external Level 1 achievement standards, including a field trip

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 21 Credits towards NCEA Level 1 which can be endorsed to merit or excellence. All standards contribute to NCEA literacy requirements.

WHAT WILL IT COST

\$30 student workbook
\$20 assessment field trip

NEXT STEP

NCEA Level 2 in Economics

WHO TO SEE

Miss Dick or Mrs Cole

Level 2 Economics

ENTRY REQUIREMENTS

None. Sound literacy or numeracy an advantage.

CONTENT

The course examines the New Zealand Economy in relation to five major themes.

- Inflation includes the measurement and effects of price rises.
- Unemployment: studies the labour market and its influence on the economy
- Growth studies the causes and impact of growth in the economy
- Trade covers New Zealand's balance of payments, tariffs and quotas and their effect on trade.
- Governmental policies and how they impact on different areas of the economy.

This course builds on Level 1 Economics, However, it can be started at Level 2 and is a stand alone course.

HOW THE COURSE IS ASSESSED

A combination of internal and external Level 2 achievement standards

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Between 16 and 22 credits towards NCEA Level 2 which can be endorsed to merit or excellence

WHAT WILL IT COST

\$30 student workbook

NEXT STEP

NCEA Level 3 Economics

WHO TO SEE

Miss Dick or Mrs Cole

Level 3 Economics

ENTRY REQUIREMENTS

NCEA Level 2 Economics is preferred but not essential. This subject is often picked up at Level 3.

CONTENT

This course covers aspects of micro-economics, macro-economics and the government role in the market place.

This includes:

- Market equilibrium
- Market structures and efficiency
- Government interventions
- Marginal analysis and elasticity
- Resource allocation
- Interaction of trade, growth, prices in the New Zealand economy

This is a useful course for those wishing to go to University and study Commerce, Law, Arts and other social sciences.

HOW THE COURSE IS ASSESSED

A combination of internal and external Level 3 achievement standards

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 24 credits towards NCEA Level 3 which can be endorsed to merit or excellence. Opportunity to sit scholarship examination

WHAT WILL IT COST

\$38 covers a comprehensive student workbook(s).

NEXT STEP

Tertiary study or workforce

WHO TO SEE

Miss Dick or Mrs Cole

Level 2 Financial Literacy

ENTRY REQUIREMENTS

This is a **compulsory** course for all Year 12 students. The course will be completed in one period a week over 7 weeks.

CONTENT

This course will provide invaluable information and skills for you to be able to make more informed decisions about your money.

Topics and skills include:

- Budgeting
- Banking and credit cards
- Financial goal setting
- Kiwi saver and other superannuation options
- Keeping track of your money
- Renting vs ownership, including insurance.
- Consumer protection

HOW THE COURSE IS ASSESSED

No assessment

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

N/A

WHAT WILL IT COST

Nil

NEXT STEP

Financial independence

WHO TO SEE

Miss Dick

Drama

Level 1 Drama

ENTRY REQUIREMENTS

Year 10 Drama is preferable but not essential

CONTENT

- Building confidence and ease with public presentation
- Developing performance skills
- Performing a role in a production for friends, family and public audience
- Applying techniques of voice, gesture, movement and use of space to create effective and entertaining performance work
- Collaboratively creating an original performance using text, dance, singing, poetry, original dialogue and movement
- Exploring theatre history and performing in a particular theatre form
- Viewing, analysing and responding to live professional theatre performances
- Developing and practising communication skills

HOW THE COURSE IS ASSESSED

Achievement standards 1.1, 1.2, 1.4, 1.6, 1.7

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

18 - 22 credits and Level 1

WHAT WILL IT COST

\$25

NEXT STEP

Level 2 Drama

WHO TO SEE

Mrs Moran

Level 2 Drama

ENTRY REQUIREMENTS

Level 1 Drama (or interview with Mrs Moran)

CONTENT

- Building confidence and ease with public presentation
- Developing performance skills
- Performing a role in a production for friends, family and public audience
- Applying techniques of voice, gesture, movement and use of space to create effective and entertaining performance work
- Collaboratively creating an original performance using text, dance, singing, poetry, original dialogue and movement
- Exploring theatre history and performing in a particular theatre form
- Viewing, analysing and responding to live professional theatre performances
- Developing and practising communication skills

HOW THE COURSE IS ASSESSED

Five achievement standards out of 2.1 to 2.7

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

18 – 22 credits at Level 2

WHAT WILL IT COST

\$30.00

NEXT STEP

NCEA Level 3 Drama

WHO TO SEE

Mrs Moran

Level 3 Drama

ENTRY REQUIREMENTS

Level 2 Drama

CONTENT

- Building confidence and ease with public presentation
- Developing performance skills
- Performing a role in a production for friends, family and public audience
- Applying techniques of voice, gesture, movement and use of space to create effective and entertaining performance work
- Collaboratively creating an original performance using text, dance, singing, poetry, original dialogue and movement
- Exploring theatre history and performing in a particular theatre form
- Viewing, analysing and responding to live professional theatre performances
- Developing and practising communication skills

HOW THE COURSE IS ASSESSED

Five achievement standards out of 3.1 to 3.7

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Level 3 drama achievement standards
18 - 22 credits

WHAT WILL IT COST

\$30.00

NEXT STEP

Tertiary study

WHO TO SEE

Mrs Moran

Employment Skills

Levels 2 Employment Skills

ENTRY REQUIREMENTS

None

CONTENT

The course is designed to give students the knowledge and life skills to move successfully from school to the workplace or further education or vocational training.

- Career planning
- Produce a CV
- Obtain job seeking skills
- Personal presentation
- Identify basic employment rights and responsibilities
- Interview skills
- Independent living

HOW THE COURSE IS ASSESSED

The course is comprised of relevant unit standards and these will be credited towards NCEA Level 2.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

20 Credits towards NCEA unit standards

Certificates from outside providers

First aid
Kiwi Host

WHAT WILL IT COST

Subject contribution fee: \$20

NEXT STEP

This course is for Years 12 and 13 students

WHO TO SEE

Mrs Straight

English

Level 1 English

NOTE: In order to gain Level 1 NCEA, 8 credits in literacy must be gained in Level 1 Achievement Standards.

ENTRY REQUIREMENTS

English is compulsory at this level. Classes will be banded according to year 10 achievement data and other teacher recommendations

CONTENT

Students will complete a course that covers a selection of the following learning areas:

- Creative writing
- Formal writing
- Reading and understanding written texts
- Viewing and understanding film
- Oral presentation skills
- Media presentation
- Personal reading
- Close reading
- Close viewing

HOW THE COURSE IS ASSESSED

Level 1 Achievement Standards of which some will be assessed internally and some externally by national examinations.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Literacy requirements for NCEA Level 1
18 to 22 credits towards NCEA Level 1

WHAT WILL IT COST

Nil

NEXT STEP

NCEA Level 2 in English.

WHO TO SEE

Mrs Bell

Level 2 English

NOTE: To gain University Entrance students must attain 10 literacy credits (5 in reading and 5 in writing). These can be achieved across a range of subjects. Some students may need two years to achieve this (year 12 and 13)

ENTRY REQUIREMENTS

Classes will be banded according to Level 1 assessment results and teacher recommendations

CONTENT

Students will complete a course that covers a selection of the following learning areas:

- Creative and formal writing
- The reading and analysis of written texts
- The viewing and analysis of film
- Formal oral presentation
- Research of a theme or literary topic
- Personal reading
- Close reading
- Text investigation

HOW THE COURSE IS ASSESSED

Level 2 Achievement Standards. There will be **BOTH** internal assessment and external assessment through national examinations.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Students will gain 18 to 22 credits toward Level 2 NCEA

University entrance literacy credits

WHAT WILL IT COST

Nil

WHO TO SEE

Mrs Bell

Level 3 English A

ENTRY REQUIREMENTS

12 or more credits in Level 2 English including TWO of 2.1, 2.2, 2.3, 2.4 are required

CONTENT

Students will complete a course that covers a combination of the following skills:

- Analysis of texts both visual and written
- Study of language
- Shakespearian Drama
- Literary Analysis
- Oral presentation
- Research
- Writing – formal and creative

HOW THE COURSE IS ASSESSED

Level 3 Achievement Standards.

There will be both Internal Assessments and External Assessments through national examinations.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 24 credits at NCEA Level 3

Opportunity to sit Scholarship examination

WHAT WILL IT COST

Nil

NEXT STEP

Tertiary study

WHO TO SEE

Mrs Bell

Level 3 English B

(Dependent on roll numbers)

ENTRY REQUIREMENTS

Completed Level 2 English course with some credits

CONTENT

The aim of this course is to provide for those Year 13 students who either need to gain their Level 2 Literacy credits or who wish to take English at Year 13 but have not gained entry to the full Level 3 course.

This will include:

- Connections across texts
- Analysis of text, both visual and written
- Formal/creative writing
- Oral presentation
- Close viewing
- Research

HOW THE COURSE IS ASSESSED

Level 3 English Achievement Standards, (depending on individual student requirements)

This will include at least 14 credits at Level 3. Achievement Standards will be both internally and externally assessed.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Credits towards NCEA Levels 3

University Entrance and Level 2 literacy requirements

WHAT WILL IT COST

Nil

NEXT STEP

Tertiary study or employment

WHO TO SEE

Mrs Bell

Food and Nutrition, Food and Hospitality

Level 1 Food and Nutrition

ENTRY REQUIREMENTS

Year 10 Food and Nutrition option is recommended.

CONTENT

Topics covered include:

- Preparing of food successfully and safely at a personal level and as a shared responsibility.
- Food selection and preparation to develop food for individuals and families that reflect enhancing attitudes towards nutrition.
- Cultural significance of food and rituals associated with food and nutrition, and how cultural practices influence eating patterns in New Zealand
- Demonstrate an understanding of how packaging information influences individual's food choices and well-being.

HOW THE COURSE IS ASSESSED

15 credits internally assessed at NCEA

Level 1

4 credits externally assessed at NCEA Level 1

Literacy credits can be gained from Achievement Standards 90958, 90959 and 90961

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

19 credits at NCEA Level 1.

WHAT WILL IT COST

\$100. All resources are provided for both practical sessions each week except for internal practical assessments, where students are required to provide ingredients.

NEXT STEP

Level 2 Food and Nutrition

WHO TO SEE

Mrs J Blackwell

Level 2 Food and Nutrition

ENTRY REQUIREMENTS

Year 11 Food and Nutrition is recommended.

CONTENT

Topics covered include :

- Evaluate sustainable food related practices.
- Examine beliefs, attitudes and practices related to specific nutritional issues for families in New Zealand.
- Look at the relationship between well-being, food choices and determinants of health
- Analyse issues related to the provision of food for people with specific food needs.

The course will also offer

Level 2 Hospitality Unit Standard: Knife safety

Level 2 Early Childhood Education Unit

Standard: Tots and Toddlers

HOW THE COURSE IS ASSESSED

20 credits internally assessed at NCEA

Level 2.

4 credits externally assessed at NCEA Level 2.

Literacy credits can be gained from the following Achievement Standards: 91299, 91300, 91301 and 91302

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

24 credits at NCEA Level 2

WHAT WILL IT COST

\$100

All resources are provided for both practical sessions each week except for internal practical assessments, where students are required to provide ingredients.

NEXT STEP

Level 3 Food and Nutrition

WHO TO SEE

Mrs J. Blackwell

Level 3 Food and Hospitality

ENTRY REQUIREMENTS

No prerequisites. A background in this subject would be desirable but is not essential.

CONTENT

Level 3 Achievement Standards in Home Economics (University approved subject):

- Investigate a nutritional issue affecting the well-being of New Zealand society.
- Investigate the influence of multi-national corporations on eating patterns in New Zealand
- Analyse a food related ethical dilemma for New Zealand society.
- Analyse the influence of food advertising on well-being

The course will also offer a **Level 2 Hospitality Unit Standard**: prepare and present salads for service.

HOW THE COURSE IS ASSESSED

15 credits internally assessed at NCEA Level 3.
4 credits externally assessed at NCEA Level 3.
2 credits internally assessed at Level 2 that contribute to NCEA Level 3.

Literacy credits can be gained from Achievement Standards: 91466, 91468, 91469, 91471

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

21 credits, 19 literacy credits at Level 3 and 2 credits at Level 2 that contribute to Level 3.

WHAT WILL IT COST

\$120 which covers a personalised apron and resources provided for practical sessions, except for internal practical assessments, where students are required to provide ingredients

NEXT STEP

Entry into tertiary and/or university

WHO TO SEE

Mrs J. Blackwell

Languages

Japanese, Māori

Level 1 Japanese

ENTRY REQUIREMENTS

Completion of Year 10 Japanese or equivalent

CONTENT

The curriculum integrates the core strands of language knowledge, communication and cultural knowledge.

This course consolidates topics studied from Year 9.

Year 11 topics will include

- Milestones in young people's lives.
- Languages and how studied
- Is fast food healthy?
- Where do you shop and why
- What do you do in your free time?
- City and country living
- School trips
- Part time work and spending money
- Careers and aspirations
- Homestay

HOW THE COURSE IS ASSESSED

Regular vocabulary, kana/kanji and topic tests internal and external achievement standards.

ACHIEVEMENT STANDARDS

1.1	Listening	5 credits
1.3	Interaction	5 credits
1.4	Reading	5 credits
1.5	Writing	5 credits

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 19 credits in NCEA Level 1

WHAT WILL IT COST

\$22 Kanji book and sushi meal (optional)

NEXT STEP

NCEA Level 2 in languages

WHO TO SEE

Mrs S Lake

Level 2 Japanese

ENTRY REQUIREMENTS

Completion of NCEA Level 1 Japanese or equivalent

CONTENT

The following four topics will be studied

- Family Life
- The Japanese School System
- Eating and Drinking
- Leisure Activities

HOW THE COURSE IS ASSESSED

Regular vocabulary kana/kanji and topic tests
Internal Assessment

2.1	Listening (external)	5 credits
2.2	Spoken presentation (internal)	4 credits
2.4	Reading (external)	5 credits
2.5	Writing (internal)	5 credits

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 19 credits in NCEA Level 2.

WHAT WILL IT COST

\$18 to \$20 Kanji book (optional)

NEXT STEP

NCEA Level 3 in Languages

WHO TO SEE

Mrs S Lake

Dependant on student numbers students may learn through distance learning.

Level 3 Japanese

ENTRY REQUIREMENTS

Completion of NCEA Level 2 Japanese

CONTENT

Four remaining topics will be studied

- Land and People
- Travel and Tourism
- Japan at Work
- Communication and the Media

HOW THE COURSE IS ASSESSED

Regular vocabulary, kanji and topic tests and school examinations

3.1	Listening (external)	5 credits
3.2	Spoken presentation (internal)	4 credits
3.4	Reading (external)	5 credits
3.5	Writing (internal)	5 credits

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 19 credits in NCEA Level 3

WHAT WILL IT COST

\$18 - \$20 Kanji book (optional)

NEXT STEP

Tertiary Study

WHO TO SEE

Mrs Lake

Dependant on student numbers students may learn through distance learning.

Level 1 Te Reo Māori

ENTRY REQUIREMENTS

Completion of Year 10 Māori

CONTENT

Follows the syllabus for NCEA Level 1 Māori

Topics vary year to year.

The curriculum integrates all language modules of:

- whakarongo (listening)
- panui (reading)
- matakitaki (viewing)
- korero (speaking), tuhituhi (writing)
- whakaatu (presenting)

A noho marae (marae overnight stay) is planned in term 3. This is to weave matauranga Maori (Maori knowledge) in the classroom to our local iwi marae.

HOW THE COURSE IS ASSESSED

Regular tests – vocabulary, comprehension, writing, speaking, listening

Internal achievement standards assessed:

1.1	Listening	6 credits
1.2	Speaking - optional	6 credits
1.5	Written	6 credits

External assessment standards assessed:

1.3	Reading and/or	6 credits
1.4	Writing	6 credits

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 30 credits

COST

Shared kai

\$50 to \$70 Noho marae – cost TBC

NEXT STEP

NCEA Level 2 in te reo Māori.

WHO TO SEE

Whaea Myra

Level 2 Te Reo Māori

ENTRY REQUIREMENTS

Satisfactory completion of NCEA Level 1 Māori

CONTENT

Follows the syllabus NCEA Level 2 Māori.

Topics vary year to year.

The curriculum integrates all language modules of:

- whakarongo (listening)
- panui (reading)
- matakitaki (viewing)
- korero (speaking)
- tuhituhi (writing)
- whakaatu (presenting)

A noho marae (marae overnight stay) is planned in term 3. This is to weave matauranga Maori (Maori knowledge) in the classroom to our local iwi marae.

HOW THE COURSE IS ASSESSED

Regular tests – vocabulary, comprehension – writing, listening, speaking

Internal achievement standards assessed:

2.1	Listening	4 credits
2.2	Speaking - optional	6 credits
2.5	Writing	6 credits

External achievement standards assessed:

2.3	Reading and/or	6 credits
2.4	Writing	6 credits

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 28 credits

COST

Shared kai

\$50 to \$70 Noho marae – cost TBC

NEXT STEP

NCEA Level 3 Māori

WHO TO SEE

Whaea Myra

Level 3 Te Reo Māori

ENTRY REQUIREMENTS

Satisfactory completion of NCEA Level 2
Māori

CONTENT

Follows the syllabus for NCEA Level 3 Māori

Topics vary year to year.

The curriculum integrates all language modules
of:

- whakarongo (listening)
- panui (reading)
- matakitaki (viewing)
- korero (speaking)
- tuhituhi (writing)
- whakaatu (presenting)

A noho marae (marae overnight stay) is
planned in term 3. This is to weave matauranga
Maori (Maori knowledge) in the classroom to
our local iwi marae.

HOW THE COURSE IS ASSESSED

Regular tests – vocabulary, comprehension,
writing, listening, speaking

Internal achievement standards assessed:

3.1	Listening	4 credits
3.2	Speaking - optional	6 credits
3.5	Writing	6 credits

External achievement standards assessed:

3.3	Reading	6 credits
	and/or	
3.4	Writing	6 credits

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 28 credits in NCEA Level 3

Opportunity to sit scholarship examination

COST

Shared kai

\$50 to 70 Noho Marae – cost TBC

NEXT STEP

Tertiary Study

WHO TO SEE

Whaea Myra

Mathematics

Mathematics with Calculus, Statistics and Modelling, Mathematics

Level 1 Mathematics

NOTE: In order to gain Level 1 NCEA, 10 credits in numeracy must be gained in Level 1 Achievement Standards. Therefore it is a priority of this school that all students at Year 11 will meet this standard. Targeted students may be invited to complete a numeracy course which will be designed to maximise their opportunity to gain the numeracy requirements. The remainder will be offered a course based on achievement standards.
Note: To gain university entrance students must attain 10 Level 1 credits in mathematics as specified in the introduction.

ENTRY REQUIREMENTS

Mathematics is a compulsory course at Year 11.

CONTENT

The course will enhance basic skills of numeracy.

HOW THE COURSE IS ASSESSED

There are 13 Level 1 achievement standards available and courses will be designed to give students the maximum opportunities for success. These courses may have up to 3 external achievement standards with the balance of the course made up of up to 5 internal achievement standards.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Level 1 achievement standards, up to 20 credits.
The Numeracy requirement for the award of Level 1 NCEA will be met.

WHAT WILL IT COST

Approximately \$15 for a workbook
Approximately \$100 for a graphics calculator

NEXT STEP

Level 2 Mathematics

WHO TO SEE

Mrs R Hannah

Level 2 Mathematics

ENTRY REQUIREMENTS

Level 2 Mathematics
Entry will require 14 or more credits in Level 1 Mathematics achievement standards, including credits in 1.2 (Algebraic Methods), 1.3 or 1.4 (Graphing) and 1.1 (Number). It is recommended that at least one of these be at merit level or above.

CONTENT

This course is a theoretical algebraic approach to pure mathematics, statistics and probability.

HOW THE COURSE IS ASSESSED

There are 14 Level 2 achievement standards available. The course may have up to 3 external achievement standards with the balance of the course made up of up to 3 internal achievement standards

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Level 2 achievement standards, up to 19 credits.

WHAT WILL IT COST

Approximately \$15 for a workbook
Approximately \$100 for a graphics calculator

NEXT STEP

NCEA Level 3 Mathematics splits into 2 courses
- Mathematics with Calculus
- Statistics and Modelling.

WHO TO SEE

Mrs R Hannah

Level 3 Mathematics with Calculus

ENTRY REQUIREMENTS

Entry will require 14 credits at Level 2 including 2.6(Algebraic Methods), 2.2(Non – Linear Graphs), 2.7(Calculus).

CONTENT

The course is made up of theoretical mathematics with a large algebraic component.

HOW THE COURSE IS ASSESSED

There are 5 Level 3 achievement standards available for this course.

The course may have up to 3 external achievement standards with the balance of the course made up of up to 2 internal achievement standards

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Level 3 up to 21 credits
Opportunity to sit scholarship examination

WHAT WILL IT COST

Approximately \$21 for a workbook
Approximately \$100 for a graphics calculator

NEXT STEP

Tertiary Study

WHO TO SEE

Mrs R Hannah

Level 3 Statistics and Modelling

ENTRY REQUIREMENTS

Entry will require 12 credits at Level 2 including 2.6(Algebraic Methods) and 2.12(Probability methods).

CONTENT

The course is made up of some theoretical mathematics with an algebraic component plus advanced statistics and probability up to level 8 of the curriculum.

HOW THE COURSE IS ASSESSED

There are 10 Level 3 achievement standards available for this course.

The course may have up to 3 external achievement standards with the balance of the course made up of up to 3 internal achievement standards

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Level 3 up to 19 credits
Opportunity to sit scholarship examination

WHAT WILL IT COST

Approximately \$25 for a workbook
Approximately \$100 for a graphics calculator

NEXT STEP

Tertiary Study

WHO TO SEE

Mrs R Hannah

Music

Level 1 Music

ENTRY REQUIREMENTS

Year 10 Music or at the discretion of the HOD of Music

For Achievement Standards 1.1 and 1.2 an instrument for performance is required. (Note: voice is an instrument)

CONTENT

The course covers the following aspects:

- Performance
- Composition
- Aural skills
- Musical literacy
- Knowledge of musical works
- Music technology

HOW THE COURSE IS ASSESSED

There are 5 Level 1 achievement standards available. Three achievement standards are internally assessed and two are external assessed. There is an optional Unit Standard.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 28 credits in NCEA Level 1

It is not expected that student will do all of the available units

WHAT WILL IT COST

Theory workbook(s) \$20 each

NEXT STEP

NCEA Level 2 in Music

WHO TO SEE

Mrs S Bidwell

Level 2 Music

ENTRY REQUIREMENTS

NCEA Level 1 Music or at the discretion of the HOD of Music

For Achievement Standards 2.1 and 2.2 an instrument for performance is required. (Note: Voice is an instrument).

CONTENT

The course covers the following aspects:

- Performance
- Composition
- Aural skills
- Musical literacy
- New Zealand music research
- Music technology

HOW THE COURSE IS ASSESSED

There are 8 Level 2 Achievement Standards available. Six of achievement standards are internally assessed by the school and two externally assessed.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 30 credits in NCEA Level 2

It is not expected that student will do all of the available units

WHAT WILL IT COST

Theory workbook(s) \$20 each

NEXT STEP

NCEA Level 3 in Music

WHO TO SEE

Mrs S Bidwell

Level 3 Music

ENTRY REQUIREMENTS

NCEA Level 2 Music or at the discretion of the HOD of Music

For Achievement Standards 3.1 and 3.3 an instrument for performance is required.

(Note: Voice is an instrument).

CONTENT

The course covers the following aspects:

- Performance
- Composition arranging
- Aural skills
- Musical literacy and analysis
- Research
- Knowledge of musical works
- Music technology

HOW THE COURSE IS ASSESSED

There are 8 achievement standards and 42 credits at Level 3. Students will be offered up to 24 credits from Achievement Standards in Practical Music and in Music Studies.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 30 credits in NCEA Level 3

It is not expected that student will do all of the available units

Opportunity to do level 4/5 performance music at the discretion of the HOD Music

WHAT WILL IT COST

Theory Workbook(s) \$30 each

NEXT STEP

Tertiary Study

WHO TO SEE

Mrs S Bidwell

Physical Education

Level 1 Physical Education

ENTRY REQUIREMENTS

None

CONTENT

- Sports science: basic anatomy and exercise physiology, and biomechanics.
- Sport education and development of interpersonal skills through volleyball and hip hop.
- Participation in physical activities and factors that influence participation. eg. korfbal, speedminton, handball, lacrosse
- Participate in practical activities: aquathlon and football.
- Safety in outdoor education activities eg. ropes course, skateboarding.

HOW THE COURSE IS ASSESSED

A combination of theory and practical assessments working towards achievement standards, all of which are internally assessed

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 20 credits in NCEA Level 1

WHAT WILL IT COST

Physical Education workbook approximately \$8

Activities \$75 - this includes costs for transport and pool entry and offsite practical activities.

NEXT STEP

NCEA Level 2 PEA Physical Education
NCEA Level 2 PERL Physical Education

WHO TO SEE

Miss S Southen
Miss M Shea
Mrs Martin

Level 2 Physical Education

ENTRY REQUIREMENTS

Satisfactory results in NCEA Level 1 Physical Education and with HOD approval.

CONTENT

- Understand the biomechanics of learning a skill
- Plan and implement a training programme and reflect on biophysical principles that relate to exercise.
- Perform a physical activity in an applied setting e.g. tennis and turbo touch
- Investigate a sporting festival or event's impact on self, others and society.
- Investigate and apply leadership strategies on camp
- First aid – unit standards

HOW THE COURSE IS ASSESSED

A combination of theory and practical assessments working towards achievement standards, all of which are internally assessed

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to approximately 21 credits in NCEA Level 2.

WHAT WILL IT COST

Camp \$200 (approximately)
Activities \$75
Workbook \$40

NEXT STEP

Level 3 Physical Education
Tertiary study

WHO TO SEE

Mrs R Parkin

Level 2 Physical Education B

ENTRY REQUIREMENTS

Satisfactory results in NCEA Level 1 Physical Education or with HOD approval.

CONTENT

- Analysing risk management in outdoor activities.
- Perform a physical activity in an applied setting e.g. Ki-o-Rahi, rock climbing
- First aid course
- ABL in outdoor education
- Plan and run an event
- Demonstrate social responsibility
- Plan and implement a training programme and reflect on biophysical principles that relate to exercise

HOW THE COURSE IS ASSESSED

The course is a combination of unit standards and achievement standards.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 21 credits in NCEA Level 2

COSTS

\$200 approximately camp
\$60 - activities

NEXT STEP

Level 3 Physical Education

WHO TO SEE

Miss S Southern
Miss M Shea

Level 3 Physical Education

ENTRY REQUIREMENTS

Satisfactory results levels 1 and 2 Physical Education and with HOD approval.

CONTENT

- Participate in and evaluate a performance improvement programme
- Perform a physical activity in an applied setting
- Analyse safety management and devise strategies in outdoor activities
- Investigate physical activity across the lifespan and devise strategies for wellbeing

HOW THE COURSE IS ASSESSED

All achievement standards will be internally assessed.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 19 credits at Level 3
Opportunity to sit scholarship examination

WHAT WILL IT COST

\$200 – EOTC
\$100 - activities

NEXT STEP

Tertiary Study

WHO TO SEE

Mrs M Martin

Science

Science, Biology, Chemistry, Physics

Level 1 Science A

ENTRY REQUIREMENTS

Nil

CONTENT

The course is broadly divided into four main areas:

The Living World

Topics include:

- Bacteria, fungi and viruses
- Genetics

The Physical World

Topics include:

- Energy
- Mechanics

The Material World

Topics include:

- Acids and bases
- Atomic structures

Planet Earth and Beyond

Topics include:

- Effect of astronomical cycles on Earth

HOW THE COURSE IS ASSESSED

A mixture of internal and external assessments

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 24 credits in NCEA Level 1

WHAT WILL IT COST

\$22.50 for course manual

NEXT STEP

NCEA Level 2 Physics, Level 2 Biology
Level 2 Chemistry

WHO TO SEE

Mr D Christison

Level 1 Science B

ENTRY REQUIREMENTS

At the end of Year 10 some students will be recommended to choose this.

CONTENT

16 credits are chosen from a selection of internally assessed achievement standards from the following curriculum strands:

- Living world
- Material world
- Physical world
- Planet earth and beyond

HOW THE COURSE IS ASSESSED

Internally assessed achievement standards only

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 16 credits in NCEA Level 1

WHAT WILL IT COST

Nil

NEXT STEP

Entry into one NCEA Level 2 Science subject with the permission of head of department

WHO TO SEE

Mr D Christison

Level 2 Biology

ENTRY REQUIREMENTS

14 Credits from NCEA Level 1 Science including achievement standards associated with genetics and evolution

CONTENT

- Ecological patterns
- Cell processes
- Genetic variation and change
- Adaptations of animals
- Use of the microscope

HOW THE COURSE IS ASSESSED

A mixture of internal and external assessments worth a maximum of 18 credits

QUALIFICATION GAINED IF COURSE REQUIREMENTS ARE COMPLETED

Up to 18 credits in NCEA Level 2

WHAT WILL IT COST

Course workbook \$25
Field Trips \$20 (approximately)

NEXT STEP

NCEA Level 3 Biology

WHO TO SEE

Mrs Y Teague

Level 3 Biology

ENTRY REQUIREMENTS

A minimum of 8 credits from NCEA Level 2 Biology

CONTENT

- Researched – informed response to socio-scientific issue
- Plant and animal responses to the external environment.
- Evolutionary processes leading to speciation.

<http://www.youtube.com/watch?v=PKb8Yi5xzhE&safe=active>

- Trends in human evolution

http://www.youtube.com/watch?v=qc3QIk_aJw&safe=active

- Human manipulation of genetic transfer and biological implication.

<http://www.dnalc.org/resources/animations/cloning101.html>

HOW THE COURSE IS ASSESSED

A mixture of internal and external assessments worth a maximum of 19 credits.

QUALIFICATION GAINED IF COURSE REQUIREMENTS ARE COMPLETED

Up to 19 credits in NCEA Level 3 and opportunity to sit scholarship examination

WHAT WILL IT COST

\$35 for course workbook
Field trips \$25

NEXT STEP

Tertiary Study

WHO TO SEE

Mrs S Prasad

Level 2 Chemistry

ENTRY REQUIREMENTS

14 Credits in NCEA Level 1 Science including achievement standard associated with acids and bases

CONTENT

- Periodicity
- Atomic Structure and bonding
- Organic Chemistry
- Acids and Bases
- Equilibrium
- Precipitation
- Reactions
- Stoichiometry
- Oxidation – reduction reactions

HOW THE COURSE IS ASSESSED

A mixture of Internal and External Assessments worth a maximum of 24 credits

QUALIFICATION GAINED IF COURSE REQUIREMENTS ARE COMPLETED

Up to 24 credits in NCEA Level 2

WHAT WILL IT COST

\$20 for course manual

NEXT STEP

NCEA Level 3 Chemistry

WHO TO SEE

Mr D Christison

Level 3 Chemistry

ENTRY REQUIREMENTS

A minimum of 8 credits in NCEA Level 2 Chemistry

CONTENT

- Atomic structure, bonding and related properties
- Inorganic chemistry
- Energetics of chemical and physical processes
- Equilibrium
- Oxidation-reduction reactions
- Organic chemistry
- Spectroscopy

HOW THE COURSE IS ASSESSED

A mixture of Internal and External Assessments worth a maximum of 24 credits

QUALIFICATION GAINED IF COURSE REQUIREMENTS ARE COMPLETED

Up to 24 credits in NCEA Level 3
Opportunity to sit Scholarship examination

WHAT WILL IT COST

\$20 for course manual

NEXT STEP

Tertiary Study

WHO TO SEE

Mr D Christison

Level 2 Physics

ENTRY REQUIREMENTS

14 Credits from Level 1 Science including Achievement Standard associated with DC electricity or mechanics

CONTENT

- Measurement
- Motion
- Force Energy and Momentum
- Vectors
- Light
- Waves
- Electric Fields
- DC Electricity
- Magnetism
- Modern Physics

HOW THE COURSE IS ASSESSED

A mixture of Internal and External Assessments worth a maximum of 24 Credits

QUALIFICATION GAINED IF COURSE REQUIREMENTS ARE COMPLETED

Up to 24 credits in NCEA Level 2

WHAT WILL IT COST

\$20 for course manual (optional)

NEXT STEP

NCEA Level 3 Physics

WHO TO SEE

Mrs N Golding

Level 3 Physics

ENTRY REQUIREMENTS

A minimum of 8 credits in NCEA Level 2 Physics and Mathematics or Level 2 Mathematics only.

CONTENT

- Measurement
- Linear Motion
- Circular Motion
- Rotational Motion
- Rotational Energy and Momentum
- Simple Harmonic Motion
- Waves
- DC Electricity
- Alternating Current
- Modern Physics

HOW THE COURSE IS ASSESSED

A mixture of Internal and External Assessments worth a maximum of 24 Credits

QUALIFICATION GAINED IF COURSE REQUIREMENTS ARE COMPLETED

Up to 24 credits in NCEA Level 3
Opportunity to sit Scholarship examination

WHAT WILL IT COST

\$20 for course manual (optional)

NEXT STEP

Tertiary Study

WHO TO SEE

Mrs N Golding

Social Sciences

Geography, History, Tourism

Level 1 Geography

ENTRY REQUIREMENTS

None

CONTENT

The syllabus is divided into five themes

- Natural events: Canterbury earthquakes
- Sustainability: The Maldives
- Spatial analysis: Canterbury earthquakes
- Research: Weather patterns
- Geographic skills and ideas

HOW THE COURSE IS ASSESSED

You will be working toward attaining Level 1 NCEA Achievement Standards

- 3 internally with a mixture of standards
- 2 externally assessed

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 18 credits in NCEA Level 1

These credits include Level 1 numeracy and literacy credits

WHAT WILL IT COST

Cost of bus and entry to Quake City for natural events field trip will be approximately \$15 (TBA)

NEXT STEP

NCEA Level 2 Geography

WHO TO SEE

Mrs A Perry,
Mrs P Inwood
Mrs K Stringer

Level 2 Geography

ENTRY REQUIREMENTS

None

CONTENT

There is a series of topics under the headings:

- Urban study: crime in Chicago
- Global pattern: malaria
- Research: Porters River study
- Geographic skills and ideas
- Differences in development: Mumbai

HOW THE COURSE IS ASSESSED

You will be working toward attaining Level 2 NCEA Achievement Standards

- 3 internally achieved
- 2 externally achieved

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 19 credits in NCEA Level 2.

These credits include Level 2 numeracy and literacy credits, some of these contribute to UE literacy requirements

WHAT WILL IT COST

The cost of transport for the river study - approximately \$30

NEXT STEP

NCEA Level 3 Geography

WHO TO SEE

Mrs P Inwood
Mrs A Perry

Level 3 Geography

ENTRY REQUIREMENTS

None

CONTENT

The course is divided into five sections

- Cultural Processes: Tourism development in Queenstown
- Research: Tourism impacts in Queenstown
- Analyse a contemporary geographic issue: Adventure Tourism – risk or reward?
- Global study: Diamond trade
- Event management
- Geographic skills and ideas - optional

HOW THE COURSE IS ASSESSED

You will be working towards attaining Level 3 NCEA Achievement and Unit standards

4 internally assessed

1 or 2 externally assessed

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 22 credits in NCEA Level 3.

These credits include Level 3 literacy and numeracy credits, and some literacy credits contribute to UE requirements.

WHAT WILL IT COST

\$340 approximately for Queenstown field trip

This trip will occur if costs permit.

NEXT STEP

Tertiary study

WHO TO SEE

Mrs A Perry

Level 1 History

ENTRY REQUIREMENTS

None

CONTENT

This course focuses on events of significance to New Zealanders in the 20th Century

Several themes will be studied including:

- Titanic: 'A History Mystery'
- Research – A New Zealand Disaster
- Rights and Reactions: Civil Rights in the USA and New Zealand
- War and Peace: Origins of World War II

HOW THE COURSE IS ASSESSED

You will be working towards attaining Level 1 NCEA Achievement Standards

3 internally assessed

2 externally assessed

These are Level 1 literacy credits.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 20 credits in NCEA Level 1.

WHAT WILL IT COST

TBA

NEXT STEP

NCEA Level 2 History

WHO TO SEE

Mrs E Caradus

Level 2 History

ENTRY REQUIREMENTS

None

CONTENT

This course covers some of the major crises and changes in history which are of significance to New Zealanders.

- Finding Anastasia
- A New Zealand history research topic
- Votes and Voices
- Vietnam War

HOW THE COURSE IS ASSESSED

You will be working towards Level 2 NCEA Achievement Standards

- 3 internally assessed
- 2 externally assessed

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 23 credits in NCEA Level 2

There are literacy credits available that contribute towards UE requirement

WHAT WILL IT COST

There is a field trip to Akaroa with costs of approximately \$40 for transport

NEXT STEP

NCEA Level 3 History

WHO TO SEE

Mrs E Caradus

Level 3 History

ENTRY REQUIREMENTS

None

CONTENT

This course covers major themes in history, which are of significance to New Zealanders.

- Who Shot JKR
- Majesty and Monarchy: Elizabeth I and Mary Queen of Scots or Cuban Missile Crisis*
- Research: A New Zealand research topic based on the The Otago gold rush
**subject to change*

HOW THE COURSE IS ASSESSED

You will be working towards Level 3 NCEA Achievement Standards

- 2 internally assessed + one optional internally assessed
- 2 externally assessed

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 25 credits in NCEA Level 3

Opportunity to sit Scholarship examination
There are literacy credits available that contribute towards UE requirements.

WHAT WILL IT COST

\$340 approximately for Queenstown field trip
This trip will occur if costs permit.

NEXT STEP

Tertiary Study

WHO TO SEE

Mrs E Caradus

Level 2 Tourism

ENTRY REQUIREMENTS

None

CONTENT

This course offers Level 2 Tourism unit standards.

Unit Standards:

- Work roles in tourism
- World tourist destinations
- The business of tourism
- New Zealand tourist destinations
- Tourist characteristics and needs
- Read and comprehend work-related text

HOW THE COURSE IS ASSESSED

The course is all internally assessed by unit standards which are in the form of tasks to be completed over the year. National assessments are set by the New Zealand School of Tourism.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 23 credits in NCEA Level 2
Credits count toward the New Zealand Certificate in Tourism (Introductory skills) (Level 2)

WHAT WILL IT COST

Nil

NEXT STEP

Tourism Level 3
Tertiary Study
Work Force

WHO TO SEE

Mrs Perry
Mrs Inwood
Mrs Lake

Level 3 Tourism

ENTRY REQUIREMENTS

None

CONTENT

This course offers Level 3 Tourism unit standards.

Unit Standards:

- Demonstrate Knowledge of Australia as a destination
- Describe and promote a New Zealand tourist destination
- Destination knowledge of the Pacific Islands

HOW THE COURSE IS ASSESSED

The course is all internally assessed by unit standards which are in the form of tasks to be completed over the year. National assessments are set by the New Zealand School of Tourism.

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

Up to 20 credits in NCEA Level 3.
Credits count toward the New Zealand Certificate in Tourism (Introductory Skills) (Level 2)

WHAT WILL IT COST

Nil

NEXT STEP

Tertiary Study
Work Force

WHO TO SEE

Mrs Perry
Mrs Lake
Mrs Inwood

Technology - Soft Materials

Level 1 Technology Soft Materials

ENTRY REQUIREMENTS

None

CONTENT

Students focus on creating three textile-based outcomes, made for a specific purpose.

Assessment is based on practical skills and evidence presented in a portfolio.

Content includes:

- The beginnings of fashion
- Why we make garments the way we do
- How to make quality garments
- How to make basic adaptations to a pattern

HOW IS THIS COURSE ASSESSED

16 credits internally assessed at NCEA

Level 1

4 credits externally assessed at NCEA Level 1

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

NCEA Level 1 - 20 credits

WHAT WILL IT COST

Students supply all materials.

Cost \$45

NEXT STEP

NCEA Level 2 Technology Soft Materials

WHO TO SEE

Mrs P Grocott

Level 2 Technology Soft Materials

ENTRY REQUIREMENTS

None but Level 1 Technology Soft Materials is an advantage.

CONTENT

Students focus on creating up to three textile based outcomes featuring advanced procedures, made for a specific purpose

Assessment is based on practical skills and evidence is presented in a portfolio.

Content includes

- The use of planning tools in fashion
- Why garments stand out
- How to make quality garments
- How to make advanced adaptations to a pattern

HOW THE COURSE IS ASSESSED

16 credits internally assessed at NCEA Level 2

4 credits externally assessed at NCEA Level 2

Literacy credits can be gained from the external written report

QUALIFICATION GAINED IF STANDARDS SUCCESSFULLY COMPLETED

NCEA Level 2 - 20 credits

WHAT WILL IT COST

Students supply all materials.

Cost \$45

Possibility of a field trip to Wellington – World of Wearable Arts – approximate cost \$450.00 (this trip occur if costs permit)

NEXT STEP

NCEA Level 3 Soft Materials Technology

WHO TO SEE

Mrs P Grocott

Level 3 Technology

Soft Materials

ENTRY REQUIREMENTS

None, but Level 1 and/or 2 Technology Soft Materials is an advantage.

CONTENT

Student focus on creating two textile-based outcomes featuring complex procedures, made for a specific purpose.

Assessment is based on practical skills and evidence is presented in a portfolio.

Content includes:

- Why are garments successful
- Researching and implementing complex procedures
- How to work with difficult fabrics
- How to make quality garments

HOW THE COURSE IS ASSESSED

16 credits internally assessed at NCEA Level 3

4 credits externally assessed at NCEA Level 3

Literacy credits can be gained from the external written report

QUALIFICATION GAINED IF COURSE REQUIREMENTS ARE COMPLETED

NCEA Level 3 – 20 credits

WHAT WILL IT COST

Students supply some materials

Cost \$45

Possibility of field trip to Wellington – Word of Wearable Arts. Approximate cost of \$450.00 (this trip will occur if costs permit)

NEXT STEP

Tertiary study

WHO TO SEE

Mrs P Grocott

National Qualification Framework Assessment Policies and Procedures, 2017 MARIAN COLLEGE

1 Absences

Acceptable conditions for absences from assessment opportunities:

- a. Medical
 - A telephone call should be made to the school office on the morning of an absence.
 - For 5 days or fewer absent – on returning to school the student must deliver to her House Group teacher a note from her parent or guardian explaining the absence.
 - For more than 5 days absence a medical certificate is required.
- b. Special Circumstances
 - Compassionate leave e.g. family sickness, bereavement. A prior request for leave (if possible) should be made and a parent's note explaining the absence is to be given to the subject teacher on the student's return.
 - Sports or Cultural Representation. Leave may be granted depending on circumstances and the level of representation. However, **prior** approval must be given by the Principal.

2 Absence and Internal Assessment

- All students will receive a course outline of the assessment procedures and time line for each subject. This will include a year plan for internally assessed standards.
- Due date and/or time frame should be set at time of issue. Teachers should note the absence. At the first available opportunity, the student should be given a copy of, or information about, the assessment, but ultimately it is the student's own responsibility to ensure she has the information.
- Depending on the nature of the assessment and absence, the due date may be renegotiated.
- A student who misses an internal assessment should make arrangements to take the assessment under the reassessment guidelines. If there is practical data gathering involved it is her responsibility to do so.

When a student is ill during the period of completion:

- If the student is unable to work during the time allocated it is her responsibility to notify the school immediately and this should be followed by written evidence.
- Extension time or other arrangements may be negotiated when the student is able to resume normal work. This will depend on the time allowance already in place.

When a student is absent on the date an assignment is due:

- If the student knows beforehand that she will be absent, prior agreement on an alternative date must be made with the teacher.
- Where a student is unexpectedly/unavoidably absent on the due date, it is the student's responsibility to ensure that it is handed in to the teacher on that day. It is to be placed in a marked envelope and left at the school office, where it will be received.

Penalty for Lateness:

- Work for internally assessed qualifications will not be accepted late without prior arrangements being made. Reassessment may be required.
- Under exceptional circumstances cases will be considered individually.

3 Missed Internal Assessment Opportunities

All internally assessed work must be done under the same circumstances for all students except students with special assessment conditions. Unless this is adhered to then no award can be given for that Achievement Standard or Unit Standard.

It is the responsibility of each student to be present at the times of each assessment or no award will be made.

It is the student's responsibility to follow the correct procedure and to alert the school as soon as possible if there is a problem.

The opportunity to complete an assessment at a later date is not an automatic right but there will be circumstances where it is appropriate. The student cannot expect any consideration if the correct procedure is not followed.

Extension Request Forms are held in the main office and must be completed by students who want to complete an internal assessment opportunity at a later date.

On what grounds might you ask for an extension?

Example: "Things beyond your control"

- Genuine illness supported with evidence.
- Being sick for a week of a long term project.
- Student interruption to your life e.g. death of a close relative.
- House burnt down.
- Injury from accident.
- Representing your School.

On what grounds might an extension not be granted?

Example: "Things you can control"

- Parents arrange a holiday.
- Had to work the weekend before.
- Lost computer work with no evidence.
- Forgot the date.
- Too many things are due at the same time.
- Not possible for the school to redo this particular assessment under the same conditions even though circumstances may have been out of the control of the student. (e.g. field trip missed).

What should you do to request consideration?

- Inform the teacher in charge that there is a problem (e.g. phone school).
- Complete an Extension Request Form which you can obtain from the School Office at the first opportunity.
- Attach to the form evidence supporting your request (note from parents, medical certificate etc).

What else can you do?

- Attend reassessment opportunities if they are available.
- Follow appeal procedures.

4 Absence and External Assessment

- Student absence for externally assessed Achievement Standards will result in no award.
- Students who miss external assessment opportunities may apply for compassionate consideration under NZQA guidelines.

5 Procedures for Ensuring a Student's Work is her Own (Authenticity)

The following general principles apply to work which is presented for internal assessment for national qualifications:

- All work submitted for assessment must be genuinely the student's own. They will be required to sign an authenticity statement stating that it is their own work. This statement must be attached to the assessed work.
- Students must not accept undue assistance in the preparation or submission of work (e.g. from another person or from a source such as a publication or the internet). A student may be given general advice about the nature of adjustments which she could make.
- A student may expect to present work in progress for inspection before the due date.

6 Breach of Procedure

- Students may be required to show that their work is their own e.g. by oral examination, practical demonstration, and/or by including raw material or work in progress.
- Staff will keep signed and dated records of the steps taken if authenticity is in doubt.
- Students who are suspected of presenting work for assessment which is not their own may be asked to appear before a panel comprising the Principal, the Senior Dean and the Curriculum Co-ordinator and/or their appointees. There should be a neutral chair and minutes will be taken.
- If a serious breach is proven then the school may request that NZQA formally disqualify the student from that assessment. School and/or NZQA appeal procedures will then apply.

7 Verification of Student Grade

- Students must indicate by their signature that they acknowledge a grade given for an assessment activity.

- The classroom teacher must keep a paper copy of all record sheets showing verification of grades awarded. These must be filed with the Head of Department.

8 Appeals Procedure

Students who dispute grades awarded or the management of assessment activities should follow the following avenues of appeal:

- Firstly to the classroom teacher
- Secondly to the Head of Department
- Thirdly to an Appeals Committee comprising the Principal's Nominee and the Head of Department. An Appeal Form can be obtained from the Principal's Nominee.
- Fourthly to the Principal
- Finally to the Board of Trustees whose decision will be final.

If the final decision is not acceptable to the student the complaints procedure will be activated.

9 Opportunities for further Assessment and Resubmissions:

- A maximum of one further opportunity for assessment of a standard can be provided in a year
- If a further opportunity for assessment is offered to any student, it must be offered to all students entered for the standard.
- Students must be offered the highest grade they have achieved over both opportunities.
- It is the school's decision whether a further opportunity will be offered for any standard. If it is not manageable to offer a further opportunity, then students should be advised from the onset that there is only one opportunity to be assessed against that standard.
- It is essential that conditions of assessment during a further opportunity be consistent with those for the first opportunity.
- A resubmission should be limited to specific aspects of the assessment and no more than one resubmission should be provided. It must be completed before any feedback is given to the whole class and should only involve the correction of mistakes students are capable of discovering and correcting on their own. A resubmission can be offered after either the first or the second assessment opportunity or after both.

10. Dishonest Practice

Dishonest practice includes, but is not limited to:

- Influencing, assisting or hindering other students, whether dishonestly, fraudulently or unwittingly.
- Attempting to dishonestly or fraudulently access information or materials not permitted during an assessment (including having a cell phone in a room for assessments sat under test conditions).
- Accessing information or materials or other help from another person during assessments sat under test conditions.
- Altering assessment material prior to appealing a grade.
- Submitting material for assessment that is not the student's own work.
- Cell phones are not permitted in a classroom during assessments sat under test conditions.
- Where dishonest practices are found to have taken place the students involved will receive a Not Achieved grade.

11 Procedure for ensuring privacy and security of assessment information

- Assessment procedures will respect the student's right to privacy.
- Where appropriate, assessment details kept within a department will be secure.
- The school is obliged to keep all copies of all assessed material until the external moderation process is complete.

12 Records

- The results of any assessment are the property of only the student, the department and nominated senior leadership team members.
- A student may have access to her own personal assessment information stored at school.
- Personal information stored will not be available to any person other than the student and such school staff as are required to work with it.
- Records will be kept in both electronic and paper form.

13 Course Completion

- Students entering for qualifications must be enrolled at Marian College or be Shirley Boys' High School students attending classes at Marian College.
- Work not presented on due date without explanation will result in Not Achieved being awarded.
- Non-compliance with assessment requirements will be reported to parents/caregivers.

14 Moderation

Courses offering Achievement or Unit Standards should follow the following guidelines:

- Departmental procedures must address internal moderation issues to ensure school assessment guidelines are upheld.

- Each assessment activity will use the latest version of the standard and reflect the performance criteria or elements of the standard. Assessment activities will follow the guidelines outlined in the standard and contain a valid assessment schedule and sufficiency statement.
- All assessment activities and marked work need to be checked by another department member or nominated person with expertise.
- Randomly selected assessment samples of student work will annually be moderated by an external moderator. The standards to be moderated will be identified in negotiation with NZQA. There will be eight samples of student work for achievement standards and four samples for unit standards.
- Assessments for moderation will be submitted to the Principals Nominee on a date specified by NZQA for moderation.
- Heads of Department must follow moderation procedures as outlined by NZQA. This includes using the correct moderation forms that state the number of version of the standard, the assessment activity, an assessment schedule, the source of the assessment activity and accessible samples of student work.
- Heads of Department will store representative samples of students work for each standard they offer. This file for each standard will contain the student activity, a marking schedule, track changes to the activity and outline checking and moderation processes. These processes will be recorded for each standard on the internal moderation cover sheet. Classroom Teachers must seek students' permission for the use of their work as exemplars.
- Heads of Department are required to store assessment work until official national results are finalized. (May following the assessment year) or until the next moderation round, whichever is the latter. Eight samples of student work must be kept for each Achievement Standard and four samples for each unit standard until it is replaced by the next years student work or for at least two years.

15 Monitoring, Recording and Reporting

- Accurate records will be kept in both paper and electronic form. All summative assessment grades will be stored in Classroom Manager.
- Students will verify both the assessed grade and the record when data is to be used for the award of Qualification
- Privacy of student work and results is to be maintained
- Procedures will ensure no student is advantaged or disadvantaged
- The award of grades for specific learning programmes will be outlined in units of work
- **Course Booklets:** must be issued to all students at the start of a course of study that assesses standards from the National Qualifications Framework. The booklet must contain a copy of all the standards offered by number, title and version. A timeline of the years assessment schedule must also be included and a section allowing the students to record their grades.
- **Entry and Results Checking:** A copy of each students entries and results printed from the NZQA website will be posted home for checking in June and the same form will be issued to students in September.
- **Tracking Sheets:** tracking sheets showing the progress of students, in terms of credits gained, will be provided to all NCEA students at the end of August and in the last teaching week of term 4.
- **Formal Reports:**
 - i. Two formal reports will be written for each programme of work on an annual basis
 - ii. Oral reports on student progress will be provided on request from parents, deans, school guidance staff and school management
 - iii. Formal written reports are designed:
 - a. To give clear, accurate and precise accounts of a student's progress and achievements
 - b. To describe student achievement in relation to National Curriculum statements
 - c. To use constructive language, be fair and frank without being unnecessarily critical
 - d. To give advice to students and parents on ways to improve student learning
 - e. Ensure the confidentiality of all communication between teacher, parent and student
 - f. Encourage dialogue relating to student achievement opportunities
 - iv. Teachers should follow the Report Writing Guidelines when writing reports.
- **Reporting of grades and withdrawals**
 - i. NCEA grades to be used on reports for internal and external standards are outlined in the school's report writing guidelines.
 - ii. For the award of non achieved for internal standards the school policy must be followed. If a student has taken the opportunity to attempt a standard then they must be awarded non achieved if they do not complete the standard or fail to reach the standard.
 - iii. Students can only be withdrawn from an internal or external standard when they agree in writing that they want to be withdrawn from the standard.

16. Information to students and parents/caregivers:

Information to parents and caregivers on NCEA policies and procedures will be provided in a number of formats.

- The schools assessment policies and procedures will be printed in the student diaries which are issued to all students
- At the beginning of each year the Principals Nominee will provide a presentation to each NCEA year level on the school's NCEA procedures.
- At the end of term 1 a copy of the school's NCEA policies and procedures will be sent to all parents and caregivers with the Interim Reports.
- NCEA information evenings for parents and students will be held when it is appropriate.

- NCEA information on fees and applications for special assistance will be published annually in the May school newsletter.

17. Special Assessment Conditions

Students with permanent or long term conditions or learning difficulties which they believe will significantly impair their performance in specified assessment opportunities may apply to the New Zealand Qualifications Authority for special assessment conditions. (For example, a time allowance, modification to question and answer booklets or the use of an assistant such as a reader/writer). Application for such assistance should be made to the Learning Support Department. Students requiring special assessment conditions must be assessed by an accredited outside provider within at least four years of the assessment. For further clarification refer to the school's Special Assessment Policy. Teachers who require support to provide special assessment conditions should make application to the Learning Support Department at least one week prior to the assessment.

18. Financial Assistance

Financial assistance is available to secondary school candidates entering standards on the National Qualifications Framework, and Scholarship. The purpose of the financial assistance is to ensure that fees are not a barrier to participation in qualifications for students. Eligibility criteria are contained on the application form which can be obtained from the School Office.

Assistance applies to students in families who have a community services card or another sibling(s) entering for NCEA in the current year.

19. Quality Assurance Procedures

- In February the Principal's Nominee will prepare a report for the Education Committee of the Board that provides a global analysis of the school's NCEA results.
- In May each head of department and teacher in charge of a subject will complete a Quality Management Audit checklist which is to be filed with the Principal's Nominee. The checklist will ask the person in charge of a subject if they are following the correct procedures in terms of: providing course outlines; record keeping, moderation, reporting; accessing support for students who require special assessment conditions; ensuring authenticity of student work; following correct procedures for missed internal assessment opportunities; and requests for appeals.
- On a three yearly rotation each learning area is reviewed by a team of the schools senior managers and an independent outside subject specialist. The learning areas NCEA policies and procedures will be reviewed as part of documentation audit. The Principal's Nominee will complete a check of the learning areas moderation procedures obtaining evidence required for the NZQA Quality Assurance Monitoring Record.
- In June each head of department and teacher in charge of a subject will complete the Assessment Cycle report for the Principal. This report represents a detailed analysis of the student achievements at Level 1, 2 and 3. It include NCEA statistics, RAFA attitudinal data, CEM Centre value added data and the subjects moderation results. Following the analysis each department is required to develop and action plan that outlines recommendations for improvements in the future. These action plans are reviewed by the school's curriculum coordinator.
- In December each head of department and teacher in charge will complete an annual report which will include an evaluation of their NCEA assessment procedures.
- On an annual basis, as directed by NZQA, each subject will submit randomly selected internal assessment work for moderation and where necessary prepare an action plan if the moderation report identifies areas for improvement. The action plans will be monitored by the Principal's Nominee.

20. Memorandum of Understanding

Courses delivered by outside providers (not Marian College) are governed by a Memorandum of Understanding that is held by the Principal's Nominee. The Memorandum of Understanding establishes the responsibilities of the school and the provider in the delivery of the course to Marian students. Students must follow the assessment policies of the outside provider as stated in the Memorandum of Understanding. From 2009 the Memorandum of Understanding must be on the form provided by Marian College.