

Broadwood Area School

Te Kura Takiwa O Manganuiowae



Senior School Handbook

2014

Table of Contents:	Page
Senior School Programme and Choosing Courses	3
Use of Other Providers Study using Video Conference Network	3
Correspondence Courses & Trades Academy	3
Qualifications Offered	
Level 1 Literacy and Numeracy	3
National Certificate in Educational Achievement ~ NCEA	4
Understanding NCEA Results	4
Certificate of Endorsement	4
Other National Certificates	4
University Entrance	5
Scholarship	5
Senior Assessment Programme	6
Student Goal setting – Individual Plans	6
Internal Assessments/Rules and Procedures	6
Breeching of the Rules	6
Authenticity Statement	7
Acceptable Absence/Application for a change in assessment time	7
Special Conditions/Supplementary Learning Support	7
Further Assessment Opportunity: Resubmission & Resit	7
Reporting Not Achieved	8
Appeal Process	8
Moderation of Internal Assessments	8
External Assessments (Exams)	8
Derived Grades and the Importance of Practice Assessments	8
Fees	9
Student access to their Record of Achievement	9
Privacy	9
Subject Course Outlines	
Agriculture	10
Computing	11-15
English	16-18
Food Technology	19
Maori	20-22
Mathematics	23-24
Physical Education	25-26
Science	27-29
Visual Art	30-33
Work and Study Skills	34-35
Forms	
Sample Assessment Statement	36
Application for assessment date change	37-38
Authenticity Statement	39
Application to Appeal Assessment Result	40

Senior School Programme

Choosing Courses

- All senior students take a minimum of five subjects.
- Year 11: English/Maori, Mathematics and three other subjects.
- Year 12 and 13 students should continue with English/Maori and Mathematics and three other subjects.
- Selection of subject options will initially take place in November of the preceding year.
- Students will have their curriculum booklet to support their subject choices and a parent/Student/Staff meeting will be held.
- From this selection the Timetable committee will design the final option structure and the timetable.
- Students will be given their preliminary course outline on, or before the final day of the year.
- In January, after NZQA results, students will confirm their course the new school year with the Senior Dean.
- Once students start their courses in 2012 they will be given a detailed Course Handbook from each subject teacher. This will contain details and timing of all assessment.

Use of Other Providers

- The school may arrange for a number of External Providers to provide specialist course material and assessments for some students.
- These include courses via the **Video Conference** medium, The Correspondence School, The University of Waikato, Diving specialists, Surfing Training providers, Advanced Training (Kaitaia) and other specialists as arranged with the Gateway programme.
- Applications must be made through the Senior Dean by December of the preceding year so that the work can be assured to be ready for the next year.
- Specific procedures for these courses will be discussed fully with the students concerned and will be supplied through the other institutions.

Trades Academy

- Senior students may be able to start preparation for a number of trades from Year 11.
- This is especially important for those students who have already made their decisions about their future that does not include other Tertiary Options.
- As with all senior programmes this will require full attendance and commitment to successful completion of each unit of study and success of every unit assessment.

Qualifications offered in 2014

Level 1 Literacy and Numeracy ~ Minimum of 10 credits each

There are two distinct pathways (refer NZQA Website):

either

- Achievement Standards through a range of specified subjects **across the curriculum.** (e.g. English, , Food Technology, Mathematics Physical Education, Science)

or

- Unit Standards from a package of three designated literacy and three designated numeracy standards.

but not a mixture of both

National Certificate of Educational Achievement ~ NCEA

- New Level 1 standards were implemented in 2012.
- NCEA Level 1: 80+ credits at Level 1 or above. These must include 10 Literacy credits and 10 Numeracy credits.
- NCEA Level 2: 80+ credits; 20 from Level 1 and 60+ from Level 2 or above.
- NCEA Level 3: 80+ credits; 20 from Level 2 and 60+ from Level 3 or above.

Understanding NCEA Results

KAMAR (the School Database) reflects the progress towards NCEA based on the above rules.

- e.g. if a student has:

Level 1 = 45 credits

Level 2 = 25 credits

Level 3 = 18 credits

that student has:

Level 1 = 45 + 25 + 18 = 88 credits = NCEA Level 1

Level 2 = 20 + 25 + 18 = 63 credits towards NCEA Level 2

Level 3 = 20 + 18 = 38 credits towards NCEA Level 3

Certificate of Endorsement

Students can gain NCEA certificates with merit or excellence

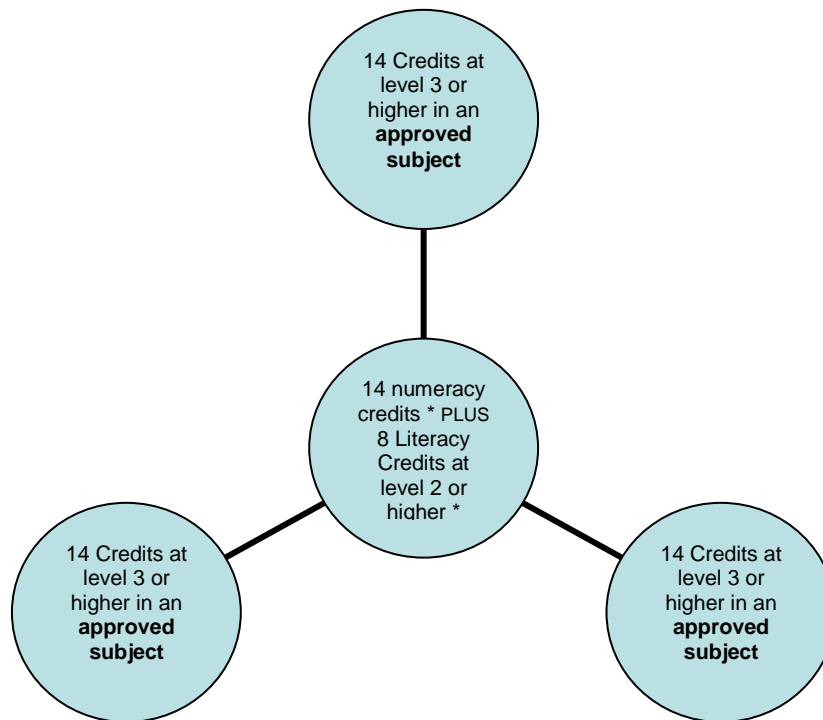
- NCEA with excellence: 50 or more of the required 80 credits at excellence level.
- NCEA with merit: 50 or more credits at merit level (or a mix of merit and excellence)

Other National Certificates

- National Certificate of Employment Skills. This is an option especially for those concentrating on Gateway courses. The Senior Dean will advise students on choice of topics to suit the requirements needed for the workplace.
- National Certificate of Computing / Mathematics / Hospitality etc. Students may choose to specialise in these as well as NCEA and will need to consult subject teachers and the Senior Dean.

University Entrance (2013-2015)

- To gain entry to a New Zealand University, students need 42 credits at Level 3 or above on the National Qualifications Framework.
- Minimum Requirements for any student wishing to study at a New Zealand University:



***Numeracy** means 10 credits in Mathematics at Level 1 or higher.

Literacy means 10 credits at Level 2 or above 5 credits in Reading and 5 credits at Level 2 or above in Writing, taken from an approved list of standards attached. This can be either completed in Te Reo Maori **or** English.

Scholarship

- Is externally assessed.
- Covers the same content as Level 3 achievement standards, but the standard of performance required is much higher.
- Is not a qualification but is designed to financially reward the very best students who are going on to tertiary study.
- Other tertiary providers in New Zealand may have specific requirements for entry to particular courses.

Senior Assessment Programme

Student Goal setting – Individual Education Plan (IEP)

- The Senior Dean will meet individually with every year 11+ student each term to set learning goals for the year.
- These are then reviewed term by term to ensure accountability of each student to their programme of learning and progress towards reaching qualification goals.
- These meetings will form an essential part of the student's IEP which may be added to by referral or otherwise by the Gateway and Careers teacher who may suggest areas for redirection or course changes etc. depending on each student's needs.
- A common form of record of these meetings will be shared among the student, Dean, Careers Teacher, student's parent and the Principal.
- Particular emphasis will be taken to assure that special pre-requisites for qualifications and future course options are being met – e.g. UE Literacy/Numeracy requirements etc.
- A full record of the students past and current NZQA results will be kept and will be available.

Internal Assessments ~ Rules and Procedures

- At the beginning of the year, students will be issued with a course outline by their subject teachers. This is an official notification of timing and other details of all assessments.
- If the timing of an assessment is altered by the teacher during the year, formal notification of the change will be issued.
- **Every subject** will have an assessment statement for each standard which should state:
 - Title
 - Standard Number
 - Version
 - Credits
 - Internal/External
 - Type of assessment – closed book, practical, research
 - Time allowed
 - Further assessment opportunity
- A sample of an assessment statement should also be included in the student handbook.
- Assessment rules are given clearly prior to any assessment
- Assessments are either made under clear, strict, formal conditions in class time, as in Mathematics.
or
- A set of work done over a prescribed period, as in Computing and Food Technology.

Breaching of the Rules

- **All students** are expected to adhere to the basic requirements for assessments as published by NZQA. The following would be considered to be breaches of the rules:
 - Influencing/assisting/hindering other students or disrupting the assessment.
 - Dishonest practices such as plagiarism, cheating.
- Students must follow instructions such as using pencil only for diagrams, blue or black pen for all others; no use of correcting fluid in any assessment; no dictionaries to be used in any assessment etc.
- The work must be the work of the student

Authenticity Statement

- This is required for all assessments where the assessment is not completed entirely in one session under the supervision of the teacher/assessor.
- It is a signed assurance by the student that the work used for the assessment is entirely the work of the student.
- This includes any piece of work done over a period of time where the student may have the opportunity for input from others.

Acceptable Absence / Application for a change in assessment time

(Apply to Subject Teacher for Application Form).

- **Sickness or bereavement.** The student must submit a written statement for an extension of time to sit the assessment or for a decision to grant an assessment grade based on other existing material that demonstrates the student understanding.
- **Absence due to school trips etc.** In this case students should apply for any extension **prior** to going on the trip.
- Should a student be absent for an assessment, with **no relevant grounds** or excuse – self interest, extra family holiday, or no excuse at all then the student will have Not Achieved that unit of study.

Special Conditions/Supplementary Learning Support

- The general reason for a student to be offered Special Conditions are when the student has severe literacy problems or a physical disability that restricts their ability to complete their work under normal assessment conditions.
- Details of this support can be provided to any parent who believes their student may qualify for these. Refer to NZQA Website.
- Formal application for recognition must be forwarded to NZQA by June in any year.
- Types of assistance offered may include:
 - Time allowance – extra time for an assessment may be given
 - Modification to the assessment booklets
 - Allowance for use of computers rather than hand-writing
 - Reader and/or writer assistance
- It is important to note that these conditions **do not** cover the situation such as a student breaking their arm before an exam. This would be considered under derived grade applications.

Further Assessment Opportunity

- **Resubmission**
 - A resubmission may be offered when students have made mistakes which they should be capable of discovering and correcting on their own.
 - A resubmission should be limited to specific aspects of the assessment and no more than one resubmission should be provided
- **Re-sit**
 - A maximum of one further opportunity (re-sit) of a standard can be provided within a year.
 - If further opportunity is offered, it must be made available to all students entered for that standard, regardless of their performance on the first opportunity.
 - All students must be able to use the further opportunity (re-sit) to improve their original grade.
 - It is not the intention to allow students a further assessment opportunity where they have chosen for unacceptable reasons not to take the first opportunity.

Reporting Not Achieved ~ N is recorded where:

- A student has presented work that has not achieved according to the schedule.
or
- A student has been given an adequate opportunity to achieve the standard but has not completed or submitted the work.

Appeal Processes

Students have the right of appeal regarding a decision made about their assessment in the following categories:

- **Appeal against a decision** by their teacher to **decline a request** for a change of timing for an assessment. This is submitted to the Principal's Nominee for a final decision.
- **Appeal against misconduct** (e.g. plagiarism/cheating) **by another student during assessment**. This is submitted to the Principal's Nominee for a final decision.
- **Appeal of an assessment grade**. This will require re-submission of the marked work used for the assessment and a completed Appeal Form to the Principal's Nominee. This will be re-assessed by a relevant staff member other than the original marker as directed by the Principal's Nominee. This decision shall be taken as final.
- All Appeals are to be submitted within one week of the event being appealed against. (Apply to Dean or Principal's Nominee for Application Form).

Moderation of Internal Assessments

- A Sample of internal assessments must be verified by another marker before submitting the results to NZQA.
- All work students produce in an internal assessment is checked by NZQA, to ensure that the same standard of work is being maintained nationally.
- The school keeps all written material for this exercise including photographic/digital records of all practical assessments to allow NZQA to check them.

External Assessments (Exams)

- Are set nationally and administered and marked nationally.
- Are generally sat in November/December at the A&P Hall.
- Students will have an indication as to what Level of external assessment their course plans at the time of selection and should discuss their entries with their Subject Teacher and the Senior Dean.
- Final entries for external assessments are due to NZQA on September 1st each year.

Derived Grades and the Importance of Practice Assessments

- Derived grades specifically cover **external assessments** where a student *“has been disadvantaged because of illness or a non-permanent disability close to or during an examination and which has affected performance in the examination ...”*
- Students need to be aware that a derived grade **must come from a practice assessment** and therefore should achieve to the best of their ability in all school based assessments.
- Students who wish to apply for a derived grade should consult the Senior Dean and Principal's Nominee.

Payment of Fees

- NZQA fees are set annually by NZQA but collected on their behalf by the school. These are usually payable by August each year. Current fees are \$76.50 per student for all their NCEA fees.
- Families on a Benefit or Community Services Card, pay no more than \$30 for a family or \$20 for an individual student.
- A new application must be made annually for this assistance.
- Students with unpaid fees have no access to the issue of their results until the full fee is paid.

Record of Achievement

- Students have their own secure learner login and password to their own results page on the NZQA website. www.nzqa.govt.nz.
- Students who have gained credits are able to order their own Record of Achievement on line, free of charge, from NZQA early the following year. Additional copies of the RoA may be obtained at a cost of \$15.50.
- Information booklets for students are sent by NZQA each year to the Principal's Nominee for distribution.
- Students should check results regularly and report any errors to the Principal's Nominee.

Privacy

- All documentation relating to student assessments and qualifications must be retained under complete privacy for every student.
- Publication of individual student results may be done with the approval of the individual students only. All reference to student's names must be removed when reporting results and statistics to school (e.g. BOT) and groups (e.g. Cluster training groups etc.).

Subject Course Outlines

National Certificate in Agriculture Level 2 (43 credits)

Available through and assessed by *Agribusiness* Training, the National Certificate in Agriculture (General skills) is a qualification with an emphasis on the general skills essential for students wanting a career in the agricultural industry. The courses offered focus on specific skills such as the use of agricultural vehicles, basic fencing, personal and workplace safety and the use of chainsaws.

Compulsory Unit Standards

Health and Safety

Unit Standard	Title	Version	Level	Credit	Assessment Date
19145	Describe hydration, nutrition, and sleep in relation to physical wellbeing of agricultural workers	2	2	4	Throughout year
23540	Demonstrate knowledge of hazards, hazard control, and the consequences of injury in a rural place	1	2	5	Throughout year
23542	Identify factors, and describe how to manage factors, that contribute to injury in a rural workplace	1	3	4	Throughout year

Base Unit Standards

Tractors

Unit Standard	Title	Version	Level	Credit	Assessment Date
19044	Describe the legal requirements and occupational hazards associated with tractor use	2	2	2	Term 3 Week 5
24552	Check and drive a basic wheel tractor with an attached implement on flat terrain	1	2	5	To be confirmed

ATVU

Unit Standard	Title	Version	Level	Credit	Assessment Date
24556	Demonstrate knowledge of the safe operation of an All Terrain Utility	1	2	3	Term 2 Week 5
24553	Drive an All Terrain Vehicle Utility on flat terrain	1	2	3	To be confirmed

Quads

Unit Standard	Title	Version	Level	Credit	Assessment Date
24557	Demonstrate knowledge of the safe operation of an All Terrain Vehicle (ATV)	1	2	3	Term 1 Week 6
24554	Ride an All Terrain Vehicle (ATV) on flat terrain	1	2	4	To be confirmed

Chainsaws

Unit Standard	Title	Version	Level	Credit	Assessment Date
6916	Demonstrate knowledge of the approved code of practice relating to chainsaw use	5	2	5	Term 4 Week 2
6917	Operate a chainsaw	6	3	5	To be confirmed

LEVEL 1 NCEA - GENERIC COMPUTING

In your first year of computing you will be working towards gaining 16 credits from Level 1&2 Generic Computing, Level 1&2 Business Studies, & Level 1 Digital Technologies.

The work you will be required to complete throughout the year will be assessed internally.

Our goal is to achieve a minimum of 16 credits per subject; however students that have the ability to excel in class will be encouraged to sit more standards.

There are no external exams for this subject.

Study Dates	Assessment Dates	Standards	Content	Credits	Assessed
Term1	Week 5	US 2792 v6 Generic Computing	Produce computer graphic documents using templates	2 credits	Internal
Term1	Week 9	US 18743 v2 Generic Computing	Produce a spreadsheet from instructions	2 credits	Internal
Term2	Week 8	US 2784v6 Generic Computing	Create and use a computer spreadsheet to solve a problem	3 Credits	Internal
Term2	Week 10	US 111v6 Business Admin	Use a word processor to produce documents	5 Credits	Internal
Term3	Week 5	US 2780v6 Generic Computing	Demonstrate and apply knowledge of a personal computer system (Nat.Cert Computing L2-3)	3 credits	Internal
Term4	Week 6	AS 91071 Digital Technology	Implement basic procedures to produce a specified digital information outcome	4 credits	Internal
			TOTAL	19 credits	
			<u>Extra Assessments:</u>		

NCEA COMPUTING LEVEL 2

In computing this year you will be working towards gaining Level 2 & 3 credits from the Generic Computing, Business Administration & Digital Technologies Domains.

The work you do throughout the year will be assessed internally by the teacher at the end of each Unit.

Our goal is to achieve a minimum of 16 credits per subject; however students that have the ability to excel in class will be encouraged to sit more standards and will be given the opportunity to complete the National Certificate in Computing Level 2.

There are no external exams for Level 2.

Course Outline for Computing Level 2:

Students are able to choose from the following list:

Study Date	Assessment Dates	Standard	Content	Credits	Assessed
Term1	Week 8	US 2781v6 Generic Computing	Manage and protect data in a personal computer system.	3 Credits	Internal
Term2	Week 8	AS 91370 Digital Technology	Implement advanced procedures to produce a specified digital media outcome	4 Credits	Internal
Term3	Week 4	US 2788v6 Generic Computing	Produce desktop published documents to meet a set brief.	5 Credits	Internal
Term3	Week 10	US 2785 / L3 Generic Computing	Create a computer spreadsheet to provide a solution for organisation use	5 Credits	Internal
Term 4	Week 6	US 2786 Generic Computing	Create and use a computer database to solve a problem	3 Credits	Internal
			TOTAL	20 Credits	

National Certificate of Computing Level 2 v5 Requirements:

Level 2
Credits 43

	Compulsory	Elective A	Elective B	Elective C
Level 1 Credits	3	-	-	
Level 2 Credits	3	18-32	5-19	0-14
Minimum totals	6	18	5	14

Compulsory Units:

	<i>Title</i>	<i>Level</i>	<i>Credit</i>
2780	Demonstrate and apply knowledge of a personal computer system	1	3
2781	Manage and protect data in a personal computer system.	2	3
			<u>6 credits</u>

Elective A:

A minimum of 18 credits at level 2 in Generic Computing:

<u>Field</u>	<u>Title</u>	<u>Level</u>	<u>Credit</u>
US 2781v6 Generic Computing	Manage and protect data in a personal computer system.	2	3 Credits
US 2788v6 Generic Computing	Produce desktop published documents to meet a set brief.	2	5 Credits
US 2784v6 Generic Computing	Create and use a computer spreadsheet to solve a problem	2	3 Credits
AS 91370 Digital Technology	Implement advanced procedures to produce a specified digital media outcome	2	4 Credits
US 2786 Generic Computing	Create and use a computer database to solve a problem	2	3 Credits
			<u>18Credits</u>

Elective B:

A minimum of 5 credits at Level 2 or above in Business Administration:

<u>Field</u>	<u>Title</u>	<u>Level</u>	<u>Credit</u>
US 111v6 Business Admin	Use a word processor to produce documents	2	5 Credits
			<u>5 credits</u>

Elective C:

The balance of 12 credits to achieve at level 2 or above may come from any other subject on the National Qualification Framework.

NCEA COMPUTING LEVEL 3

In computing this year you will be working towards gaining Level 3 credits from the Generic Computing and Business Administration Domains.

The work you do throughout the year will be assessed internally by the teacher at the end of each Unit.

Our goal is to achieve a minimum of 17 credits in this subject; however students that have the ability to excel in class will be encouraged to sit more standards and will be given the opportunity to complete the National Certificate in Computing Level 3.

There are no external exams for Level 3.

Pre-requisite: Completion of Level 2 Computing

Course Outline for Level 3 Generic Computing:

Study Date	Assessment Dates	Standards	Content	Credits	Assessed
Term 1	Week 9	US 2785 Generic Computing	Create a computer spreadsheet to provide a solution for organisation use	5 Credits	Internal
Term 2	Week 8	US 2789 Generic Computing	Produce desktop published documents for organisation use	6 Credits	Internal
Term 3	Week 8	US 2787 Generic Computing	Create and use a computer database to provide a solution for organisational use.	6 Credits	Internal
LEVEL 3 TOTAL				17 Credits	

National Certificate of Computing Level 3 v6 Requirements:**Level 3**
Credits 46

	Compulsory	Elective A	Elective B	Elective C
Level 1 Credits	3	-	-	
Level 2 Credits	3	-	-	
Level 3 or above credits	-	20-35	5-20	0-15
Minimum totals	6	20	5	15

Compulsory Units:

	<i>Title</i>	<i>Level</i>	<i>Credit</i>
2780	Demonstrate and apply knowledge of a personal computer system	1	3
2781	Manage and protect data in a personal computer system.	2	3
			<u>6 credits</u>

Elective A:**A minimum of 20 credits at level 3 in Generic Computing:**

<u>Field</u>	<u>Title</u>	<u>Level</u>	<u>Credit</u>
US 2785 Generic Computing	Create a computer spreadsheet to provide a solution for organisation use	3	5 Credits
US 2789 Generic Computing	Produce desktop published documents for organisation use	3	6 Credits
US 2787 Generic Computing	Create and use a computer database to provide a solution for organisational use.	3	6 Credits
US 2797 Generic Computing	<i>Demonstrate knowledge of the principles of computer networks.</i>	3	4 Credits
			<u>21 Credits</u>

Elective B:**A minimum of 5 credits at Level 3 or above in Business Administration:**

<u>Field</u>	<u>Title</u>	<u>Level</u>	<u>Credit</u>
US 112 Business Admin	<i>Produce business or organisational information using word processing functions</i>	3	5 credits
			<u>5 credits</u>

Elective C:**The balance of 14 credits to achieve at level 3 or above may come from any other subject on the National Qualification Framework.**

LEVEL 1 English 2014

In your first year of English you will be working towards gaining 18 credits internally for English Level 1 English.

The work you will be required to complete throughout the year will be assessed internally and for students doing NCEA some will be doing assessments externally.

Our goal is to achieve a minimum of 16 credits for English level 1 and they will be through Achievement Standards. Students that have the ability to excel in class may be encouraged to sit more standards and will also be encouraged to sit external exams.

All English Achievement Standards at Level 1 count towards Literacy at Level 1.

External Examinations:

1.1 Show understanding of specified aspect(s) of studied written text(s), using supporting evidence. 4 credits External

TERM 1	Assessment date	Topic	Assessment	Credits
1-6	Week 6 3-7 March	Making a Point	AS 1.2 Produce Formal Writing	3credits (Int)
7-12	Week 12 14-17 April	Creative Writing	AS 1.4 Produce Creative Writing	3credits (Int)
Term 2	Assessment date	Topic	Assessment	Credits
1-8	Week 8 23-27 June	Reading Responses	AS 1.10 Reading- collecting and collating reading material for unit. Writing six responses to written and visual texts	4 credits (Int)
9		Extended Text: Kura Toa	AS 1.7 Produce a media or dramatic presentation (static image) (Start)	
Term 3	Assessment date	Topic	Assessment	Credits
1-4	Week4 11-15 Aug	Extended Text: Kura Toa	AS 1.7 Produce a media or dramatic presentation (static image) (Complete)	3 credits (Int)
5-8	Week 8 8-12 Sept	Film: Bang Bang You're Dead:	AS 1.11 Show Understanding of visual and/or oral text(s) through close viewing and/or listening, using supporting evidence	3 credits (Int)
9-10			AS 1.1 Show understanding of specified aspect(s) of studied written text(s), using supporting evidence. Start preparation for External Examination	
Term 4	Assessment date	Topic	Assessment	Credits
1-4	Week 5 10-14 Nov	Week1-5 Revision and catch-up	.AS 1.1 Show understanding of specified aspect(s) of studied written text(s), using supporting evidence. Preparation for External Examination	4 Credits(Ext)
			<u>Total For the Year</u>	20 Credits

LEVEL 2 English 2014

Level 2 English

In your second year of English you will be working towards gaining a minimum of 14 credits for Level 2 English. Students will need to achieve 10 credits for literacy

The work you will be required to complete throughout the year will be assessed internally and some students will be doing assessments externally.

Our goal is to achieve a minimum of 14 credits for Level 2 English which will be Achievement Standards. Students that have the ability to excel in class may be encouraged to sit more standards and will also be encouraged to sit external exams.

It should also be noted that students will require 10 credits for Literacy at Level 2 or higher from 2014 onwards. Further to this, the University Entrance requirement is for at least 5 credits to be from Reading standards and at least 5 credits to be from Writing standards.

All Level 2 English Achievement Standards count towards Literacy at Level 2 (University Entrance).

External Examination:

AS 2.5 Analyse a visual or oral text (Film: Heavenly Creatures) 4 credits (Ext)

Term 1	Assessment Date	Topic	Assessment	Credits
1-6	Week 6 3-7 March	Film: Once Were Warriors	AS 2.10 Analyse aspects of visual and/or oral text(s) through close viewing and/or listening, supported by evidence.	3 credits (Int)
7-12	Week 12 14-17 April	Writing	AS 2.4 Produce crafted and controlled writing	6 credits (int)
Term 2	Assessment Date	Topic	Assessment	Credits
1-9	Week 9 30 June-4 July	Reading Responses	AS 2.9 Form developed responses to independently read texts, supported by evidence.	4 credits(int)
Term 3	Assessment Date	Topic	Assessment	Credits
1-5	Week 5 18-22 Aug		AS 2.6 Create a crafted and controlled visual and verbal text.	3 credits (Int)
6-10			AS 2.5 Analyse a visual or oral text. Preparation for Examination	
Term 4	Assessment Date	Topic	Assessment	Credits
1-4	Week 5 10-14 Nov		AS 2.5 Analyse a visual or oral text. Preparation for Examination. Revision and catch-up.	4 credits (Ext)
Total				20 credits

LEVEL 3 English 2014

Level 3 English

In your third year of English you have the opportunity to gain a maximum of 19 credits for Level 3 English overall.

The work you will be required to complete throughout the year will be assessed internally and some students will be doing assessments externally.

Our goal is to achieve a minimum of 15 credits (internally) Level 3 English through Achievement standards.. Students that have the ability to excel in class may be encouraged to sit more standards and will also be encouraged to sit external exams worth 4 credits.

External Examination:

External AS 3.4 Respond to specific aspects of studied visual or oral text, supported by evidence.
(4 credits) (film)

Term 1	Assessment Date	Topic	Assessment	Credits
1-6	Week 6	Film	AS 3.9 Respond critically to significant aspects of visual and/or oral texts through close reading supported by evidence.	3 credits (Int)
7-12	Week 12	Speech	AS 3.5 Create and deliver a fluent and coherent oral text which develops, sustains and structures ideas.	3 credits (Int)
Term 2	Assessment Date	Topic	Assessment	Credits
1-9	Week 9	Writing	AS 3.4 Produce a selection of fluent and coherent writing which develops, sustains and structures ideas.	6 credits (Int)
Term 3	Assessment Date	Topic	Assessment	Credits
1-8		Static Image	AS 3.6 Produce a fluent and coherent visual text which develops, sustains, and structures ideas using verbal and visual language..	3 credits(Int)
9-10			AS 3.4 Revision and Examination preparation	
Term 4	Assessment Date	Topic	Assessment	Credits
1-4	Week 5 10-14	Revision Catch-up	.AS 3.4 Revision and Examination preparation	4 credits (Ext)
			Total	22 credits

Food Technology Level 1

Food Technology at Level 1 consists of Standards from The Hospitality Industry. There is also one external component which will be offered in Term 3 for students who will sit a final external exam at the end of the year.

Study Date	Assessment Date	Standard	Content	Credits	Assessed
Term 1	Week 4	US 15901 Version 4	Prepare and present fruit and vegetables in the hospitality industry	3	Internal
	Week 8	US 15895 Version 4	Demonstrate knowledge of boiling and baking in the commercial catering industry	2	Internal
				5 total	
Term 2	Week 4	US 15921 Version 4	Prepare and cook a cake, a sponge and a batch of scones in the hospitality industry	3	Internal
	Week 8	US 19770	Prepare and present egg and cheese dishes in the hospitality industry	2	Internal
				5 total	
Term 3	Week 4	US15920 Version 4	Prepare and present sauce and soup in the hospitality industry	2	Internal
	Week 8	US 15900 Version 4	Prepare and present meat in the hospitality industry	4	Internal
				6 total	
Term 4	Week 4	US 19771	Prepare, cook and present seafood in the hospitality industry	3	Internal
	Week 8	US 21058	Identify career pathways in the hospitality industry	2	
External Standard offered: AS 1.1 or AS 1.2 as per external exam indicators.					
			Total	21 total Credits	

Maori

Wahanga	NGA TAUMATA	ACHIEVEMENT STANDARDS	WA ARO	WA ARO	UNIT STANDARDS	
Term 1	Level 1	During this term the students teaching is based around simple language preparation and learning . Also during this term it is preparation time for the Taitokerau Festival which happens every year so much of the teaching focus for these year levels is based around composing and learning of Kapa Haka items for festival which happens over 3 days on the last week of school.				
	Level 2					
	Level 3					
Term 2	Level 1	Whakarongo I Te Reo 91085 Version 1.1 TARINGA WHAKARONGO Credits: 6	Wk 8	Colonisation of Maori Odd Weeks dedicated to Unit 16045 V2 Credits: 6	Wk 2	Atua Maori in the Natural World 19670 V2 Credits: 2
					Wk 4	Te Timatanga o Te Ao 16039 V2 Credits: 4
					Wk 6	Separation of Ranginui and Papatuanuku 27105 V1 Credits: 2
					Wk 8	Protocols and Roles associated with Pohiri 27108 V1 Credits: 2
	Level 2	Whakarongo I Te Reo 91284 Version 2.1 TE WEHENGATU Credits: 4	Wk 8		Wk 2	Historical Events of a Hapu or Iwi 16044 V2 Credits: 4
					Wk 4	History of a Hahi 16058 V2 Credits: 4
					Wk 6	Rituals associated with Whakaeke 16142 V4 Credits: 2
					Wk 8	Life and Achievements of a Maori Leader 16054 V2 Credits: 2
	Level 3	Whakarongo I Te Reo 91650 Version 3.1 TE TIRITI O WAITANGI Credits: 4	Wk 8		Wk 2	Explain the Work of the Maori Land Court 16070 V2 Credits: 4
					Wk 4	Concepts and Use of Whakapapa 16042 V2 Credits: 4
					Wk 6	Beliefs held by Whanau, Hapu and Iwi 27120 V1 Credits: 2
					Wk 8	Maori Involvement in Pakanga 16055 V2 Credits: 6
Term 3	Level 1	Korero I Te Reo 91086 Version 1.2 Credits: 6	Wk 9	At this stage of time the students in our class are focussed on the learning and preparation of their presentations of their Korero Achievement Standard for Te Reo. Also at this stage of time students should be identified for preparation of the External exams which will happen during term 4. Huge emphasis on Maori performing arts and Taitokerau Festival for 2015.		
	Level 2	Korero I Te Reo 91285 Version 2.2 HE MIHI TANGATA Credits: 6	Wk 9			
	Level 3	Korero I Te Reo 91651 Version 3.2 WAIATA TAWHITO Credits: 6	Wk 9			
	Wananga					
Term 4	Level 1				AS 90133 PANUI External	AS 90134 TUHITUHI External
	Level 2				AS 91287 TUHITUHI External	AS 91286 PANUI External
	Level 3				AS 91652 PANUI KIA WETEWETE External	AS 91653 TUHITUHI External

Te Reo Maori Me Ona Tikanga

Te Reo Maori –Level 1

This course is taught as a full option – 6 periods a week – covering both language skills and Tikanga from General Maori studies domains as follows:

Standard US/AS	Domain	Title	Assessment Type	Credits
AS 91085	Te Reo Maori	Whakarongo (Literacy)	Internal	6
AS 91086	Te Reo Maori	Korero (Literacy)	Internal	6
AS 91087	Te Reo Maori	Panui	External	6
AS 91089	Te Reo Maori	Tuhituhi	Internal	6
US 16039	Tikanga-a-iwi	Describe a Māori version of te timatanga o te ao	Internal	4
US 27108	Tikanga Concepts	Protocols and Roles associated with Pohiri	Internal	2
US 19670	Maori Geography	Identify and describe the role of atua Māori in the natural world	Internal	2
US 27105	Tikanga-a-iwi	Separation of Ranginui and Papatuanuku	Internal	2
Not all students will complete the whole course Highlighted Units are Extra Additional Credits to Gain				34

Te Reo Maori – Level 2

Pre-requisite – Successful completion of a Level 1 course. To continue with the Te Reo Maori domain students will need to have at least 16 credits from the Level 1 Te Reo Maori me ona Tikanga Domain as part of their successful course completion.

Standard US/AS	Domain	Title	Assessment Type	Credits
AS 91285	Te Reo Maori	Korero	Internal	6
AS 91284	Te Reo Maori	Whakarongo	Internal	4
AS 91288	Te Reo Maori	Tuhituhi	Internal	4
AS 91286	Te Reo Maori	Panui	External	6
AS 91287	Te Reo Maori	Tuhituhi	External	4
US 16044	Tikanga-a-iwi	Historical Events of a Hapu or Iwi	Internal	4
US 16054	Tikanga-a-iwi	Life and Achievements of a Maori Leader	Internal	2
US 16058	Tikanga-a-iwi	History of a Hahi	Internal	4
US 16042	Tikanga Practices	Rituals associated with Whakaeke	Internal	2
Not all students will complete the whole course Highlighted Units are Extra Additional Credits to Gain				36

Te Reo Maori – Level 3

Pre-requisite – Successful completion of a Level 2 course. To continue with the Te Reo Maori domain students will need to have at least 18 credits from the Level 2 Te Reo Maori me ona Tikanga Domain as part of their successful course completion.

Standard US/AS	Domain	Title	Assessment Type	Credits
AS 91650	Te Reo Maori	Whakarongo	Internal	4
AS 91651	Te Reo Maori	Korero	Internal	6
AS 91654	Te Reo Maori	Tuhituhi	Internal	4
AS 91652	Te Reo Maori	Panui kia whai	External	3
AS 91653	Te Reo Maori	Tuhituhi I te reo	External	4
US 27120	Tikanga Concepts	Beliefs held by Whanau, Hapu and Iwi	Internal	2
US 16055	Tikanga-a-iwi	Describe the history of Māori involvement in Pakanga	Internal	6
US 16070	Tikanga-a-iwi	Explain the work of the Māori Land Court	Internal	4
US 16042	Tikanga Concepts	Concepts and use of Whakapapa	Internal	4
Not all students will complete the whole course; Highlighted Units are Extra Additional Credits to Gain				40

The following grades will be awarded for the above assessments

ACHIEVEMENT STANDARDS

KI (Kaore ia e whiwhi – Student did not achieve the standard)

P (Paetae – Student achieved standard)

K (Kaiaka – Student achieved merit)

KR (Kairangi – Student achieved excellence)

UNIT STANDARDS

Ka taea e ia = The student has achieved the standard

Kaore ia e whiwhi = The student has not achieved the standard.

Mathematics NCEA L1

Study Date	Assessment Date	Standards	Content	Credits	Assessed
Term 1	Week 6	AS 91032	Measurement: Apply right-angled triangles in solving measurement problems	3	Internal
	Week 11	AS 91035	Statistics: Investigate a given multivariate data set using the statistical enquiry cycle	4	Internal
Term 2	Week 4	AS 91026	Number: Apply numeric reasoning in solving problems	4	Internal
	Week 9	AS 91029	Algebra: Apply linear algebra in solving problems	3	Internal
Term 3	Week 5	AS 91030	Measurement: Apply measurement in solving problems	3	Internal
	(Week 10)	AS 91027	Algebra: Apply algebraic procedures in solving problems	4	External
Term 4	(Week 4)	AS 91028	Algebra: Investigate relationships between tables, equations and graphs	4	External
TOTAL				25 Credits	

Students intending to take NCEA Level 2 Mathematics the following year are advised to gain credits in Algebra AS 91027

NCEA Mathematics Level 2

Study Date	Assessment Date	Standard	Content	Credits	Assessed
Term 1	Week 6	4 AS 91259	Trigonometry: Apply trigonometric relationships in solving problems	3	Internal
	Week 11	AS 91268	Probability: Investigate a situation involving elements of chance using a simulation	2	Internal
Term 2	Week 4	AS 91264	Statistics: Use statistical methods to make an inference	4	Internal
	Week 9	AS 91256	Geometry: Apply co-ordinate geometry methods in solving problems	2	Internal
Term 3	Week 5	AS 91269	Algebra: Apply systems of equations in solving problems	2	Internal
	(Week 10)	AS 91261	Algebra: Apply algebraic methods in solving problems	4	External
Term 4	(Week 4)	AS 91262	Algebra: Apply calculus methods in solving problems	5	External
			TOTAL	22 Credits	

PHYSICAL EDUCATION

In Physical Education, students focus on movement and its contribution to the development of individuals and communities. By learning in, through, and about movement, they come to understand that movement is enjoyable, enhances people's lives, and is integral to human expression. They learn to understand, appreciate, and move their bodies, relate positively to others, and demonstrate constructive attitudes and values.

In Senior Physical Education, students complete Achievement Standards to gain credits towards their NCEA qualification. They must pass 16 credits in order to progress to the next level. At the time of publication, all assessments are internally assessed.

Classes will comprise of 60% theory and 40% practical. Students are required to wear PE gear for practical lessons. Students in Senior Physical Education are also expected to participate in the School Swimming Sports, Athletics Day, Cross Country, and in general, be good role models and leaders for junior students.

Students should take this course if they are interested in using sport, outdoor recreation, leisure pursuits, health or physical education in their chosen career.

LEVEL 1 – YEAR 11

Standard	Title	Credits	Literacy	Date of Assessment
AS90964	Demonstrate quality movement in the performance of a physical activity (1.3)	3	N	Term 1 Week 9
AS90967	Demonstrate strategies to improve the performance of a physical activity and describe the outcomes (1.6)	3	Y	Term 1 Week 9
AS90963	Describe the function of the body as it relates to the performance of physical activity	5	Y	Term 2 Week 5
AS90966	Demonstrate interpersonal skills in a group and explain how these skills impact on others	4	Y	Term 2 Week 10
AS90962	Participate actively in a variety of physical activities and explain factors that influence own participation	5	N	Term 3 Week 9
AS90968	Demonstrate and show responsible behaviour for safety during outdoor education activities	3	Y	Term 4 Week 5
TOTAL CREDITS		23	15 Lit	

LEVEL 2 – YEAR 12

Standard	Title	Credits	Literacy	Date of assessment
AS91330	Perform a physical activity in an applied setting	4	N	Term 1 Week 9
AS91328	Explain how biophysical principles relate to the learning of physical skills	5	Y	Term 1 Week 9
AS91329	Demonstrate understanding of how and why biophysical principles relate to the learning of physical skills	5	N	Term 2 Week 5
AS91332	Evaluate leadership strategies that contribute to the effective functioning of a group	4	Y	Term 3 Week 9
AS91334	Consistently demonstrate social responsibility through applying a social responsibility model in physical activity	3	N	Term 3 Week 5
AS91333	Analyse the application of risk management strategies to a challenging outdoor activity	3	Y	Term 4 Week 5
	TOTAL CREDITS	24	12	

LEVEL 3-YEAR 13

Standard	Title	Credits	Literacy	Date of assessment
AS91501	Demonstrate quality performance of a physical activity in an applied setting	4	Level 1 lit	Term 1 Week 9
AS91499	Analyse a physical skill performed by self or others	3	Level 1 lit	Term 1 Week 9
AS91500	Evaluate the effectiveness of a performance improvement programme	4	Level 1 lit Level 1 numeracy	Term 2 Week 9
AS91503	Evaluate the use of health promotion to influence participation in physical activity	5	Level 1 lit Level 1 numeracy	Term 3 Week 9
	TOTAL CREDITS	16	16 level 1 literacy 9 numeracy	

BROADWOOD AREA SCHOOL
SCIENCE DEPARTMENT
NCEA LEVEL 1 SCIENCE

The **NCEA L1 Science Course** gives students the opportunity to ...

- Explore Natural Science across a **wide** spectrum of domains.
- Acquire scientific **skills**.
- Understand the **Nature of Science** processes and procedures
- Develop their **investigative** abilities
- Improve **scientific vocabulary** and general **literacy**

The nature of our kura compels us to cater for “**multi-level-teaching-and-learning**”. For this reason the **NCEA Level 1 Science Course** offers a VARIETY of standards in Science. Students are advised to choose their standards in accordance to their **Career Pathways**. Appointed “**academic counsellors**” at our kura help our students to design their “**learning programmes**”. Students are expected to acquire at least **16** credits for the year.

1. EXPIRING STANDARDS

The following **Expiring Unit Standards** are EASY to do, but will be EXPIRED by the end of **2014**. “**Self-study-resources**” are available to students who wish to do these standards. Students who will attempt these standards must notify the teacher when they are **ready** to be assessed.

It is important to note that the focus of our scientific programme is not on expiring standards, but on the latest **Achievement Standards** on offer.

	EXPIRING STANDARD	TITLE	CREDITS
1	18969 BIOLOGY (EXPIRES END 2014)	Demonstrate knowledge of the characteristics of living things, organs and organ systems.	2
2	18974 CHEMISTRY	Demonstrate knowledge of chemical change	2
3	18982 GEOLOGY (EXPIRES END 2014)	Demonstrate knowledge of Earth Science	2
4	18989 ASTRONOMY (EXPIRES END 2014)	Demonstrate knowledge of Earth and Space	2
5	18977 PHYSICS (EXPIRES END 2014)	Demonstrate knowledge of the generation and use of electricity	2
6	18973 SCIENCE CORE (EXPIRES END 2014)	Demonstrate knowledge of matter	2
7	18986 SCIENCE CORE (EXPIRES END 2014)	Select and use basic scientific equipment .	2
8	21611 SCIENCE CORE (EXPIRES END 2014)	Follow instructions to carry out a practical activity and report on this activity.	2

2. SUGGESTED LEARNING PROGRAMME

TERM ONE (Expectation of 8 Credits)

PHYS	AS 90943 (SCIENCE 1.4) ENERGY INTERNAL	Investigate the implications of <u>Heat Behaviour</u> in everyday life. (EXCLUSION WITH EXTERNAL AS 90939)	4
ASTRO RECOMMENDED	AS 90954 (SCIENCE 1.15) ASTRO-CYCLES INTERNAL	Demonstrate understanding of the effects of <u>Astronomical Cycles</u> on Planet Earth REPEAT OF MIDDLE SCHOOL SCIENCE (NO EXCLUSIONS)	4
PHYS RECOMMENDED	AS 90940 (SCIENCE 1.1) MECHANICS EXTERNAL	Demonstrate understanding of aspects of <u>Mechanics</u> (NO EXCLUSIONS)	4
TERM ONE ADDITIONAL			
PHYS	AS 90941 (SCIENCE 1.2) ELECTROMAG INTERNAL	Investigate the implications of <u>Electricity and Magnetism</u> (EXCLUSION WITH EXTERNAL PHYS 1.3 AS 90937)	4
PHYS	AS 90935 (PHYSICS 1.1) SKILLS INTERNAL	Carry out a practical physics investigation that leads to a linear <u>Mathematical Relationship</u> with direction. (NO EXCLUSIONS)	4
PHYS	AS 90939 (PHYSICS 1.5) ENERGY EXTERNAL	Demonstrate understanding of aspects of <u>Heat</u> (EXCLUSION WITH INTERNAL SCIENCE 1.4 AS 90943)	4

TERM TWO (Expectation of 4 Credits)

CHEM	AS 90947 (SCIENCE 1.8) GEN-CHEM INTERNAL	Investigate selected <u>Chemical Reactions.</u> (EXCLUSION WITH EXTERNAL CHEMISTRY 1.5 AS 90934)	4
CHEM RECOMMENDED	AS 90934 GEN-CHEM (CHEM 1.5) EXTERNAL	Demonstrate understanding of aspects of <u>Chemical Reactions</u> (EXCLUSION WITH INTERNAL SCIENCE 1.8 AS 90947)	4
CHEM	AS 90930 (CHEM 1.1) GEN-CHEM INTERNAL	Carry out a practical chemistry investigation, with direction. <u>Acids and Bases</u> (NO EXCLUSIONS)	4
TERM TWO ADDITIONAL			
CHEM	AS 90944 (SCIENCE 1.5) ACIDS&BASES EXTERNAL	Demonstrate understanding of aspects of <u>Acids and Bases</u> (NO EXCLUSIONS)	4

TERM THREE (Expectation of 4 Credits)			
BIO	AS 90950 (SCIENCE 1.11) MICROBIOLOGY INTERNAL	Investigate biological ideas relating to interactions between humans and <u>Micro-Organisms</u> (EXCLUSION WITH EXTERNAL BIOLOGY 1.3 AS 90927)	4
BIO	AS 90927 (BIOLOGY 1.3) MICROBIOLOGY EXTERNAL	Demonstrate understanding of biological ideas relating to <u>Micro-Organisms</u> (EXCLUSION WITH INTERNAL SCIENCE 1.11 AS 90950)	4
TERM THREE ADDITIONAL			
BIO RECOMMENDED	AS 90948 (SCIENCE 1.9) GENETICS EXTERNAL	Demonstrate understanding of biological ideas relating to <u>Genetic Variation</u> (NO EXCLUSIONS)	4
BIO	AS 90926 (BIOLOGY 1.2) GENETICS INTERNAL	Report on a biological issue. <u>Genetics</u> (NO EXCLUSIONS)	3

TERM FOUR (RECONCILIATION AND REVISION)

Visual Art Level One

Level One Course Outline

Turangawaewae

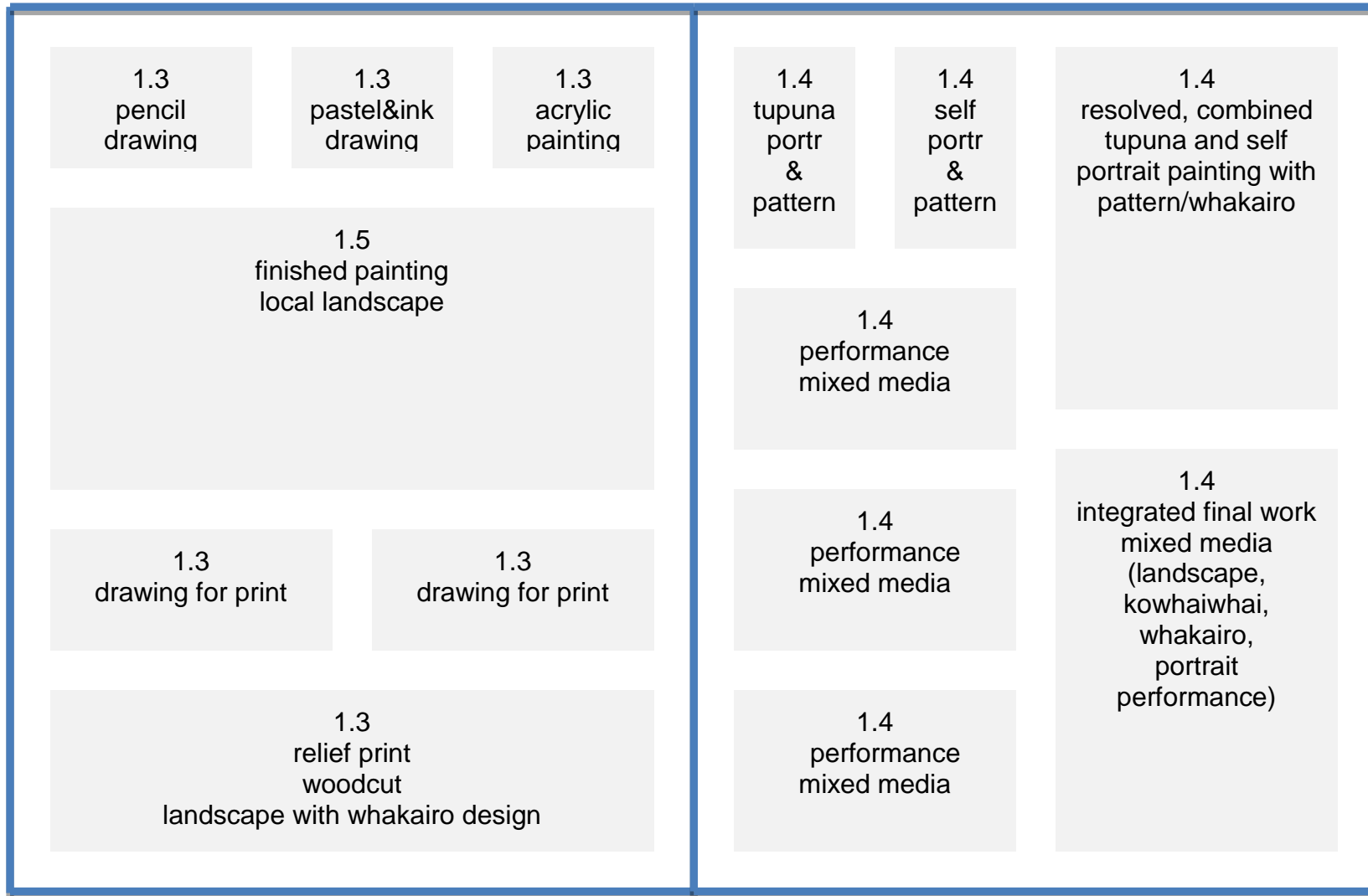
Students who have chosen to do this course will be required to produce their own artwork to show evidence of their own sense of identity and place with the support of their teacher, school and whanau.

All work will be produced within the current year.

This will consist of 2 x internal standards and 1 x external standard and based around the theme of “Turangawaewae”.

Students are expected to attend class regularly and complete all work by the appropriate due date at Level 6 of the NZ Curriculum.

Term 1	AS 90915, 1.3	6 credits/internal	Use drawing conventions to develop work in more than one field of practice
Term 2	AS 90917, 1.5	4 credits, internal	Produce a finished work that demonstrates skills appropriate to cultural conventions
	AS 90916, 1.4	12 credits/external	Produce a body of work informed by established practice, which develops ideas, using a range of media
Term 3	AS 90916 1.4	12 credits/external	Produce a body of work informed by established practice, which develops ideas, using a range of media
Term 4	AS 90916 1.4	12 credits/external	Produce a body of work informed by established practice, which develops ideas, using a range of media
		= 22 credits	



Visual Art Level Two

Level Two Course Outline

“A Sense of Place – Manganui o wae”

Students who have chosen to do this course will be required to produce their own artwork to show evidence of their own sense of identity and place with the support of their teacher, school and whanau.

Work will be produced within the current year.

Assessment will consist of 2 x internal standards and 1 x external standard and will be based around the theme of:

“A Sense of Place – Manganui o wae”

Students are expected to attend class regularly and complete all work at Level 7 of the NZ Curriculum by the appropriate due date.

Term 1	AS91311 2.2	4 credits/internal	Use drawing methods to apply knowledge of conventions appropriate to painting
	AS 91316 2.3 combined	4 credits/internal activity/assess schedule	Develop ideas in a related series of drawings appropriate to established painting practice
Term 2	AS 91321 2.4	12 credits/external	Produce a systematic body of work that shows understanding of art making conventions and ideas within painting
Term 3	AS 91321 2.4	12 credits/external	Produce a systematic body of work that shows understanding of art making conventions and ideas within painting
Term 4	AS 91321 2.4	12 credits/external	Produce a systematic body of work that shows understanding of art making conventions and ideas within painting
		= 20 credits	

2.2 dr	2.2 dr	2.2 dr	2.2 resolved mixed media portrait of Tupuna/self/sch. personnel	To be decided
2.2 ptg	2.2 ptg	2.2 ptg		
2.3 analytical drawing idea 1	2.3 analytical drawing idea 2	2.3 analytical drawing idea 3		
2.3 clarification of ideas 1,2,3 Tupuna/self/sch. Personnel and whakairo		2.3 clarification of ideas 1,2,3 Tupuna/self/sch. Personnel and whakairo		

Work & Study Skills 1 – Numeracy/Personal Skills for Everyday Life

NCEA Level 1&2

This course offers 18 Credits assessed internally and is for students wanting to gain the minimum requirements to meet the numeracy requirements for NCEA Level 1 or 16 Credits at Level 2 assessed internally

General Objectives for 2014:

Extend mathematical and self management skills at work place and day-to-day life.

Extend the ability to reason logically and systematically

Study Date	Assessment Date	Standard	Content	Credits	Internal External
Term 1	Week 4	US 8489	Solve problems which require calculation with whole numbers- Level1 OR	2	Internal
		US 7117	Produce a plan to enhance own learning (Level2)	2	Internal
	Throughout the year till completion	US 26623	Use number to solve problems (Level1) OR	4	Internal
		US 7123	Apply a problem solving method to a problem (Level2)	2	Internal
	Week 10				
Term 2	Week 4	US 8490	Solve problems using calculations with numbers expressed in different forms (Level1) OR	2	Internal
		US 1294	Be interviewed in an formal interview (Level2)	2	Internal
	Week 10	US 26627	Use measurement to solve problems (Level1) OR	3	Internal
		US 1827	Identify support services and resources within the community (Level2)	3	Internal
Term 3	Week 8	US 5223	Use formulae and equations to solve problems in the workplace (Level 1) OR	2	Internal
		US 24699	Making an informed decision relating to personal income and evaluate its consequences (Level2)	2	Internal
	Till completion	US 26626	Interpret statistical information for a purpose (Level1) OR	3	Internal
		Week 9	US 12383	Explore career options and their implications (Level2)	3
Term 4	Week 8	US 5224	Use decimals and percentages to solve problems (Level 1) OR	2	Internal
		US 1979	Describe an employment relationship and the application of employment law to that relationship (Level2)	2	Internal
TOTAL				18	Internal

Work and Study Skills 2 NCEA Levels 1 & 2

16 credits all assessed internally

The Work and Study Skills Course offers learning opportunities to develop the foundation skills required to move successfully between school and work; be prepared for further education; and for moving into paid employment or working in the voluntary sector.

Study Date	Assessment Date	Standards	Content	Credit	Assessed
Term 1	Week 6	US 497 Level 1	Demonstrate knowledge of Workplace Health and Safety	3	Internal
	Week 10	US 526 Level 1	Describe Community Services	2	Internal
Term 2	Week 5	US 4248 Level 1	Describe Requirements and Expectations faced by Employees within the Workplace	3	Internal
Term 3	Week 6	US 3483 Level 1	Fill in a Form	2	Internal
	Week 10	US 4523 Level 2	Demonstrate Knowledge of Job Search Skills	3	Internal
Term 4	Week 4	US 10781 Level 2	Produce a Plan for Own Future Directions	3	Internal
			TOTAL	16 Credits	

Other Standards may be offered if required:

US 504 Level 1: Produce a CV (2 credits)

US 1293 Level 1: Be interviewed in an informal one-one, face-face interview (2 credits)



Broadwood Area School

Te Kura Takiwa O Manganuiowae

ASSESSMENT STATEMENT

DATE: _____

SUBJECT: _____

TITLE: _____

STANDARD No: _____ **VERSION:** _____

LEVEL: _____ **CREDITS:** _____

TYPE OF ASSESSMENT:

- ☐ Internal
- ☐ External
- ☐ Formal, in class, under test conditions
- ☐ Open book
- ☐ Closed book
- ☐ Practical
- ☐ Research

EQUIPMENT: _____

TIME ALLOWED: _____

FURTHER ASSESSMENT OPPORTUNITY:

- ☐ **One** Resubmission ~ Student is given the opportunity to find and fix a mistake on their own, before any results are given to the class.
- ☐ **One** Resit ~ Student is given the opportunity for further revision and will arrange to sit a new assessment task under the same conditions.

Broadwood Area School

Te Kura Takiwa o Manganuiowae

Application for assessment date change

Student Name: _____

Date: _____

Course this request relates to: _____

Assessment relevant to this request: _____

Assessment.

Published due date: _____

Requested change date: _____

Reason for request: [Category – see Page 2]

Signed: _____ **[Student]** **Date:** _____

Accepted: _____ **New Assessment date:** _____

Declined: Reason: _____

Signed: _____ **Date:** _____

Category of reason for extension:

1. Sickness – where a student has a recognized illness that has stopped them being able to continue with their unit work to prepare them for the assessment this may be used as a reason to request an extension of time.
2. Bereavement: Where a student has had a major time period out of school for a close family bereavement this may be considered for an extension of time to submit an assessment.
3. General. A student may apply for any extension reason they consider worthy for consideration.

Fairness is the major means of assessing the request in that all students should have the same rights for such a decision / extension. However the reality of work load for the teacher and level of flexibility already allowed shall be taken into consideration in all applications.

In the general category allowance is being set for individual special situations that may arise for an individual student. It is not considered a genuine reason that workload in another subject should be used as a reason for extensions in this subject.



Broadwood Area School

Te Kura Takiwa O Manganuiowae

AUTHENTICITY FORM

STUDENT NAME: _____ **NSN:** _____

STANDARD NUMBER: _____

TITLE: _____

CREDITS: _____ **VERSION:** _____

DECLARATION

CANDIDATE

This is to certify that the material presented for this assessment is entirely my own work, with any external contributions acknowledged.

SIGNATURE: _____ **DATE:** _____

Acknowledgement of assistance or other sources used:

TEACHER

This is to certify that the material presented for this assessment is entirely the candidate's work, with any external contributions acknowledged.

TEACHER NAME: _____

SIGNATURE: _____ **DATE:** _____

Broadwood Area School

Te Kura Takiwa o Manganuiowae

Application to Appeal

This form can be used by a student in the appeal of a result of an assessment OR an application for compassionate consideration relating to an assessment date for submission.

Student Name: _____

Date: _____

Course this appeal relates to: _____

Assessment relevant to this appeal: _____

Reason for appeal: [appeal of decision for compassionate consideration OR Appeal of an assessment result]

Supporting evidence upon which you wish this appeal to be based:

Signed: _____ [Student] **Date:** _____

Result of Appeal:
