

Change of Subject Procedures

Rationale: This provides guidance to staff and students about change of elective requirements in stage 5 and 6.

Aim: To provide equity and transparency in the change of elective subject process, whilst meeting the requirements of NESA and DOE.

Procedures:

Stage 5

- Electives are offered for 200hrs.
- All changes must be made by the end of week 4 of Term 1 in year 9.

In the event that a student wishes to change an elective after this time, the following applies:

- Changes can only be made at the end of year 9 for implementation in year 10.
- Requests to change must be made by the parent or guardian to the year advisor.
- A Change of Subject Request form must be completed (signed by parent/guardian and all relevant staff) and returned to the Stage Coordinator
- Only one elective may be changed due to NESA requirements.
- Changes are pursuant to a position being available in the requested class.
- Students are unable to change into Industrial Technology – Timber, Industrial Technology – Metal or Agriculture due to the course structure.

Stage 6

- All subjects offered are based on 120 hours in Year 11 – all changes must be made by the end of Week 4 of Term 1 in Year 11. Extension courses are offered on a 60 hour basis.

- Students in Year 12 can reduce their subject load to 10 units, thereby “dropping” one subject. This cannot occur before Week 4 of Term 4 (Term 1 of the HSC course).
- Students who wish to “drop” a subject will need to complete a change of subject form and submit it to the Stage 6 coordinator.
- Year 12 students must continue to attend the subject until they have been removed from the roll.

In instances of safety, the deputy principal may make changes outside of these time frames in liaison with the relevant Head Teacher(s) and Year Advisor.

