

## What Certificates Could You Obtain?

### 1 *The ACT Year 12 Certificate*

#### What is the purpose of the ACT Year 12 Certificate?

The ACT Year 12 Certificate lists the results of your studies during Years 11 and 12. It is used by a wide variety of people including employers, education or training institutions, and the Australian Defence Forces. You could also provide a copy when you apply for awards or scholarships, or if applying for voluntary work with community organisations.

Your ACT Year 12 Certificate is a very important document. Keep it in a safe place and always supply a certified copy to interested people, never the original.

#### What does the Certificate contain?

The ACT Year 12 Certificate lists all units, courses, and nationally recognised vocational qualifications you have completed during Years 11 and 12, and the results you obtained. An explanation of results is given on the back of the Certificate. Owing to space constraints on the sample certificate on the next page, more information on how a vocational qualification will appear is included on **page 10 of this booklet**.

#### Who is eligible to receive the Certificate?

The ACT Year 12 Certificate is awarded to all students who complete an approved program of study in Years 11 and 12 within the ACT senior secondary system of education. You can complete an ACT Year 12 Certificate through a **package** of studies as a **Standard Student**; a **Mature Age Student** (if you are over twenty by 1 March in the year you start your study); a **Repeat Student**; or an **Older Student** (if you are eighteen or over by 31 December in the year before you start your studies). There is only one ACT Year 12 Certificate. It is awarded on successful completion of any of the

above packages. You can attempt a package at the Canberra Institute of Technology, or any ACT senior secondary school or college except Canberra Grammar (Boys).

The requirements to complete a package are defined in terms of **standard units**. One standard unit has a minimum of 55 hours of timetabled class time over one semester. To illustrate, in the sample ACT Year 12 Certificate (below), **creative writing** is worth one standard unit, and so would have taken a minimum of 55 hours to complete (**1 on example certificate below**).

A Standard Student must complete the equivalent of at least 17 standard units; a Mature Age Student, the equivalent of a minimum of 17 standard units over two years or the equivalent of 6 standard units in one year; a Repeat Student, a minimum of the equivalent of 10 standard units; and an Older Student, the equivalent of a minimum of 8.5 standard units.

#### What are standard units and courses?

A **standard unit** is a combination of lessons, assignments, excursions, tests, etc. organized around a particular theme and offered over a specified period of time, e.g. a semester. A course is a set of standard units which are related to each other in a coherent way. For example, in the sample certificate there are five related standard units which combine to make up an English course (**2**).

Australian Capital Territory

# YEAR 12 CERTIFICATE

Name LESLEY GRANT  
 was enrolled at BLAXLAND COLLEGE  
 from 28 JANUARY 1999 to 14 DECEMBER 2000



1	2	<b>ENGLISH</b>	<b>T-MAJOR</b>			8
		INTRODUCTION TO LITERATURE AND LANGUAGE	0.5	B	} 4	
CREATIVE WRITING	1.0	C				
MEN IN LITERATURE	1.0	A				
SHORT STORIES OF THE NINETEENTH CENTURY	0.5	B				
SHAKESPEAREAN TRAGEDY	0.5	D				
<b>DRAMA</b>		<b>A MAJOR</b>			7	
INTRODUCTION TO DRAMA	0.5	A				
THE STAGE	1.0	B				
LIGHTING AND SET DESIGN	0.5	C				
MODERN AUSTRALIAN PLAYWRIGHTS	1.0	E				
WOMEN IN DRAMA	0.5	A				
EARLY AMERICAN DRAMA	0.5	B				
<b>ADVANCED MATHEMATICS EXTENDED</b>		<b>T-DOUBLE MAJOR</b>			10	
ADVANCED MATHEMATICS EXTENDED 1	1.0	C	} 6			
ADVANCED MATHEMATICS EXTENDED 3	1.0	B				
ADVANCED MATHEMATICS EXTENDED 4	1.0	A				
ADVANCED MATHEMATICS EXTENDED 5	1.0	B				
ADVANCED MATHEMATICS EXTENDED 6	1.0	A				
ADVANCED MATHEMATICS EXTENDED 7	1.0	C				
ADVANCED MATHEMATICS EXTENDED 8	1.0	C				
	1.0	C				
<b>HUMAN BIOLOGY</b>		<b>T-MAJOR MINOR</b>			11	
THE HUMAN BODY	1.0	S	} 5			
THE SKELETON	0.5	S				
THE MUSCLE SYSTEM	0.5	B				
HUMAN REPRODUCTION	0.5	B				
DISEASE AND MICROBES	0.5	B				
EPIDEMICS	0.5	C				
HUMAN EXPERIENCE	0.5	C				
CARDIO-RESPIRATORY RESEARCH STUDIES 1	0.5	B				
CARDIO-RESPIRATORY RESEARCH STUDIES 2	0.5	B				
BIOLOGICAL CONTROVERSIES	0.5	E				
<b>RUGBY LEAGUE</b>		<b>R-MINOR</b>			9	
RUGBY LEAGUE 1	0.1	P	} 3			
RUGBY LEAGUE 2	0.5	P				
RUGBY LEAGUE 3	0.5	P				
<b>UNGROUPED UNITS</b>						
PHOTOGRAPHY A 1	1.0	C				
YOUTH LEADERSHIP	0.3	P				

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Principal

Chair

## What are minor, major, major-minor and double major courses?

Courses have differing values, indicating the depth of study given to the particular subject area. The depth of study is indicated by the labels: **minor, major, major-minor** and **double major**. Minors require a minimum of the equivalent of 2 standard units, majors the equivalent of a minimum of 3.5 standard units, major-minors the equivalent of a minimum 5.5 standard units, and double major are worth the equivalent of a minimum of 7 standard units.

Examples:

- the three units of the Rugby League course add up to 2 standard units and qualify as a minor (3);
- the five units in the English course add up to 3.5 standard units, and qualify as a major (4);
- the ten units in the Human Biology course add up to 5.5 standard units and qualify as a major-minor (5);
- the seven units in the Maths course add up to 7 standard units and so qualify as a double major (6);

## What are A, T and V courses and R units or courses?

An **A** course is one which is accredited by the ACT Board of Senior Secondary Studies (ACTBSSS) as educationally sound and appropriate for students studying in Years 11 and 12 (7). A **T** course is an **A** course which is accredited by the ACTBSSS as providing appropriate preparation for higher education (8). A **V** course is a learning program which leads to a Vocational Certificate or Statement of Attainment as defined by the Australian Qualification Framework. A course that is both **T** and **V** is called a **T&V** course. An **R** unit or course in one which is registered by the ACTBSSS as appropriate for students in Years 11 and 12 and is usually designed to provide personal development, recreational or community service activities (9).

### What are Unit Grades? (10)

Course Framework specific unit grade descriptors outline standards which are based on criteria against which student work is assessed in particular units of study. These Course Framework specific unit grade descriptors are published in ACTBSSS Course Framework documents and in school course documents and unit outlines. Course Frameworks are available on the ACT web site at <http://www.bsss.act.gov.au> and, along with course documents and unit outlines, at colleges and in senior secondary schools.

Across the Course Frameworks, the letters A, B, C, D and E are used to represent the specific descriptions of student achievement relative to unit objectives. Unit Grades (represented by these letters) for achievement in T and A course units are recorded on the Year 12 Certificate for those schools that accept ACT Board of Senior Secondary Studies conditions and follow Board procedures for the moderation of standards.

Generic criteria that form the basis of unit grade decisions across all Course Frameworks include:

- the student's knowledge and understanding of the concepts and principles of the unit; and
- the student's cognitive and practical skills in a wide range of situations.

Thus, in general, across all Course Frameworks, as well as representing the Course Frameworks specific units grade descriptions, the letters A, B, C, D and E may be understood to indicate:

**A** awarded to students who have demonstrated a very high level of knowledge and understanding of the full range of concepts and principles of the unit. They have shown evidence of a very high level of cognitive and practical skill in a wide range of assessment situations.

**B** awarded to students who have demonstrated a high level of knowledge and understanding of the concepts and principles of the unit. They have shown evidence of a high level of cognitive and practical skill in a range of assessment situations.

**C** awarded to students who have demonstrated a sound level of knowledge and understanding of the basic concepts and principles of the unit. They have shown evidence of a sound level of cognitive and practical skill in most assessment situations.

**D** awarded to students who have demonstrated a limited knowledge and understanding of the basic concepts and principles of the unit. They have shown evidence of a limited level of cognitive and practical skill in assessment situations.

**E** awarded to students who have demonstrated a very limited knowledge and understanding of the basic concepts and principles of the unit. They have shown evidence of a very limited level of cognitive and practical skill in assessment situations.

Other possible grades on an ACT Year 12 Certificate are P, U, S and X.

**P** (satisfactory) or **U** (unsatisfactory) grades are awarded in **R** units.

An **X** grade is awarded when a student is awarded exemption. Exemption is typically awarded when a student has acquired the knowledge and skills appropriate to a unit prior to the commencement of Year 11 or by means other than formal education.

An **S** grade is awarded when a student has been granted ‘status’ for a unit. Status is typically awarded to students for work they have completed at a school outside the ACT, or if a student has been unable to complete the unit through illness or misadventure (**11**).

### Vocational qualifications of the Year 12 Certificate

Where a student completes the requirements for a vocational certificate, the outcomes and the nationally recognised training logo appear on the Year 12 Certificate.

An example of the vocational information included on the Year 12 Certificate appears below.

COMMUNITY SERVICES	V & A MAJOR		
INDTRODUCTION TO COMMUNITY SERVIVES I	1.0	A	
INDTRODUCTION TO COMMUNITY SERVIVES II	1.0	A	
CHILD CARE I	1.0	C	
CHILD CARE II	1.0	B	

In undertaking the course and unit listed, this student has complete the requirements for  
**CERTIFICATE I IN COMMUNITY SERVICES (CHILD CARE)**

NATIONALLY RECOGNISED TRAINING

## 2 The Tertiary Entrance Statement

### What is the purpose of the Tertiary Entrance Statement?

The Tertiary Entrance Statement (TES) is awarded if you meet the requirements for the award of a Universities Admission Index (UAI). It reports only information useful for tertiary admission.

### What is needed to obtain a Tertiary Entrance Statement?

Students can qualify for a Tertiary Entrance Statement through completing a **Standard Tertiary Entrance Statement package**, a **Repeat Tertiary Entrance package**, a **Mature Age Student Tertiary Entrance Statement package** or an **Older Student Tertiary Entrance Statement Package**. The definitions of Mature Age and Older Students are the same as those outlined for the Year 12 Certificate (page 1 of this document).

A Standard Tertiary Entrance Statement package is one for which a student:

- completes units which accrue the equivalent of a minimum of 20 standard units during Years 11 and 12 studies;
- completes the equivalent of at least 18 standard **A** units including at least the equivalent of 12.5 standard **T** units;
- completes **accredited units** (**A**, **T**, **V** or **T&V** units) arranged into courses to form at least four majors and one minor or three majors and three minors;
- completes at least three majors and one minor at the **T** level;
- completes the package in no fewer than three and a half semesters and no more than five years’
- sits the ACT Scaling Test; and
- with the approval of the college principal, may be allowed to defer once for an unbroken period of up to one year.

A Repeat Student Tertiary Entrance Statement package in one for which a student:

- completes at least the equivalent of 10 standard A and/or T units;
- completes at least three major T course and one minor T course; and
- sits the ACT Scaling Test

An **abridged Mature Age Student Tertiary Entrance Statement package** can be taken over one year, in which a student completes three **T** minor courses in one year of study, or over two consecutive years, in which a student completes the Standard Tertiary Entrance Statement package. In each case the student must sit the ACT Scaling Test.

An **Older Student Tertiary Entrance Statement package** is one for which a student completes a program approved by the principal which includes the equivalent of at least 8.5 Standard Units. The student must also sit the ACT Scaling Test.

Your school will carry out checks and provide printouts on your tertiary entrance package throughout Years 11 and 12. It is very important that you check these printouts carefully and notify a careers adviser of any errors.

**What does the column headed T COURSES (1 on the following Statement) mean?**

The courses listed on the Tertiary Entrance Statement are the **T** courses that you have to completed during Years 11 and 12. All are approved as suitable preparation for entry to Australian universities such as the Australian National University and the University of Canberra.

**What does the column headed COURSE LENGTH (2) mean?**

The course lengths indicate the total number of timetabled class hours you spent in each course. These are expressed in the terms double major, major-minor, major and minor.

**What does the column headed SCALED SCORES (3) mean?**

Course scores you have been awarded in **T** courses at your college or school are used by the ACT Board of Senior Secondary Studies to calculate your Universities Admission Index (UAI). These scores are adjusted or **scaled** to achieve comparability of students' achievement across colleges and across courses. The scaling procedure allows all course scores to be reported on a common range. Your results in the AST contribute to the scaling process. The process used by the Board of Senior Secondary Studies is called Other Course Scores (OCS) scaling – for more details see the brochure, *What's the UAI?*. The careers advisers in you college or school will have copies.

**What does the column headed WEIGHTING (4) mean?**

The calculation of the Universities Admission Index is based on your final best 3.6 **T** courses. This means the best three **T** major courses plus 0.6 of the next best **T** major or minor. In the sample Tertiary Entrance Statement, the best three majors were English (major), Human Biology (major-minor) and Advanced Mathematics Extended (double major). English is given a weighting of 1.6 and Advanced Maths Extended a weighting of 1.0 as only one additional major is required to make up the best 3.6. Any other **T** courses would have been given a weighting of 0 and not used in the scaling process.

**What does the column headed WEIGHTED SCALED SCORES (5) mean?**

This column lists the weighted scaled score for each of the 3.6 best T courses. It is calculated by multiplying the scaled score by its weighting. To illustrate from the sample Tertiary Entrance Statement, English has a scaled score of 181.88 which is multiplied by its Tertiary Entrance Statement weighting of 1.0 to give a Weighted Scaled Score of 181.88, and Human Biology has a Scaled Score of 178.40 which is multiplied by its Tertiary Entrance Statement weighting of 1.6 to give a Weighted Scale Score of 285.44. Even though Advanced Maths Extended is a double major, only one major is needed, so it multiplied by a weight of 1.0 to give 170.61.

**What is an AGGREGATE SCORE? (6)**

Your Aggregate Score is calculated by adding up the weighted scaled scores for the best 3.6 T courses. In the sample Tertiary Entrance Statement, this came to a total or aggregate of 637.93 and is reported as 638. The Aggregate Score has no fixed maximum or minimum, although almost all scores lie between 400 and 750.

		Australian Capital Territory				
		<b>TERTIARY ENTRANCE STATEMENT</b>				
Name		LESLEY GRANT				
was enrolled		BLAXLAND COLLEGE				
from		28 JANUARY to 17 DECEMBER 2000				
1	T-COURSES	COURSE LENGTH	SCALED SCORES	WEIGHTING	WEIGHTED SCALED SCORES	5
	**	2	3	4		
	**					
	**					
	ENGLISH	MAJOR	181.88	1.0	181.88	
	ADVANCED MATHEMATICS	DOUBLE MAJOR	170.61	1.0	170.61	
	EXTENDED					
	HUMAN BIOLOGY	MAJOR-MINOR	178.40	1.6	285.44	
	**					
	**					
	**					
	**					
5	AGGREGATE SCORE				638	
6	University Admission Index				93.75	
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Executive Officer				Chair		

### **Calculating the UAI? (7)**

The Aggregate Scores for all students who have met the requirements are listed in order from highest to lowest. The students are then given a rank called the **rank by candidature**. This rank is then converted to an age rank by using a **lookup table** supplied by the NSW Technical Committee on Scaling. (The NSW mapping of candidate ranking to age ranking is based on the distribution of Year 10 student results for those students who meet the requirements for the UAI in NSW). This gives a rank for ACT students as if they were part of the NSW age cohort. The ACT, because of its size and demographic nature, can be best considered to be within the NSW age cohort for comparisons to other states. By using this method, the relativities that have been in place for ACT students for a number of years are maintained.

The UAI calculated in the ACT is directly comparable to the UAI calculated in NSW and the same entrance cut-offs at NSW and ACT universities apply to both NSW and ACT students. If you are applying to interstate universities, state admission centres will use the UAI for entry to their universities.

All Australian universities have agreed to use the ranking based on the Year 10 age cohort for each state. This means that interstate applicants will be able to directly compare their ranks with university entrance cut-offs irrespective of their state of origin.

### **3 *The Secondary College Record***

#### **What is the purpose of the Secondary College Record?**

The Secondary College Record is issued on request. You would want one if you were leaving school during Year 11 or Year 12 to seek employment, moving interstate, or changing schools. It lists the units and courses you studied during Years 11 and 12 up to the time that it was requested.

You do not need to leave college to obtain a Secondary College Record, and receiving one does not disqualify you from obtaining an ACT Year 12 Certificate. Your personal skills and qualities are not covered on this record but may be obtained through college-issued written references.

#### **What is shown on the Secondary College Record?**

The Secondary College Record groups units under broad subject headings rather than course names as is the case on the ACT Year 12 Certificate. For example, in the sample certificate there are three units grouped under the English subject area (**1 on the example Record below**).

#### **What does an asterisk \* (2) in the grades column mean?**

An asterisk in the grades column indicates that the unit was not completed at the time that the document was issued.

Australian Capital Territory

## SECONDARY COLLEGE RECORD

Name LESLEY GRANT  
was enrolled at BLAXLAND COLLEGE  
from 28 JANUARY 1999 to 7 MAY 1999



<b>ENGLISH</b>			
LITERATURE 1	1.0	B	
POETRY	1.0	C	
FANTASTIC WORLDS	1.0	*	
<b>ADVANCED MATHEMATICS EXTENDED</b>			
ADVANCED MATHEMATICS EXTENDED 1	1.0	C	
ADVANCED MATHEMATICS EXTENDED 2	1.0	C	
ADVANCED MATHEMATICS EXTENDED 3	1.0	*	
<b>PHYSIC</b>			
PHYSIC 1	1.0	B	
PHYSIC 2	1.0	B	
PHYSIC 3	1.0	*	2
<b>MULTISTRAND HISTORY</b>			
TWENTIETH CENTURY ASIA	1.0	B	
DECOLONISATION	1.0	C	
THE GREEKS AND THE PERSIANS	1.0	*	
<b>CONTINUING INDONESIAN</b>			
CONTINUING INDONESIAN 1	1.0	B	
CONTINUING INDONESIAN 2	1.0	C	
<b>UNGROUPED UNITS</b>			
PHOTOGRAPHY A 1	1.0	C	
SCHOOL COMMUNITY SERVICE	0.5	*	
YOUTH LEADERSHIP	0.3	*	

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Principal

Chair

## 4 Vocational Certificates

### What is a Vocational Qualification?

Increasingly, ACT senior secondary colleges are offering nationally recognised vocational courses. These courses are delivered to industry standard and provide you, if you meet the requirements, with a qualification that will be recognised by vocational training providers (TAFEs, CIT, etc.) and employers around Australia. The course leading to a nationally recognised qualification often requires you to complete a component of structured workplace learning (SWL) with an employer.

### What is the **NATIONALLY RECOGNISED TRAINING** logo? (1 on the following certificate)

The Nationally Recognised Training logo is displayed on certificates that meet all the requirements for national recognition under the Australian Qualifications Framework (below).

### What does **CERTIFICATE II** mean? (2)

The certificate level of the course relates to the skills exhibited by the student. The higher the certificate level the more complex the skills. Variation occurs from industry to industry. You should seek advice before comparing certificate levels across industries. Refer to Table 1 (below).

The sample certificate is a Certificate II in the Australian Qualifications Framework.

### What is **HOSPITALITY (KITCHEN AND BEVERAGE SERVICE)**? (3)

Vocational qualifications are awarded in specific areas; the sample certificate is given for a course completed in the hospitality area, specializing in kitchen and beverage service.

**What is the AUSTRALIAN QUALIFICATIONS FRAMEWORK? (4)**

The Australian Qualifications Framework (AQF) links all qualifications issued by the secondary schools sector, vocational education and training providers (including CIT and other TAFE systems) and higher education institutions (mainly universities) across Australia. Table 1 indicates how the various qualifications fit together.

**What are the COMPETENCIES ATTAINED? (5)**

Vocational qualifications certify what you have demonstrated you can do, and this achievement is measured through competency-based assessment. Each industry has a list of competencies and students are assessed against these competencies. Information about this is contained in the relevant industry Training Package. This section of the Certificate lists the competencies achieved by the student.

 <p>NATIONAL RECOGNISED TRAINING</p>	1
This is to certify that	
<b>Lesley GRANT</b> has fulfilled the requirements for	
<b>CERTIFICATE II</b>	2
In	
<b>Hospitality (Kitchen and beverage Service)</b>	3
and recognised within the	
<b>Australian Qualifications Framework</b>	4
Issued 15 December 1999	
RTO Logo	 <p><b>BSSS</b> Australian Capital Territory BOARD OF SENIOR SECONDARY STUDIES</p>
Chief executive ACT Department of Education and Training And Children's Youth and Family Service Bureau	Chair Board of Senior Secondary Studies

## Back of Certificate

COMPETENCIES ATTAINED	
INT010	Provide customer service
INT010	Comply with laws, regulations, and codes of practise relating to the industry
INT008	Implement hygienic practices
INT007	Maintain a safe and secure environment
INT006	Participate in the hospitality industry – interpersonal skills
INT004	Perform an identified role in the workplace – the kitchen
INT 003	Perform an identified role in the work place – food and beverage
INT 001	Participate in the hospitality industry – Introduction
BKA 002	Present food
BKA 001	Organise mise-en-place and prepare food
BFB 009	Care for patrons
BFB 007	Carry out basic functions preparation and service
BFB 004	server wine

5

Secondary School Sector	Vocational Education Training Sector	Higher Education Sector
		Doctoral Degree
		Master Degree
		Graduate Diploma
		Graduate Certificate
		Bachelor Degree
	Advanced Diploma	Advanced Diploma
	Diploma	Diploma
	Certificate IV	
	Certificate III	
	Certificate II	
Senior Secondary Certificates of Education	Certificate II	
	Certificate I	

Reproduced from “Australian Qualifications Framework: Making the most of achievements.” Pamphlet produced by the Ministerial Council of Education, Employment, Training and Youth Affairs (MCEETYA).

**Table 1 Australian Qualifications Framework**

## 5 *The Statement of Attainment*

A Statement of Attainment is issued in recognition of achievement in a specific vocational area. The sample below is for Hospitality. The statement carries the nationally recognised training logo and lists the competencies a student has attained.



NATIONAL RECOGNISED  
TRAINING

This is statement that

**Lesley GRANT**

has been assessed as having fulfilled  
the following requirements

in partial completion of the following qualification

Issued 16 December 1999

RTO  
Logo



**BSSS**  
Australian Capital Territory  
BOARD OF  
SENIOR  
SECONDARY  
STUDIES

Chief executive  
ACT Department of Education and Training  
And Children's Youth and Family Service Bureau

Chair  
Board of Senior Secondary Studies

This statement of attainment is recognised within the  
Australian Qualification Framework