



STAWELL SECONDARY COLLEGE

Subject Selection Policy

Rationale:

- The subjects that students study have the potential to impact on the pathways open to them following the completion of their secondary education. Accurate, timely and effective subject selection time frames and counselling is critical to students making well informed decisions. The engagement of families in this process is very important. Stawell Secondary College must plan to optimise outcomes for students and for the resource management of the College.

Aims:

- To ensure an efficient and effective course selection process is developed and implemented across the College.
- To ensure that all students and their families are informed and involved in the process.
- To ensure timely, accurate course selection information is provided to the College Consultative Committee (CC).
- To ensure the CC makes considered decisions and so optimises the College resources.
- To ensure staff are trained and knowledgeable and so provide accurate and timely advice to students.

Definitions:

Word	Definition
Consultative Committee (CC)	The Consultative Committee is a formal group that ensures school staff have the choice and opportunity to be involved in the consultation process in the school. The consultative arrangements must allow for the representation of employees for the purposes of consultation and the input of the union sub branch.
VET	Vocational Education and Training
VCE	Victorian Certificate of Education
VCM	VCE Vocational Major

Policy Statement:

- Faculty Areas review their subject offerings in light of current trends in demand. Victorian Curriculum, Victorian Certificate of Education, VCE Vocational Major.
- Submissions to change curriculum are called for by the Registrar in Term 2. Submissions can only be received from the Faculty Leaders.
- Approval is sought through the Leading Teacher – Student Learning in Term 2.
- The College curriculum for the following year cannot be changed after the end of Term 2, unless approved by Principal.



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- Faculty areas will identify prerequisite learning and skills and will clearly outline these in the College Year Level Handbooks. Review of all Year Level Handbooks will be coordinated by the Registrar early Term 3.
- Faculty Leaders are responsible for the correct information being recorded in these handbooks.
- Course selection and Year Level Handbooks will be documented and circulated to students and families at the commencement of course selection processes in Term 3 via:
 - VCE/VCE Vocational Major Information Evening to all current Year 9-11 students and families.
 - Home Group Activity – all College students review their Year Level Handbook for the following year.
 - Subject Expo – all current Year 8-11 students and families participate in a College wide briefing all elective subject to be offered in the following year.
 - Individual subject selection interviews will be conducted for all future Year 10-12 students
- All staff involved in the provision of advice and information to students regarding course selection or pathway planning will be uniquely skilled to do so.
- The Registrar and the Leading Teacher – Student Learning will work in conjunction to enter indicative subject selections to build blockings and in turn enter actual subject selections from interviews conducted.
- The CC will use subject selection information to determine the programs to run the following year.
- The College expects that students are committed to the choice they make.

Implementation:

- Term 3 will be the main time that subject advice and selection processes occur.
- The Registrar will determine a timeline for information sessions, activities, and advice and course selection during Term 3 in consultation with the Principal, Leading Teacher – Student Learning and Faculty Leaders.
- This timeline will be provided to the Leadership Team in Term 4 the preceding year.
- Professional Development will be provided to staff involved in pathway planning and subject selection to ensure staff are skilled.
- A balance should be sought between students selecting subjects they are good at and can do well in, and keeping some breadth in their studies, especially for Year 9 and 10.
- The Leading Teacher – Student Learning will seek and process any changes to curriculum from Faculty Leaders in Term 2. The Faculty Leader will provide timely advice, materials and input regarding curriculum offerings to the Registrar.
- The Registrar will lead the development of course documents including, handbooks, parent information leaflets and newsletters. Course information sessions will be developed to ensure all students receive adequate time to consider their choices. Subjects entered at the completion of individual subject selection interviews will be assumed to be the student's final choice.
- Students must select their program at the time of their subject selection interview. Should the course not run or they not be accepted, they will choose their further subject from the available



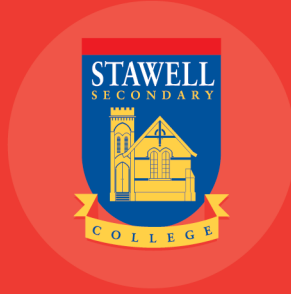
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units of study on offer to minimise any change to their course. This will be coordinated by the Registrar and a Subject Change Form be sent home to parent/guardian for approval.

- Year 10 students can only undertake a VET subject that is being delivered at either Stawell Secondary College, Ararat College or Marian College. Year 10 students wishing to undertake a VET subject delivered elsewhere will need to be approved by the Principal. Approval will only be granted if the VET subject supports the student's pathway and has vacancies.
- Students who have not completed their subject selection by the due date/and/or failed to attend their nominated subject selection interview, without parental communication to the Registrar, will only have the established subject vacancies to select from.
- Students wishing to study a subject via Distance Education, will need to write a letter to the Principal indicating the reasons why. The Principal will approve/deny on a case by case basis. This will be coordinated by the Registrar.

Subject Change Requests:

- Year 9 & 10 students: Once the student has selected their subjects and completed their course selection form, students will not be able to change their subjects. Students will need to think very carefully and discuss their plans with their teachers, family and the Careers Practitioner if necessary. Students must be committed to these studies as they are unable to swap at the end of the semester.
- Year 11 & 12 students will be permitted to change subjects, upon receipt of signed Subject Change Request Form, within the first two weeks of each semester.
- If deemed necessary, a request for a change of subject by a student, needs to be a combined decision by the student, the student's parents, and the College.
- This is not a routine matter and should be treated more as the exception than the rule.
- Students and parents/carers need to show good reasons for changing subjects.
- Parents/carers need to initiate the process of subject change by contacting the College Registrar on behalf of their child.
- Applications to change subject selections must be made through the Registrar:
- On receipt of parent/carer request,
 - the Registrar will issue a Subject Change Request Form, to be completed by parent/carer, detailing reason for change. Student not enjoying subject or fellow class students will not be accepted.
 - Form to be signed by parent/carer and student.
 - Upon receipt of Subject Change Request Form, the Registrar will organise a meeting involving, parent/carer, student and relevant College staff to address the issue.
 - Failure of parent/carer and student to attend meeting will result in Subject Change Request being denied.
 - Subject change will be considered in line with student pathway plan.
 - All measures will be taken to address subject change issue. Subject change will be deemed the last resort.
 - VCE Subject changes will also need to be approved by the VCE Coordinator.
- The decision to approve or deny the subject change rests with the Principal.



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- The decision to change will be dependent on numbers in the proposed subject class, and the views of the parents and the College.
- Subject Change Requests will only be considered within the first two weeks of Semesters 1 & 2 so students are able to meet the assessment and attendance requirements for that subject.
- After this date, all class concerns are to be directed to the Year Level Coordinator.
- The Registrar will enact this change after advisement from the Year Level Coordinator.
- Students will not be permitted to change VET Certificates after the VET withdrawal date nominated each year. This final withdrawal date will be communicated to all VET students via morning Home Group announcements and XUNO message – coordinated by the Registrar.
- The size of practical classes is governed by Victorian Government Schools Agreement:
 - Practical class sizes:

(a) Schools are required to provide and maintain, as far as is practicable, a working environment that is safe and without risks to health.

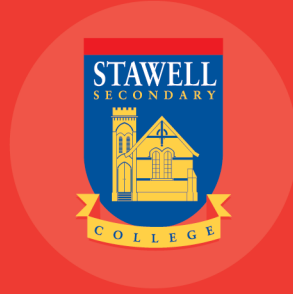
(b) Schools should plan for the minimum practical class sizes possible given available resources. Practical class sizes should be determined having regard to the nature of the activities, the nature of the equipment used, the maturity and competence of the students and the capabilities of the teacher to provide expert supervision.

(c) A practical class includes a subject or course where the use of equipment and/or material of a potentially dangerous nature is involved and/or a class in which students are undertaking manual or other tasks requiring greater individual supervision of the classroom activity.

Due to this the following maximum class sizes will apply:

- 25 students per class – unless subject teacher approval sought prior.
- 22 students per Year 10 Systems
- 22 students per Year 10 Wood
- 24 students per Year 10 Food Technology
- 24 students per Year 9 Food Technology
- 25 students per VET Automotive
- 20 students per Year 11 VCE Product Design & Technology
- 20 students per Year 12 VCE Product Design & Technology
- 20 students per Year 11 & 12 VCE Product Design & Technology – if combined class

At the conclusion of subject selection, if a class size is more than 25 but not enough students to warrant a second class, student acceptance in to class will be based on student performance and attendance. Semester subject changes, and acceptance in to unit, will be based on the order the completed forms arrive to the Registrar.



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Compassionate Late Withdrawal of VET Certificate or Distance Education Enrolment Applications:

- A student may, under exceptional circumstances, be given approval for Compassionate Late Withdrawal from a VET Certificate or enrolment into a Distance Education subject. The student or parent/guardian must apply, in writing, to the Principal, for permission for alteration to pathway plan.
- Documentation of the exceptional circumstances must be included.
- If the exceptional circumstances claimed are for medical reasons, evidence from a qualified person, for example a general practitioner or psychologist, is required as part of the application.
- All decisions in regard to these matters will be communicated to the students and parent/guardian in all instances.
- These appeals are to be given to the Registrar whom will seek the Principal's decision on a case-by-case basis. The Principal's decision will be final.

Evaluation:

This policy will be reviewed as part of the school's review cycle in accordance with the Child Safe Policy, in October, every two years. The review will be led by the Registrar and referred to the Policy Subcommittee and School Council for ratification.

Last reviewed: August 2022

Date of next review: October 2024

Update history:

First issued	October 2017
Date of update	Summary of change(s)
October 2019	No changes
March 2020	Changes to certain class sizes Added in new roles titles – Year Level Coordinators / Head of curriculum / Head of faculty. Distance Education approval note.
August 2022	Changes to VCAL to VCE Vocational Major Changes to certain class sizes Subject change request process Vet for year 10 students process