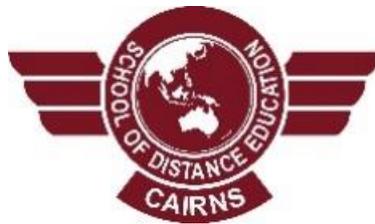# SET Plan, Pathways and Senior Subject Selection Handbook

Information for Students and Parents

Year 12, 2019

Glossary of terms used in the senior phase of schooling

SET Plan

Every Year 10 student is expected to complete their SET Plan in OneSchool. By thinking about your abilities and career pathways, your SET Plan helps you plan how you are going to achieve your learning goals. Students are expected to review their SET Plan throughout Year 11 and 12.

QCE

The Queensland Certificate of Education is Queensland's senior schooling qualification.

It is expected that all Cairns SDE students in the senior phase of learning will work towards achieving their QCE at the end of Year 12. See pages 6 and 7 for more information about the QCE – how it works and how to get your QCE .

QCIA

The Queensland Certificate of Individual Achievement (QCIA) is the QCE equivalent for Special Education Program (SEP) students.

Pathways

Your pathway is about your plans and goals for the future. The subjects you choose will largely depend upon your pathway.

Students choose from the following pathways:

- **QCE - Employment and Training pathway**
  You need to choose 5 subjects. Most students choosing this pathway choose Authority-registered subjects

- **QCE and OP – University pathway**
You must choose 5 Authority subjects and sit the QCS test. Three subjects must be studied for all four semesters.

- **QCE and/or VET Qualifications – Employment and Training pathway**
You can choose authority or authority-registered subjects and one or more VET certificate courses. Students completing a certificate III only need to choose 3 other subjects.

- **QCE and/or Certificate III or higher VET Qualifications –**
  Employment and Training/Tertiary pathway   (QTAC Selection Rank)

You can choose 3 authority or authority-registered subjects and a certificate III or higher to be eligible to apply for a QTAC Selection Rank for tertiary entry. You are encouraged to sit the QCS test.

- **QCE and School-Based Apprenticeship/Traineeship pathway (SAT)**

Students generally spend one day a week at work, one day a week on theory related to the traineeship or apprenticeship and three days a week on school work. However, this entirely depends on individual workloads as some students are at work more than one day a week and some students enrol in more school subjects. Enquires about SBATs should be directed to the Guidance Officer.

- **QCIA (Queensland Certificate of Individual Achievement)**

Students choosing a QCIA pathway have an individual learning program developed by members of ASSIST (Additional Student Support and Inclusive Services Team). The certificate is an official record for students who have completed at least 12 years of education, and provides students with a summary of their skills and knowledge that they can present to employers and training providers. Students wanting to choose this pathway should contact the Guidance Officer.

Authority subjects

Authority subjects are academically challenging subjects that contribute to OP eligibility. Authority subjects offered by Cairns SDE are listed on the subject selection form. If a student wants to do an authority subject not offered by Cairns SDE, we can enrol them for that subject as a school-based enrolment at one of the other P-12 schools of distance education.

Authority-registered subjects

Authority-registered subjects tend to place more emphasis on the development of practical skills and knowledge relevant to employment. Authority-registered subjects contribute towards a QCE but not an OP. Authority-registered subjects offered by Cairns SDE are listed on the subject selection form.

VET – Vocational Education and Training

VET certificates are nationally endorsed training packages that have a clear industry focus. They are competency based. This means that students are required to demonstrate consistent application of knowledge and skills to the standard of performance required by the industry. Teachers gather, interpret, record and communicate information on students' performance against industry standards and/or learning outcomes. See page 11 for more information about VET certificate courses.

OP – Overall position

An OP is used by the Queensland Tertiary Admissions Centre (QTAC) to select students for university entry. To be eligible for a QCE and an OP, students must complete 5 Authority subjects (three of these must be studied for all 4 semesters of Year 11 and 12). Students wanting an OP must also sit the QCS test in Year 12 unless they gain an exemption from the test. Students receive a Tertiary Entrance Statement that records their OP from 1 (highest) to 25 (lowest).

Selection Rank

Students who wish to undertake tertiary study in Queensland, but are not OP-eligible, can apply to QTAC for a selection rank, which is an alternative method of tertiary entrance. This selection rank is not accepted in other states and territories in Australia. A selection rank is a rank based on the achievement in your best 20 semesters or the equivalent on your Senior Statement.

Selection ranks for OP-ineligible students are calculated using a schedule developed by QCAA and QTAC in consultation with tertiary institutions. Selection ranks are made up from your results in a mixture of Authority subjects, and/or Authority-registered subjects, and/or certificate III or higher vocational education units of competency/modules undertaken in Year 11 and 12. Only your best 20 semester units of study are used.

QCS Test

The QCS test is completed by Year 12 students in September. Students have access to QCS lessons and practice tests delivered by Cairns SDE teachers. If you are going for an OP, you must sit the QCS test. You can apply for an exemption if you are overseas or have a medical condition that prevents you from travelling to a school to sit the test. Students who are OP ineligible but have a certificate III qualification or higher are encouraged to sit the QCS test. Their test results will be used in the calculation of a selection rank. If you achieve a D result or better in the QCS Test your selection rank may be moderated upwards. The maximum selection rank you can get is around 90 (equivalent to an OP 6).

Completed Core Requirement

The completed core requirement for the QCE means that students must gain 12 of the 20 credits required for the QCE from completed core. These credits come from achievement in authority subjects, authority-registered subjects and Certificate IIs, III and IV. Most students gain their completed core by studying:
- an English subject for all 4 semesters (4 credits)
- a maths subject for all 4 semesters (4 credits)
- plus one other subject for all 4 semesters or a Certificate II (4 credits)

Completed core credit can be gained by completing a Certificate II (4 credits) and a Certificate III (8 credits). However, the student would still need to choose at least one semester of an English and maths subject or successfully complete a short course to meet literacy and numeracy requirements.

Similarly, a student may complete a Certificate III (8 credits) and Maths A (4 credits) to get their completed core. In this situation, the student would still need at least one semester of an English subject or successfully complete the Literacy Short Course to meet the literacy requirement.

When choosing your subjects, make sure that you choose the subjects for your completed core first, then choose other subjects or courses to get the remaining credits.

Literacy and Numeracy Requirement

This requirement means that you must pass at least one semester of a maths and English subject. To meet his requirement, students can choose to complete the Literacy Short Course and/or Numeracy Short Course. Credit from these courses does not contribute to the completed core requirement. Each short course takes one semester to complete.

Students who complete the Literacy Short Course and/or the Numeracy Short Course, can then choose to complete English Communication and/or Prevocational Maths.

VPR – Variable Progression Rate

Students do not have to complete Year 11 and 12 over two years. Variable Progression Rate students are those students who:
- begin a senior subject in Year 10
- complete two semesters of a senior subject in one semester
- complete Year 11 and 12 over three years

Completing senior over three years means that students have fewer subjects to study each semester. This can be good option for students who have other commitments such as a part-time job or for students with a medical condition or a heavy authority subject load.

LUI - Learner Unique Identifier

All senior students in Queensland have a learning account on the Student Connect website. Your student learning account is the place where your senior secondary enrolments and results are recorded, as well as when and where you studied.

You can use your learning account to check the following information.

Personal details: Advise your school or other learning provider as soon as possible if your contact details have changed. Your Senior Education Profile will be sent to the home address in your learning account at the end of Year 12, so it's important this information is correct.

Enrolments and your eligibility for a QCE and OP: Tell your school or other learning provider as soon as possible if any information is missing or incorrect.

Final results, including your QCS Test grade, OP and FPs: Your individual QCS Test grade will be published in your learning account at the end of November. Your final Year 12 results, Overall Position (OP) and Field Positions (FPs) will be available in your learning account at the end of December.

If you are studying a VET course or QCE-recognised course of study, you will be able to see the credits from that course in your account as soon as the course has been completed and your achievement has been uploaded to the QCAA.

If you are studying mostly Authority or Authority-registered subjects, you will not see results in your learning account until the end of Year 12. This is because Queensland's system of school-based assessment does not confirm results until student work is reviewed by external panels to make sure teacher judgments are comparable across Queensland.

You need your 10-digit Learner Unique Identifier (LUI) and initial password to log into your learning account.

If you don't know your LUI, ask your school or other learning provider for it.

Your initial password is your day and month of birth in *ddmm* format.

The QCE – How it works and how to get it

Students need to gain 20 credits at a set standard and standard pattern to achieve their QCE. Basically, this means that you must achieve 20 credits by meeting the following requirements:

➢ **Completed Core Requirement**

You need 12 credits of Completed Core. Completing and passing 4 semesters of an Authority or Authority Registered subject will give you four credits of completed core. Credit from certificate IIs and IIIs also count towards completed core (Certificate II = 4 points, Certificate IIIs = 6, 7 or 8 points). It is important to think carefully about which subjects you will do to get your 12 credits of completed core - when choosing your subjects, choose these first.

➢ **Literacy and Numeracy Requirements**

To meet the literacy and numeracy requirements for the QCE you must complete and pass at least one semester of an English and Maths subject or complete and pass the Literacy Short Course or Short Course Numeracy. The Literacy Short Course and Numeracy Short Course do not count as completed core – they are Preparatory course that attract one QCE credit each. Each short course takes one semester to complete.

Once you have completed core and have met the literacy and numeracy requirements, it is up to you to decide which other subjects/courses you will study to accrue the remaining credits required for your QCE. Refer to the following page for more detailed information.

Please note that the number of subjects a student studies each semester is not determined by QCE credit alone. All full-time students are required to be on a full subject load (5 subjects or equivalent). The only exception to this is students on a VPR and/or students who have a Flexible Arrangement Agreement in place.

To gain a QCE students need → **an AMOUNT of LEARNING** 20 credits → **at a SET STANDARD** Sound Achievement, Pass or equivalent → **in a SET PATTERN** at least 12 credits from **completed Core courses of study** + an additional 8 credits from a combination of **any courses of study** + meet **literacy and numeracy** requirements.

Working towards a QCE

About the QCE

The Queensland Certificate of Education (QCE) is Queensland's senior schooling qualification.
- The QCE is awarded to eligible students — usually at the end of Year 12.
- Students can still work towards a QCE after Year 12 or if they leave school.
- Learning options are grouped into four categories (see opposite).
- The QCE offers flexibility in what, where and when learning occurs.

How the QCE works

To achieve a QCE a student needs 20 credits in a set pattern.
- At least 12 credits must come from completed Core courses.
- Additional 8 credits can come from a combination of any courses.
- Students must achieve a Sound, Pass or equivalent to receive QCE credits.
- Literacy and numeracy requirements must be met (see opposite).

Planning a QCE pathway

QCE planning usually starts in Year 10.
- A Senior Education and Training (SET) Plan is developed to map a student's future education and/or employment goals and their QCE pathway.
- Learning options include senior school subjects, vocational education and training, apprenticeships and traineeships, university subjects completed while at school, recognised workplace learning, certificates and awards.
- Students choose their own QCE pathway — there are hundreds of possible course combinations.
- Students can plan their QCE pathway and track their progress towards a QCE in their learning account on the Student Connect website at www.studentconnect.qcaa.qld.edu.au

Learning options and credit values

	COURSE	CREDIT	
CORE	CORE courses: usually undertaken by students in the senior phase of learning	At least 12 credits are needed. At least 1 credit undertaken while enrolled at a school.	
	Authority or Authority-registered subjects	Per course (4 semesters)	4
	Subjects assessed by a Senior External Examination		4
	VET Certificate II, III or IV qualifications (includes school-based traineeships)	Certificate II / Certificate III & IV	4 / 5, 6, 7 or 8
	School-based apprenticeships that incorporate on-the-job training	Certificate III competencies / On-the-job component	Up to 2 / 4
	Recognised international learning programs	Per course	4
PREPARATORY	PREPARATORY courses: generally used as stepping stones to further study	A maximum of 6 credits can contribute.	
	VET Certificate I qualifications	(Max. of 2 qualifications can count)	2 or 3
	Employment skills development programs approved under the VETE Act 2000	(Max. of 1 program can count)	2
	Re-engagement programs	(Max. of 1 program can count)	2
	Recognised certificates and awards		As accredited by QCAA
	Short course in literacy or short course in numeracy developed by the QCAA	Per course	1
ENRICHMENT	ENRICHMENT courses: add value or complement Core courses of study	A maximum of 8 credits can contribute.	
	Recognised certificates and awards		As accredited by QCAA
	Recognised structured workplace or community-based learning programs		As accredited by QCAA
	Learning projects — workplace, community, self-directed		1
	Authority extension subjects, such as English Extension		2
	Career development: A short course senior syllabus		1
	School-based subjects		As accredited by QCAA
ADVANCED	ADVANCED courses: go beyond senior secondary schooling	A maximum of 8 credits can contribute.	
		One-semester subject	2
		Two-semester subject	4
	One or two-semester university subjects completed while enrolled at a school		
	Units of Competency contributing to VET diplomas or advanced diplomas while enrolled at a school	Up to 8 credits	(1 credit per competency)
	Recognised certificates and awards		As accredited by QCAA

Literacy and numeracy requirements

The QCE offers students a range of options to satisfy the literacy and numeracy requirements, including:
- at least a Sound Achievement in one semester of a QCAA-developed English and Mathematics subject
- at least a Sound Achievement in QCAA-developed short courses in literacy and numeracy
- a Pass grade in a literacy and numeracy course recognised by the QCAA
- at least a C on the Queensland Core Skills (QCS) Test
- at least a 4 for an International Baccalaureate examination in English and Mathematics
- completion of FSK20113 Certificate II in Skills for Work and Vocational Pathways
- completion of a VET course in Core Skills for Employment and Training – Communication, i.e. 39282QLD (Certificate I) or 39283QLD (Certificate II)
- completion of a VET course in Core Skills for Employment and Training – Numeracy, i.e. 39288QLD (Certificate I) or 39289QLD (Certificate II).

For more information

There are a number of ways a student can gain a QCE.

The QCE Handbook provides information about:
- credit for partial completion of courses of study
- credit transfer for intrastate, interstate and overseas transfers
- conceded semesters for subjects exited at a Limited Achievement
- student learning accounts
- relaxation of completed Core requirements
- notional Sound in a subject for meeting literacy and numeracy requirements
- recognised studies.

Visit www.qcaa.qld.edu.au for a copy of the handbook

VET Certificate Courses

VET certificate courses have a clear industry focus. For example, Certificate III in Business.

You are strongly encouraged to carefully read the VET overviews on the school website if you are interested undertaking a certificate course.

The VET overviews provide you with information regarding:

- the cost of each course (NB. VET course fees are non-refundable)
- the time required to complete each course
- cut-off dates for enrolling in each course
- the number of QCE credits gained by successfully completing each course
- the competencies that need to be demonstrated in each course
- requirements for each course
- industry placement

QCE credit for certificate courses offered by Cairns SDE is as follows:

- Certificate I Business (2 QCE credit points – no partial credit)
- Certificate I Information Digital Media Technology (2 QCE credit points – no partial credit)

NB. Credit from no more than two certificate I courses can contribute to your QCE.

- Certificate II Skills for Work and Vocational Pathways (4 QCE credit points – partial credit can be awarded)
- Certificate III Business (8 QCE credit points – partial credit can be awarded)
- Certificate III Early Childhood, Education and Care (8 QCE credit points – partial credit can be awarded)

NB. Certificate IIIs count as two subjects.

USI

Every student undertaking a VET certificate course in Australia requires a Unique Student Identifier (USI).

Students are expected to create their own USI. Without a USI, students will not be able to receive the certificate when they complete the VET qualification.

Please refer to the following pages to find out how to create your USI.

Australian Government
Department of Industry

Skills
Unique Student Identifier

RTO-Student Information for the Unique Student Identifier

USI...bringing your skills together

From 1 January 2015 all students undertaking nationally recognised training delivered by a registered training organisation will need to have a Unique Student Identifier (USI).

A USI gives students access to their online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all of a student's nationally recognised training records and results from 1 January 2015 onwards. A student's results from 2015 will be available in their USI account in 2016.

When applying for a job or enrolling in further study, students will often need to provide their training records and results. One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life.

Students can access their USI account online from a computer, tablet or smart phone anywhere and anytime.

Who needs a USI?

Students who need a USI include:
- students who are enrolling in nationally recognised training for the first time;
- school students completing nationally recognised training; and
- students continuing with nationally recognised training.

A student who is continuing study is a student who has already started their course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once a student creates their USI they will be able to:
- give their USI to each training organisation they study with;
- view and update their details in their USI account;
- give their training organisation permission to view and/or update their USI account;
- give their training organisation view access to their transcript;
- control access to their transcript; and
- view online and download their training records and results in the form of a transcript.

For international, overseas or offshore students please visit **usi.gov.au** for more information.

How to get a USI

It is free and easy for students to create their own USIs online.

While students may create their own USI, training organisations are also able to create USIs for students. Training organisations should do this as part of the enrolment process when students begin studying. Where this service is provided, training organisations will let students know.

Steps to create a USI

The following steps show how students can create a USI:

Step 1 Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: To make sure we keep all a student's training records together, the USI will be linked to the student's name as it appears on the form of ID used to create the USI. The personal details entered when a student creates a USI must match exactly with those on their form of ID.

For more information please visit: **usi.gov.au**
Or contact us at Email: **usi@industry.gov.au**
Phone: Skilling Australia Information line – **13 38 73**
To view this document online please visit: **usi.gov.au**

If a student has no proof of ID from the list above, they will be required to contact their training organisation about other forms of ID they can accept to help a student get a USI.

Step 2 Have contact details ready (e.g. email address, or mobile number, or address).

Step 3 Visit the USI website at: **usi.gov.au**.

Step 4 Select the 'Create a USI' link and follow the steps.

Step 5 Agree to the Terms and Conditions.

Step 6 Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the student's preferred method of contact.

Step 7 The student should then write down the USI and keep it somewhere handy and safe.