

# POLICY STANDARDS

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**Implementation document for Curriculum planning and programming, assessing and reporting to parents K-12 policy (to be used for 2022 planning)**

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## Document history

Date	Description	Approved by
01-01-2006	Initial publication	
28-01-2020	<p>In 1.4: List of documents to be maintained augmented with reference to Registration Process for Monitoring the Government Schooling System; updated reference to Multicultural NSW Act 2000.</p> <p>In 2: Inclusion of student learning English as an additional language or dialect.</p> <p>In 3.2.4: Change to wording for students learning English as an additional language.</p> <p>In 3.3.2: Changes to comparing student achievement for Intensive English Centres and the Intensive English High School.</p> <p>Other minor changes in wording.</p> <p>Edited for accessibility.</p>	Director, Early Learning and Primary Education
20-04-2020	Interim policy updates effective only during COVID-19 (Updates in each section)	Director, Early Learning and Primary Education
11-10-2020	Amended policy updates for Term 4 2020 and following to 2021, as required. Return to use of the five-point scale for reporting to parents, including amendments to curriculum due to COVID-19.	Director, Curriculum Early Years and Primary Learners
16-07-2021	Amended policy updates for Term 3 2021 to detail the department's requirements for additional studies (electives) in Years 7-10 and provide updates for COVID-19.	Director, Curriculum Secondary Learners  Director, Curriculum Early Years and Primary Learners
15-09-2021	Title change of document for clarity	Director, Curriculum Secondary Learners  Director, Curriculum Early Years and Primary Learners

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## Context

Version 9.3 of the policy standards clarifies the NSW Education Standards Authority (NESA) and department requirements for additional studies (electives) in Years 7 to 10, including eligibility for the Record of School Achievement (RoSA).

The policy standards outline the requirements for all NSW public schools to plan curriculum, develop programs, assess and report to parents in line with the Education Act 1990, the NESA syllabuses, credentialing requirements, obligations under the Disability Discrimination Act 1992 and the Disability Standards for Education 2005.

Curriculum planning and programming will account for the needs of every student. Curriculum options and adjustments<sup>1</sup> are negotiated through [collaborative curriculum planning](#) to reflect the learning and support needs of students whose learning is impacted by disability. Schools should consult the [Access and equity](#) section of the [policy library](#) to ensure that appropriate programs and provisions are provided for all students. The [High Potential and Gifted Education](#) policy is effective from Term 1, 2021.

In the case of temporary school closure, students will continue their learning at home. If the school is open but some students are learning at home due to self-isolation, they will engage in a similar program to their peers learning at school.

## 1 Curriculum planning and programming – curriculum and allocation of time

### 1.1 Years K to 6

Learning programs, based on NESA syllabuses, are to be provided to address each learning area in each year of schooling. In primary schools, the six key learning areas (KLAs) are:

- creative arts
- English
- human society and its environment (incorporating history and geography)
- mathematics
- personal development, health and physical education
- science and technology.

In providing curriculum, schools are to ensure that greater priority is given to English and mathematics.

NESA advised that K to 10 curriculum requirements returned to their usual syllabus specifications from 2021. Should things change due to COVID-19, NESA will communicate advice directly to schools.

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<sup>1</sup> Adjustments are measures or actions taken in relation to teaching, learning and assessment that enable a student whose learning is impacted by disability to access syllabus outcomes and content on the same basis as their peers. Adjustments reflect the learning and support needs of the individual student.

Schools have flexibility in how they deliver learning programs, for example through integrated programs, provided that:

- approximately 50% of time is allocated for English and mathematics, and 40% of time for the other KLAs and sport
- as part of the 40% allocation, schools are to include 150 minutes per week for planned physical activity, including a minimum of one hour for sport in Years 3-6 (where feasible and social distancing rules allow). Refer to the [advice for school based staff](#) on the department's [COVID-19 \(coronavirus\)](#) webpage for current advice
- provision is made for Special Religious Education and Special Education in Ethics in each primary year, where authorised personnel and approved providers are available (where feasible and social distancing rules allow). Refer to the [Religion and ethics](#) webpage for advice.

## 1.2 Years 7 to 10

In delivering curriculum in Years 7 to 10, schools will meet the requirements of NESAs for students to gain the RoSA. Schools must refer to the requirements, rules and procedures as detailed on the [Assessment, Certification and Examination \(ACE\)](#) website to ensure the eligibility of students.

The department provides annual updates to schools regarding RoSA requirements, which are available under the heading [RoSA monitoring](#) on the department's website. This commenced in 2016.

In addition to NESAs's mandatory curriculum requirements for the RoSA ([ACE 4007](#)), the department mandates additional studies (electives) as shown in Table 1.

Board Developed Courses, Content Endorsed Courses or Stage 5 VET Board Endorsed Courses can be credentialed on the RoSA if they are taught during Stage 5 and in accordance with syllabus and indicative time requirements ([ACE 4009](#)). Refer to NESAs's changes to [School Developed Board Endorsed Courses](#) effective from 2021.

From 2022, to meet the department's requirement for additional studies (electives):

- students study 400 hours of electives in Stage 5
- at least 200 of these hours must be Board Developed Courses, Content Endorsed Courses or Stage 5 VET Board Endorsed Courses, which are credentialed on the RoSA
- the remaining 200 hours of the mandatory 400 hours are either Board Developed Courses, Content Endorsed Courses, Stage 5 VET Board Endorsed Courses or [NSW Department of Education approved elective courses](#).

If a school chooses to deliver a NSW Department of Education approved course, students and parents/carers need to be consulted and understand that the course will not be listed on the RoSA.

Schools are to provide learning programs, based on NESAs syllabuses where available for each subject or course in each year of schooling. Learning programs for all courses should include teaching activities mapped against outcomes and content, and include registration and evaluation.

Schools have flexibility in how they deliver learning programs, for example, through integrated programs. Where schools have implemented integrated programs of learning they must be able to demonstrate they have met the minimum required hours for each of the learning areas.

Provision is to be made for Special Religious Education in each of Years 7 to 10, where authorised personnel from approved providers are available. Refer to the [Religion and ethics](#) page for advice.

Schools must refer to the updated requirements, rules and procedures provided on NESAs [coronavirus advice](#) page and in the ACE manual [changes to the RoSA & HSC rules and requirements for 2021](#) and any subsequent update to ensure the eligibility of students for the RoSA.

Table 1 summarises the combined NESAs and department minimum requirements for government schools when providing curriculum.

**Table 1 Curriculum time requirements for each learning area across Years 7 to 10**

Learning area	For curriculum planning – policy requirement in hours
English (7-10)	500
Mathematics (7-10)	500
Science (7-10)	500
HSIE (7-10)	400 hours distributed as: Geography (7-8) – 100 hours History (7-8) – 100 hours Geography (9-10) – 100 hours History (9-10) – 100 hours
Languages	100 hours in a continuous 1-year period
Technology Mandatory (7-8)	200
Music (7-10)	100
Visual Arts (7-10)	100
PDHPE (7-10)	300 hours (delivered across 7-10)
Planned physical activity	150 minutes per week
Additional studies (electives) (9-10)	400  <b>At least</b> 200 hours of Board Developed, Content Endorsed or Stage 5 VET Board Endorsed courses  The other 200 hours can be made up of the above, or department-approved elective courses

Schools should plan for the full requirement of curriculum hours in 2022 and beyond. NESAs will communicate any changes to this requirement. Please note that according to NESAs [changes to the RoSA & HSC rules and requirements for 2020](#), schools will not be required to make up any lost hours or mandated requirements of the RoSA in future years.

### 1.3 Years 11 to 12

The department provides annual updates to schools regarding the requirements for the Higher School Certificate (HSC), which are available under the heading [HSC monitoring](#) on the department’s website.

Learning programs, based on NESAs syllabuses, are to be provided for each subject or course in each year of schooling to ensure students meet the requirements for the award of HSC.

Students in Year 11 and 12 should continue to complete the learning activities and assessments required as part of their courses of study.

In 2021, principals continue to have the flexibility to decide on the number, type and weighting of school-based assessments as shown on NESAs [coronavirus advice](#) page. NESAs [principles of effective assessment](#) continue to apply.

Performance and practical exams in [creative arts](#), [technologies](#) and [English Extension 2](#) exams will return to their usual specifications, as described in the syllabus and the Assessment and Reporting webpage for each syllabus. Some [minor COVID-19 changes in music](#) have been retained.

Due to the uncertainty of COVID-19, there may be adjustments to HSC exams. NESA will advise schools directly and update their [coronavirus advice](#) should adjustments be required.

In addition to NESA requirements for students to gain an HSC, government schools are to provide students with [Life Ready](#), a 25-hour course. The provision of Special Religious Education is not required.

Schools are encouraged to provide Year 11 and 12 students with weekly access to a minimum of 150 minutes of physical activity, including sport, where possible. Refer to the [advice for school based staff](#) on the department's [COVID-19 \(coronavirus\)](#) webpage for current advice.

## **1.4 Complying with legislation including the Education Act 1990 and NESA requirements**

Under the Education Act 1990, all schools are required to maintain documentation that provides evidence of compliance with NESA syllabuses and the [Registration Process for Monitoring the Government Schooling System](#).

Schools are required to maintain documentation that reflects the obligations to students under the:

- Disability Discrimination Act 1992 and the Disability Standards for Education 2005
- Multicultural NSW Act 2000, which contains the principles of multiculturalism and the framework for the department's [Multicultural Education Policy](#).

### **1.4.1 Years K to 6 (Early Stage 1 to Stage 3)**

Essential elements to be included in a school's documented curriculum:

- syllabus outcomes and requirements in scope and sequence overviews for each KLA for each year
- syllabus content and teaching activities in teaching programs for each KLA for each year annotated to show amendments to syllabus outcomes
- timetables for each year/class showing allocation of time and teachers for each KLA.

### **1.4.2 Years 7 to 10 (Stage 4 to Stage 5)**

Essential elements to be included in a school's documented curriculum:

- syllabus outcomes and scope of learning for each KLA for each year
- record of the total number of approximate hours that were allocated to each course
- a scope and sequence and associated learning programs for each course, including teaching activities mapped against NESA syllabus outcomes and content, and including registration and evaluation
- assessment processes that
  - comply with the requirements outlined on NESA's [coronavirus advice](#) page and [ACE](#) website, NESA official notices and department memorandums
  - include statements of school procedures for allocating grades in Year 10
  - set out requirements to retain student work samples to support grade allocation as required by NESA for the RoSA.

The school's documented curriculum should include timetables showing the allocation of time and teachers for each year/class.

### 1.4.3 Years 11 to 12 (Stage 6)

The department provides annual updates to schools regarding the requirements for the Higher School Certificate (HSC), which are available under the heading [HSC monitoring](#) on the department's website.

Essential elements to be included in a school's documented curriculum:

- timetables showing the allocation of time and teachers for each year/class
- the total number of hours allocated to each Year 11 and Year 12 course
- courses of study for each student each year that comply with a pattern of study for Year 11 and Year 12, as described on the NESA and ACE websites for candidates for the HSC ([ACE 8005](#))
- a scope and sequence and associated learning programs for each course, including teaching activities mapped against NESA syllabus outcomes and content, and including registration and evaluation
- assessment policies and procedures that:
  - comply with the requirements as documented on the NESA and ACE websites, NESA official notices and department memorandums
  - include statements of school procedures for the allocation of grades in Year 11 courses, and in Year 12 English Studies and Mathematics Standard 1
  - set out requirements to retain student work samples to support grade allocation, as required by NESA
- confirmation that the school has made disability provisions in accordance with the NESA and ACE websites.

Particular documentation required in relation to Year 11 and Year 12 assessment includes:

- organisational details of the school's assessment program for each course, outlining the number and types of assessment tasks, components, weightings and scheduling of the tasks
- marking, recording and reporting student achievement in assessment tasks
- administrative arrangements regarding absence from an assessment task, late submission of tasks due to illness or misadventure, malpractice and invalid or unreliable tasks
- student appeals against assessment rankings
- 'N' Award (non-completion) warnings and determinations
- providing students with written advice about the school's requirements for assessment in each course.

Schools should also keep records of changes to assessment schedules as allowed and described on NESA's [coronavirus advice](#) page and any other changes to administrative arrangements, including notification of these changes to students.

Schools should make decisions about the fieldwork and practical skills curriculum to ensure they can be taught safely. Refer to the [advice for school based staff](#) on the department's [COVID-19 \(coronavirus\)](#) page for advice on the safe delivery of curriculum and related activities.

Schools should maintain records for Year 11 to 12 students learning from home and at school including:

- syllabus outcomes and scope of learning for each course
- record of the total number of hours that were allocated to each course.

## **2 Assessing**

Schools are to undertake assessment to inform students' learning. Assessment of student learning will be undertaken for all learners, including students whose learning is impacted by disability and students learning English as an additional language or dialect.

Ongoing assessment of student learning is important to enable teachers to provide feedback to students and guide their continuing provision of appropriate learning tasks. Teachers should continue to plan for assessment as part of their teaching and learning plans for students learning from home and school.

Adjustments to assessment tasks may be required for a student whose learning is impacted by disability and students learning English as an additional language. This should reflect the adjustments made to support the student's learning.

### **3 Reporting to parents – components of the written report**

The parents/carers of all students are to be provided with a formal report on their child's learning twice a year.

Schools are required to issue the formal written report to parents/carers in digital or print format.

The formal written report for each student will:

- use plain English
- provide information on a student's learning in each of the KLAs or subjects, as described in 3.1
- compare the student's achievement in each KLA or subject against statewide syllabus standards<sup>2</sup> using a scale, as defined in 3.2
- include teacher comments for each KLA or subject; comments will identify areas of student strength and areas for further development
- have information about the student's attendance at school
- provide information about student achievement in relation to school programs that extend or are additional to syllabus requirements
- provide information about the student's social development and commitment to learning.

#### **3.1 Reporting to parents – learning areas**

##### **3.1.1 Years K to 6 (Early Stage 1 to Stage 3)**

Schools will report on the six KLAs of English; mathematics; creative arts; human society and its environment (which includes history and geography); personal development, health and physical education; and science and technology.

Languages will be reported in schools that provide students with a languages program of two or more hours per week.

Reporting should focus on individual student learning progress that supports parents/carers to understand how their child is going and what can be done to support their learning growth.

##### **3.1.2 Years 7 to 10 (Stage 4 to Stage 5)**

Schools will report on subjects or courses studied in the eight KLAs of English; mathematics; science; human society and its environment; creative arts; languages; personal development, health and physical education; and technology and applied studies.

Reports will show information for components of each subject in all KLAs. Reports should provide feedback on individual student learning progress that supports parents/carers to understand how their child is progressing and what can be done to support their learning growth.

##### **3.1.3 Years 11 to 12 (Stage 6)**

Schools will report on subjects or courses studied. Reports will show information for components of each subject.

For vocational education and training (VET) courses, schools will report on competency achievement. VET courses are competency-based where assessment of competencies is standards-referenced.

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<sup>2</sup> Syllabus standards are described by the components of a syllabus. The components that contribute to teachers' understandings of syllabus standards include objectives, Stage statements, syllabus outcomes and syllabus content or indicators. Stage statements (Years K-10) encompass, at a broader level than syllabus outcomes, the nature and scope of learning in each stage

### 3.1.4 English as an additional language or dialect students, K to 10

Schools will report on the overall English as an additional language or dialect (EAL/D) Learning Progression phase of all students described as EAL/D. Schools will report on how EAL/D students' English language learning has been supported and their progress in learning English.

## 3.2 Reporting to parents – comparing student achievement against statewide syllabus standards in each KLA (required for written reports)

### 3.2.1 Kindergarten

Reports will describe how a child's achievement compares with syllabus standards through teacher comments.

### 3.2.2 Years 1 to 10

Schools will use the following five-point achievement scale (Table 2) to report to parents/carers for students in Years 1 to 10. Achievement is judged in relation to syllabus standards.

The achievement scale is to be used for reporting all KLAs or subjects, except VET courses where competency will be reported.

**Table 2 Five-point scale for reporting student achievement to parents/carers**

<b>Describe this achievement level</b>	<b>Using this word</b>	<b>And/or this letter</b>
The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a high level of competence in the processes and skills and can apply these skills to new situations.	Outstanding	A
The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.	High	B
The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.	Sound	C
The student has a basic knowledge and understanding of the content and has achieved a basic level of competence in the processes and skills.	Basic	D
The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.	Limited	E

Where the word summaries are used, the report will contain a statement to explain that the five-point achievement scale used in this report equates to the A-E scale.

### 3.2.3 Years 11 to 12

Schools will use a numerical score (1-100) or use A-E (or equivalent) achievement grades to clearly convey what the student knows and can do in relation to syllabus standards in each course. For VET courses, schools will report on competency achievement.

### 3.2.4 Reporting on learning outcomes for students learning English as an additional language

For new arrival EAL/D students in primary, central and high schools, if appropriate, KLAs or subjects studied may be reported against the five-point achievement scale (in 3.2.2), otherwise only comments need be provided.

For new arrival EAL/D students in Intensive English Centres and the Intensive English High School, students' achievements in KLAs or subjects are to be described against the standards of the department's Intensive English Program Curriculum Framework.

For other EAL/D students (more than four terms in an Australian school) achievement in the KLAs or subjects will be reported using the five-point achievement scale (in 3.2.2). EAL/D students' achievement in primary KLAs or secondary subjects will be assessed against syllabus standards.

### 3.2.5 Reporting on learning outcomes for students whose learning is impacted by disability

Reports for students, whose learning program is based on syllabus outcomes that are the same as the age/stage of their peers, should follow the requirements as set out above 3.1 to 3.2.4.

Reports for students, whose learning program is based on syllabus outcomes that are different from the age/stage of their peers, including life skills outcomes, will indicate achievement against a personalised learning program. A process of [collaborative curriculum planning](#) determines the most appropriate curriculum options and adjustments.

#### P – Personalised

In general, personalised reports will be provided for students with moderate or severe levels of intellectual disability. Personalised reports may also be provided for students with other disabilities in KLAs or subjects where a student's learning is based on syllabus outcomes that are different from the age/stage of their peers.

In addition to reporting the student's achievement, schools also may report the student's achievement using the following scale in KLAs or subjects through written comments.

#### P4 – Independent

The student can complete a task independently, without assistance. The student maintains the skill or knowledge over time. The student generalises the skill or knowledge to new settings, people or materials.

#### P3 – Frequent

The student relies on partial prompts to complete a task. The student can regularly perform the skill or demonstrate knowledge. The student uses the skills or knowledge in a variety of familiar settings and situations.

## P2 – Occasional

The student understands information, concept and/or can perform skill. The student often relies on physical or verbal assistance when participating in a task. The student has begun to demonstrate the skills in selected, familiar settings.

## P1 – Beginning

The student has some existing prior knowledge and/or necessary pre-skills for the task. The student is beginning to participate in a task with maximum teacher assistance. The student uses skills and knowledge in a single setting.

### **3.3 Reporting to parents – comparing student achievement with the child’s peer group at the school in each KLA or subject in Years 1 to 12**

In response to requests from a child’s parents/carers, schools are to provide information on how their child’s achievement compares with the performance of the student’s peer group. This information will take the form of the number of students in the school peer group receiving each grade or achievement level.

For Years 1 to 10, school reports (except those referred to in 3.3.1 to 3.3.3) where a peer group comparison is not required will include the following statement:

You may request the school to provide you with written information that clearly shows your child’s achievement compared to his or her peer group at school. This information will show you the number of children in the group in each of the achievement levels.

Schools will advise parents/carers on the written report how the information can be accessed.

For Years 11 and 12, information on how student achievement compares with that of the peer group may be provided through course group rankings or grade distributions.

#### **3.3.1 Peer groups of less than five students**

Schools where the peer group is less than five students are to negotiate with the school community about providing data for comparison. The negotiation should ensure that the potential for publicly releasing information about individual students is avoided.

#### **3.3.2 Newly arrived EAL/D students**

For newly arrived EAL/D students in Intensive English Centres and the Intensive English High School, schools are not required to provide information to parents/carers about how their child compares with the student’s peer group.

For EAL/D students at primary, central and high schools, who are new arrivals in Australian schools (four terms or less), schools are not required to provide information to parents/carers about how their child compares with the student’s peer group.

#### **3.3.3 Students with a personalised learning plan**

Where students are working with a personalised learning plan (as described in section 3.2.5), schools are not required to provide information to parents/carers about how their child compares with the student’s peer group and the student is not included in the number of students achieving at each of the five levels of the achievement scale.