Memorandum to

Secondary principals

Central school principals

2022 HSC Monitoring advice

What you need to know

* Principals have a responsibility to ensure teachers, students and parents/carers understand NESA’s requirements for the award of the HSC while ensuring record keeping processes are efficient and effective.
* 2022 HSC monitoring advice has been developed to support you and all executive members and teachers of HSC in understanding the requirements – please share this with appropriate staff.
* You can enter your HSC teacher support data for inexperienced or unsupervised teachers in SPaRo from Monday 15 November, as well as your HSC monitoring declaration and DEL endorsement.

Dear colleagues

As principals, you have a responsibility to ensure that teachers, students and parents/carers understand the requirements of the New South Wales Education Standards Authority (NESA) for the award of the Higher School Certificate (HSC).

The 2022 HSC monitoring advice, available on the [Stage 6 intranet page](https://education.nsw.gov.au/teaching-and-learning/student-assessment/stage6), will assist you in meeting your responsibilities while ensuring record keeping processes are efficient and effective. Please arrange for the document to be distributed to the appropriate staff so that all executive members and teachers of HSC courses understand the requirements for the award of the HSC.

For the 2022 HSC, please enter the following information in SPaRO:

* the principal confirmation and Director, Educational Leadership (DEL) endorsement of the HSC monitoring declaration (see Appendix 2)
* the HSC teacher support data collection for inexperienced or unsupervised teachers.

Schools with inexperienced teachers of HSC subjects (beginning teachers or those who may not have taught the course before), or those with unsupervised teachers of HSC subjects (where there is no direct supervision or support from a head teacher with relevant subject and HSC expertise) are more likely to need additional support. By entering teacher support data in Term 4, we are able to plan and provide targeted professional learning by subject and/or geographical location earlier in the HSC process.

Advice and support for principals

For advice and support in monitoring HSC requirements, principals can contact their DEL; the NESA Liaison Officer; the Director, Curriculum Secondary Learners or the Director, Inclusive Education. Support may also be accessed from Curriculum Advisors located in Strategic Delivery teams. For more information, please refer to the [Stage 6](https://education.nsw.gov.au/teaching-and-learning/student-assessment/stage6) intranet page.

The 2022 HSC monitoring advice has been developed in consultation with NESA, the NSW Secondary Principals’ Council and the NSW Teachers Federation.

Thank you to all principals and school staff for demonstrating commitment and hard work in meeting the requirements of the HSC. We wish all students and their teachers every success for the coming year.

Regards

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| **Ruth Owen**  **Deputy Secretary, Learning Improvement**  NSW Department Of Education |