



Senior Schooling Subject Change Form

Student Details

Student Name:	<input type="text"/>	Year Level:	<input type="text"/>
Form issued by:	<input type="text"/>	Date:	<input type="text"/>

When Can Students Change Subjects?

General Subjects: Students may change General Subjects within the first three weeks of Unit 1 or Unit 2. No changes can be made during Unit 3 or Unit 4.

Applied Subjects: Students may change Applied Subjects within the first three weeks of Unit 1 or Unit 2. Limited changes can be made during Unit 3 and Unit 4.

VET subjects: changes into Certificate courses are subject to enrolment approval and can only occur with approval.
Only in exceptional circumstances will a student be given approval to change subjects at any other point.

Summary of Subject Change Request/s

LINE	CURRENT Subject	NEW Subject
1		
2		
3		
4		
5		
6		

ATAR Eligible Student:

- changing GENERAL subject/s
- changing from GENERAL to APPLIED
- changing from ATAR eligible to Non-ATAR
- applying for University subject replacement

Non-ATAR student:

- changing APPLIED subject/s
- changing from APPLIED to GENERAL
- changing from Non-ATAR to ATAR eligible

ATAR Eligible or Non-ATAR student:

- applying for VET (e.g. Cert I, II or III) course replacement
- applying for School-based Traineeship or Apprenticeship

Office Use Only

- All signatures obtained
- Availability to enter class confirmed
- One School updated
- QCAA Student M'ment updated
- New timetable issued __ / __ / __

Student Study Plan (*minimum results required to meet set standard for future units/studies)

Subject	General	Applied	Units Studied			Category of Learning	Maximum QCE Credits	Completed Core Course of Study
			1	2	3 + 4			
	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>
Certificate Course			Competencies attained			Category of Learning	Credits	Completed Core
								<input type="checkbox"/>
Other Courses			Complete/Incomplete			Category of Learning	Credits	Completed Core
								<input type="checkbox"/>
TOTAL CREDITS								

QCE Eligibility Checklist

	Requirements	Check	Details
Set Amount Set Standard	20 credits accrued when set standard met	<input type="checkbox"/> Met <input type="checkbox"/> Not met	
Set Pattern	Minimum 12 credits accrued from completed Core courses of study	<input type="checkbox"/> Met <input type="checkbox"/> Not met	
	Maximum 4 credits from Preparatory courses of study	<input type="checkbox"/> Met <input type="checkbox"/> Not met	
	Maximum 8 credits from Complementary courses of study	<input type="checkbox"/> Met <input type="checkbox"/> Not met	
Literacy and Numeracy	Literacy standard met	<input type="checkbox"/> Met <input type="checkbox"/> Not met	
	Numeracy standard met	<input type="checkbox"/> Met <input type="checkbox"/> Not met	
QCE Eligibility		<input type="checkbox"/> Eligible <input type="checkbox"/> Not eligible	

ATAR Eligibility Checklist

	Requirements	Check
English	Satisfactorily complete QCAA English subject	<input type="checkbox"/> Met <input type="checkbox"/> Not met
Study Pattern	Complete an ATAR eligible study pattern: <input checked="" type="checkbox"/> Five General Subjects <input type="checkbox"/> Four General Subjects + one Applied Subject <input type="checkbox"/> Four General Subjects + Cert III or above	<input type="checkbox"/> Met <input type="checkbox"/> Not met
ATAR Eligibility		<input type="checkbox"/> Eligible <input type="checkbox"/> Not eligible

Subject Change Details

CURRENT Subject: <input style="width: 80%;" type="text"/>	Line: <input style="width: 30%;" type="text"/>	NEW Subject: <input style="width: 80%;" type="text"/>
Exit Result: U1 <input type="checkbox"/> U2 <input type="checkbox"/> U3 <input type="checkbox"/> U4 <input type="checkbox"/>		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
QCE Point/s: <input type="checkbox"/> No <input type="checkbox"/> Yes: <input style="width: 100%;" type="text"/>		Reason/Comment: <input style="width: 100%; height: 30px;" type="text"/>
Teacher Signature: <input style="width: 100%; height: 30px;" type="text"/>		Teacher Signature: <input style="width: 100%; height: 30px;" type="text"/>

CURRENT Subject: <input style="width: 80%;" type="text"/>	Line: <input style="width: 30%;" type="text"/>	NEW Subject: <input style="width: 80%;" type="text"/>
Exit Result: U1 <input type="checkbox"/> U2 <input type="checkbox"/> U3 <input type="checkbox"/> U4 <input type="checkbox"/>		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
QCE Point/s: <input type="checkbox"/> No <input type="checkbox"/> Yes: <input style="width: 100%;" type="text"/>		Reason/Comment: <input style="width: 100%; height: 30px;" type="text"/>
Teacher Signature: <input style="width: 100%; height: 30px;" type="text"/>		Teacher Signature: <input style="width: 100%; height: 30px;" type="text"/>

School Approval for Subject Change Request/s

Comments:

QCE eligibility checked and discussed with student

ATAR eligibility checked and discussed with student

SET Plan referred and updated as required

	<i>Name</i>	<i>Signature</i>	<i>Date</i>
HOD Senior Schooling:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Guidance Officer:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Student and Parent/Guardian Approval for Subject Change Request/s

I understand that this change of subject/s **will / will not** affect the student's ATAR eligibility.

The student **will / will not** be eligible for an ATAR following this change of subject/s

I understand that this change of subject/s **will / will not** affect the student's Queensland Certificate of Education eligibility

The student **will / will not** be eligible for a Queensland Certificate of Education following this change of subject/s

	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Student:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Parent/Guardian:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Senior Schooling

General Information

Queensland Certificate of Education (QCE) Requirements

Set amount

20 credits from contributing courses of study, including:

- QCAA-developed subjects or courses
- vocational education and training (VET) qualifications
- non-Queensland studies
- recognised studies.

Set pattern

12 credits from completed Core courses of study and 8 credits from any combination of:

- Core
- Preparatory (maximum 4)
- Complementary (maximum 8).

Set standard

Satisfactory completion, grade of C or better, competency or qualification completion, pass or equivalent.

Literacy & numeracy

Students must meet literacy and numeracy requirements through one of the available learning options.

Australian Tertiary Admissions Ranks (ATAR)

The ATAR is the standard measure of overall school achievement used in all other Australian states and territories. It is a rank indicating a student's position overall relative to other students. The ATAR is expressed on a 2000-point scale from 99.95 (highest) down to 0, in increments of 0.05. ATARs below 30 will be reported as '30.00 or less'.

ATAR Eligibility

To be eligible for an ATAR, a student must have:

- satisfactorily completed a QCAA English subject
- completed five General subjects, or four General subjects plus one Applied subject or four General subjects plus one VET course at AQF Certificate III or above
- accumulated their subject results within a five-year period.

While students must satisfactorily complete an English subject to be eligible for an ATAR, the result in English will only be included in the ATAR calculation if it is one of the student's best five subjects.

If you are aiming for an ATAR for tertiary study entry, Queensland universities have decided that the following rules will apply:

1. Only General English subjects or Applied English subjects can be included in the ATAR, but not both.
2. Only General Maths subjects or Applied Maths subjects can be included in the ATAR, but not both
3. Only one type of language can be included in the ATAR – either General or Senior External Examination, not both.

ATAR Calculation

The ATAR will be calculated by combining a student's best five subject scaled scores. Scaled scores will be derived from a student's subject results as reported to QTAC by the Queensland Curriculum and Assessment Authority (QCAA), using a process of inter-subject scaling.

Vocational Education and Training (VET) and the ATAR

Each VET qualification level (Certificate III or higher) will have a single scaled score that can be included in a student's ATAR. It is expected that the scaled score for a completed VET Diploma will be higher than that for a completed VET Certificate IV, which in turn will be higher than the scaled score for a completed VET Certificate III. For more information visit: <https://www.qtac.edu.au/>