

Senior Students Subject Load Policy

1. Purpose and Objectives

This policy provides information for teachers, students and parents/carers about the College's expectations in regard to completing senior studies. The objective is to ensure students meet the minimum requirements to attain the Queensland Certificate of Education and their chosen pathway.

2. Definitions, Terms, Acronyms

Canterbury College	Canterbury College Ltd or any controlled entities of Canterbury College Ltd.
IEP	Individualised Education Program
QCE	Queensland Certificate of Education is completed over Years 11 and 12. A set amount of learning and achievement is expected to achieve the QCE.
VET	Vocational Education and Training

3. Policy Scope/Coverage

The Senior Students Subject Load Policy applies to students in Years 10-12 making decisions about their subjects for Years 11 and 12. The policy supports students and their parents/carers in making decisions about pathways and ensuring they meet minimum QCE requirements.

4. Policy Statement

Unless a student meets the criteria for a variation to subject load described below, they will study six subjects (equivalent to approximately 24 QCE credits) over Years 11 and 12. This load can be gained from any combination of the following:

- General subjects
- Applied subjects
- Short courses
- VET courses (Students may not study more than one subject at Certificate III level at Canterbury.)

Students undertaking a traineeship, TAFE or apprenticeship will study six subjects in Years 11 and 12.

A reduction in load to five subjects carries with it a risk of not meeting the basic eligibility for a Queensland Certificate of Education.

5. Guidelines/Procedure/Process

5.1 Unit Completion Rules

Any application for a change of subject after Unit 1 has been completed is subject to approval by the Dean of Studies. At the conclusion of Unit 2, a student may make an application to change subjects. It is unlikely that approval would be granted to commence Unit 3 in any new subject. Rather, it is more likely that a change to Unit 1 of a new subject would be approved.

5.2 Load Reduction Eligibility

A student is eligible to reduce their load to five subjects under the following circumstances only:

- 5.2.1 Equivalent to state representative sporting team, training or development squad commitments that are ongoing and which monopolise the student's afternoons and evenings;
- 5.2.2 Membership of premier (auditioned) arts ensembles, production, orchestras or companies; top category regional, state or national competing groups that are ongoing and which monopolise the student's afternoons and evenings;
- 5.2.3 A current and registered Individual Education Plan (IEP) which recommends a reduced study load due to an ongoing diagnosis and/or learning difficulty;
- 5.2.4 Significant social and emotional hardship which prevent or undermine regular study routines in the afternoons and evenings;
- 5.2.5 Significant health issues which prevent or undermine regular study routines in the afternoons and evenings;
- 5.2.6 Studying an extension subject where lessons are conducted outside normal school hours.

5.3 Application to Dean of Studies

A student may make an application to reduce their subject load by completing a "Variation to Subject Load Application", having it signed by their parent and Head of House and submitted to the Dean of Studies for approval. This must be accompanied by all documentary evidence required (e.g., letter from specialist, copy of IEP, training schedule from sporting authority, rehearsal schedule for production or arts company). The Variation to Subject Load Application form can be found on the learning management system.

6. Roles and Responsibilities

Canterbury College:

- Provide information about the location of the Senior Students Subject Load Policy
- Provide a process and application form for variation to subject load
- Provide students information and support to make decisions that considers their pathway
- Consider special circumstances under which students may require variation to their subject load.

Student:

- Submit an application for variation with required paperwork for consideration
- Apply details of this policy in planning their senior course of study
- Apply the principles of this policy when making subject changes, including the appropriate timing of a change (i.e. at the end of a unit).

Parents/carers:

- Provide documentary evidence to support an application for variation to a subject load
- Apply the principles of this policy when supporting their son/daughter in making subject changes.

7. Review

This policy and its associated procedures, quick reference guides and protocols will be reviewed in accordance with the College’s policy review processes. Canterbury College, however, reserves the right to review this policy at any time.

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Responsible Officer	Dean of Studies
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Related Policies/Procedures:	Appendix A/1
Acknowledgements:	<i>QCE and QCIA policy and procedures handbook v2.0</i>