



Swinburne Senior Secondary College

Subject Selections and Alterations Policy

Subject Selections Year 12

Students in Year 12 select their course of study between August and February. This includes current Swinburne students studying in Year 11 and new Year 12 enrolments. Current Year 11 students studying at Swinburne make a preliminary selection through the Year 11 Mentor Program in Term 3. It is expected that each Mentor helps to counsel their students with their selections based on their knowledge of the student's learning history, individual skills, strengths, weaknesses and interests. Close consultation with students and their parents/guardians assists them to choose an appropriate course of study for Year 12.

The students' selections are entered and dispersed across the following year's subject grid in CASES21. These students make an appointment at the General Office for an enrolment interview to take place in Term 4. They are counselled on their subject selection in this interview by one of the Year 12 Managers. Accompanied by their parent/guardian, students are taken through their attendance records, VASS statement and student recommendations from their teachers. During the interview the student's course may be altered, completely changed, or entered for the first time due to, but not limited to:

- Insufficient Year 11 units
- Health and Wellbeing
- Future career aspirations
- Tertiary education choices
- Passions
- Timetable clashes
- Strengths and weaknesses
- Advice from the Year 12 Manager
- No preliminary subject selections were submitted prior to interview

New Year 12 students generally select their subjects on the day of interview, but may have submitted an expression of interest at the College Information Night and/or via email and fax. These students make an appointment for an enrolment interview through contact with school. New students' subject selections are confirmed at the end their enrolment interview and entered onto CASE21 shortly after. New students are counselled in a similar manner to current Swinburne students, but their school reports account for the majority of their documented past educational experiences. These interviews often take longer than interviews with current Year 11 students because Swinburne students have priority of choice, influencing the availability of classes.

Subject Alterations Year 12

Period from Enrolment Interview to Transition

All Year 12 students may change their subjects anytime throughout the period between their enrolment interview and Year 12 Transition (December) via phone, email or face-to-face contact. This may occur for a range of reasons, many of which are listed in *Subject*

Selections Year 12. During the Year 12 Transition students may submit a subject change request form to one of the Year 12 Managers and these are considered then entered into CASES21 if they can be accommodated. The students and parents are contacted as of the outcome of the request. The request form includes a space for students to write:

1. Date
2. Student Name
3. Subject Change Request
4. Reason for Change

The request form also has space for one of the Year 12 Managers to approve or not approve the subject change. Teachers are not notified at this time.

Period from Transition to End of Orientation Program

Further subject changes may come from parents and students during the period of time between Year 12 Transition and the beginning of the school year, usually via email. When students begin the school year it is assumed that they have received the course of study they selected, but changes may occur immediately due to mistakes in the students timetable. Students are able to visit the Year 12 Managers Office at the end of each school day during Orientation to request subject changes. The form is the same one used during Year 12 Transition.

Period from Orientation Program to Week 3 of Term 1

Further subject changes can take place during the first two weeks of the school year. There is a wide range of reasons as to why a student may request a change. Many students who request a change are unsure about their selections. After attending a few classes of a particular subject and consultation with their parent or guardian and a Year 12 Manager the student's subject selection may be processed. Managers encourage and ask students to speak with their teacher when the request is submitted. This is an expectation of the student. When the process is completed, the subject change will be entered on CASES21 and synced to Compass School Manager. A manager will make a Chronicle entry on Compass and email the teachers and Mentor of that student. Subject change requests are not accepted by the Year 12 Managers after the first two weeks of the school year.

Year 12 Mentor Change

A student may change their Year 12 Mentor due to a change in or withdrawal from their subjects. Where a Mentor no longer teaches the student, a change of mentor will usually be accommodated, but may not happen because none of the student's other teachers are Year 12 Mentors or it is too late in Semester One to change. In the case of the latter, changes will often take place after the Semester One reports are distributed prior to Semester Two. In any case, the student's previous and new Mentor are consulted in person and via email by a Year 12 Manager. It is expected that both Mentors will share information about the student. A Year 12 Manager will make an entry on Chronicle.

Year 12 Withdrawal from a Subject

A student may withdraw from a subject between the time of their enrolment interview and throughout their Year 12 Year. The formal process of withdrawing from a Year 12 subject begins after the first two weeks of the school year. Prior to this time the process is the same as a Year 12 Subject Change Request. The formal withdrawal process

should involve the student speaking to their teacher, Mentor, a Year 12 Manager, parent or guardian. There are many cases where the Welfare Manager and/or VCE Manager are a part of the student's support group and are heavily involved in the process. To authenticate that this has taken place a Withdrawal Form is given to the student where each stakeholder is required to agree and sign the form. Only when all parties have signed the form and it is returned to a Year 12 Manager will it be processed and entered on CASES21 and synced to Compass. A Year 12 Manager will email the mentor, teacher, VASS Manager, parent and the school's office staff (if required) after the withdrawal is processed. An entry is made by a Year 12 Manager on Chronicle.

Endorsed by School Council and effective as of: (insert date)

Reviewed Annually