

Matthew Flinders Girls Secondary College
SUBJECT SELECTION POLICY

Rationale

To optimise the:

- outcomes for students through an efficient and timely subject selection process
- human and financial resources of the College.

Aims

- The College expects all students to:
 - have a thorough understanding of the subjects offered and the pathways they provide
 - complete an individual pathways plan with guidance in Years 9 - 11
 - be committed to the subject selection that they make.
- Students to make the best choice of subjects to study in a timely fashion through:
 1. the establishment of a firm timeline
 2. clear communication on subject offerings & the pathways they provide
 3. the provision of time for students to consult with appropriate staff and their parents.
- The Administration Committee (Operations) to make decisions on subject offerings based on firm information.
- All staff to be part of the subject selection process and develop knowledge and skills that will assist them with this.

Implementation

- eCurriculum for the following year cannot be changed after the end of term 2. Learning Areas to review their subject offerings in light of current trends in demand, AusVELS, VCE, VCAL and the College resources and decisions made early term 2. Prerequisite learnings and skills to be clearly outlined in the eCurriculum. This will be led by the Curriculum Initiatives Leader.
- Professional Development to develop the skills of staff in pathway planning and subject selection delivered during the first half of term 2. The Pathways Team & the Professional Learning Leader will develop this Professional Development program & deliver it to the staff.
- During terms 2 and 3 develop a timetable for the delivery of a program which will give students time to explore pathways and the eCurriculum through:
 - Years 7 – 9 Homegroup program
 - Years 10 & 11 specially developed programs delivered through the Connect To School (C2S) program
- A student EXPO of Later Years subject offerings, which provides knowledge expanding on the eCurriculum, to be held in week 2, term 3. Learning Areas to take ownership of this program under the guidance of the Curriculum Initiatives, Teaching and Learning and Pathways Leaders.
- Students to make a preliminary subject selection which they will discuss with their parents.
- Later Years Information Evening to be held during week 3, term 3. The format will be an Information session about the Later Years and eCurriculum (20 minutes) followed by an EXPO of Later Years subject offerings for parents and students.
- VCAL interviews conducted during weeks 3, 4 and 5. A team to be established to conduct the VCAL interviews.
- SBA Information Evening to take place during week 4, term 3.
- During weeks 1 – 4, term 3, Years 7 & 8 students will be counselled during Homegroup sessions about elective subjects for the following year.
- All students to submit final subject selection online at the end of week 5, term 3.
- Year 11 students to select 12 units of study, two of which may be a VET subject. Students must indicate the VET subject at this stage. If this does not eventuate they must reselect from the available units of study so their timetable does not change. VCAL students must study a VET or SBA subject.

- VCAL students are encouraged to study a SBA. If VCE students wish to study a SBA, it must not take students out of any class time for other units of study. VCE students can study eight units of study plus a SBA to fit in the work commitment unless this is outside school time.
- Year 10 students can only undertake a VET subject if approved by the Principal or an Assistant Principal. Approval will only be granted if the VET subject fits into the student's pathway.
- Firm figures of students' subject selections to be provided to the Operations Committee in week 7, term 3. The Operations Committee will make the decisions about which subjects will run in any given year.
- Students have until the end of Week 8 to reselect subjects that are not running and to be informed about any alternative arrangements and costs. The Homegroup and C2S teachers to take ownership of this process under the guidance of the College Timetabler and the Pathways Team.
- A blocking grid will be finalised in week 9, term 3.
- Once the blocking grid is complete all clashes will be resolved before the end of term 3.
- Students who have not selected their subjects by the end of week 5, term 3, will select available subjects within the blocking grid. The Homegroup and C2S teachers to take ownership of this process under the guidance of the College Timetabler and the Pathways Team.

Evaluation:

This policy will be reviewed as part of the College's strategic review process.

Authorisation:

This policy was ratified at Matthew Flinders Girls Secondary College Council meeting on Monday, 18th March, 2013.