

# APPLICATION TO CHANGE SUBJECT

## Years 11 & 12

<b>Family Name:</b>		<b>Preferred First Name:</b>		<b>Connect Class:</b>	
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**THE STUDENT IS TO COORDINATE THE COMPLETION OF SECTIONS 1 THROUGH TO 6 ON THIS FORM.  
 WHEN COMPLETE WITH ALL REQUIRED SIGNATURES, STUDENT HANDS FORM INTO MAIN OFFICE FOR PROCESSING.**

### STEP 1: PROPOSED SUBJECT CHANGE

Subject currently enrolled in:	Teacher's Name:	Last report card / assessment mark (e.g. Sem 1: C or FIA2: 14/25)		Request to change subject to:
		Assessment / report card	Result	

#### Reason for subject change:

- ☐ Subject is not required for my career/tertiary choices  
☐ Subject is too difficult and need to make this change  
☐ I have commenced a University or TAFE course or I have started a School-based Apprenticeship/Traineeship  
☐ Other: \_\_\_\_\_

#### Student Reflection: to be completed by student with parent/carer

- ☐ **QCE core eligibility:** I have checked that at least 3 of my subjects will have been studied over all of the 4 units of Year 11 and 12 (QCE CORE\* eligibility).
- ☐ **ATAR eligibility:** I have checked that I will study a minimum of 5 General Subjects; or 4 General Subjects + 1 Applied or, 4 General Subjects + 1 Certificate III/IV/Diploma VET subject to be ATAR eligible.
- ☐ **Literacy & numeracy requirement:** I am aware that to meet the literacy/numeracy requirements of the QCE, I need a unit with a *Satisfactory (C or above)* achievement in any English or Mathematics subject; or complete an alternative course to satisfy Numeracy and Literacy requirements (e.g. QCAA numeracy short course)
- ☐ **Tertiary pre-requisites:** I am aware of the prerequisite subjects required for tertiary courses and/or vocational pathways I am interested in pursuing after school and have considered them in this subject change.
- ☐ **Parent/carer consent:** I have discussed these changes with my parents/carer.

\*Vocational Education and Training (VET) subjects Cert II, Cert III or Cert IV contribute to Core.

### STEP 2: PARENT/CARER APPROVAL

I support my child's request for this subject change: ☐ Yes ☐ No

I understand that this proposed change will mean that my student will be: ☐ ATAR eligible ☐ ATAR ineligible

- Submitting this form does not guarantee approval
- Subject change availability can be impacted by the line structure and available spaces in classes
- Subject changes are not final and approved until students receive a new timetable from their Connect teacher

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please Turn Over*

### STEP 3: HEAD OF DEPARTMENT OF DISCONTINUED SUBJECT

*If the student changes now, can they be rated by the discontinued subject?*

- ☐ Yes. A result can be recorded in IndroDb and/or OneSchool for the current assessment/Unit  
☐ No. The student must be rated by the proposed new subject if they exit current subject now.

**APPROVED**

☐ Yes ☐ No (If no, HOD to communicate decision/reason to student)

HOD Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STEP 4: HEAD OF DEPARTMENT OF PROPOSED NEW SUBJECT

*Considering HOD advice in Step 3, make a decision about which subject will record results for the current assessment/Unit. Data Manager will ensure IndroDb*

- ☐ New subject.  
☐ Discontinued subject. Based on HOD advice in Step 3, the student would need to be rated by their old subject.

**APPROVED**

☐ Yes ☐ No (If no, HOD to communicate decision/reason to student)

HOD Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STEP 5: GUIDANCE OFFICER

*(Yrs 11 & 12s must see GO for approval and checking of QCE eligibility and pre-requisites for preferred tertiary/vocational pathways)*

**APPROVED**

☐ Yes ☐ No

GO Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STEP 6: STUDENT SUBMITS SUBJECT CHANGE TO MAIN ADMINISTRATION

#### Deputy Principal

Subject change approved and processed: ☐ Yes ☐ No

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STEPS 7 & 8: ADMINISTRATION

IndroDb & QCAA Portal updated by Data Manager: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AARA spreadsheet checked & updated by SS AO: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(SS AO stores completed form in hard copy student file)