Heatley Adult Secondary College offers Year 10 and Year 12 qualifications

Townsville Creative Technologies College offers Certificate II and Certificate III qualifications in digital technologies

We aim to:

♦ give learners access to low cost, nationally recognised courses;

♦ provide access to Year 10, Year 11 and Year 12 QCE and VET courses by day and/or evening, full time or part time;

♦ provide direction for learners through counselling services and personal guidance;

♦ enable learners to upgrade their education to gain entry to tertiary and further education courses;

♦ enable learners to improve their opportunities for employment and promotion in the creative industries and businesses;

♦ encourage people in the local community to broaden their education by offering a variety of skills development programs;

♦ support learners while they develop confidence in themselves;

♦ actively encourage learners to see themselves as lifelong learners;

♦ offer a practical course based on research to enable learners to live a happier life.

Offering Nationally Recognised Qualifications

Heatley Adult Secondary College is one of a few schools in Queensland approved to accept Mature Age Students and the only one in the Townsville Region. It provides an opportunity for learners outside the normal secondary school age range to undertake secondary studies and achieve their Queensland Certificate of Education. All classes and examinations are held at the Heatley Secondary College campus.

This booklet was accurate at the time of publication, but is subject to change. Please contact the school and make an appointment with the Heatley Adult Secondary College Head of Department Mr Phil Campbell should you require an information update.
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A MESSAGE FROM THE PRINCIPAL

Welcome sincerely to a new Adult Learning opportunity at Heatley Secondary College, incorporating the Heatley Adult Secondary College (HASC) and the Townsville Creative Technologies College (TCTC).

Your decision to continue your education is praiseworthy and no doubt a significant one – one likely to change the established flow of your life to enable you to attend classes and study for your exams. I commend you on making such a choice and realising that shorter-term sacrifices are often necessary to achieve longer-term goals.

Your choice to continue learning means that a better future through further education is obviously very important to you. Whether you have joined us to better your employment prospects or simply to satisfy your thirst for knowledge, we offer you a unique opportunity to succeed.

Our experienced and dedicated staff are available to assist you in any way possible. The Heatley Adult Secondary College is led and managed by the Head of Department Mr Phillip Campbell and the TCTC is led by Program Manager Mr Bjarne Ohlin.

Please remember that you are not alone in your studies – other committed learners in your classes may wish to form study groups. Working with a partner or a group can facilitate the learning process and alleviate any anxieties that you may have about returning to study. The Guidance Officer is also available to assist. We urge you to take advantage of the range of resources available, and positively promote adult learning in the wider community.

Once again, welcome and best wishes with your studies. I wish you every success in working to achieve your goals.

Yours sincerely

Mr Steven Miskin
Principal
2017 LEARNER ORIENTATION NIGHT

DATE: Wednesday 25 January 2017
TIME: 6.00pm – 7.30 pm
PLACE: Heatley Secondary College Multimedia Building (Block L).
PARKING: Heatley Secondary College car park off Dalrymple Service Road

The purpose of this meeting is to enable learners to meet their teachers and fellow classmates and familiarise themselves with the layout of the campus.

TO FACILITATE SUCCESS IN EXTERNAL COURSES YOU MUST ALLOW FOR AT LEAST AN EXTRA 5 HOURS OF STUDY PER WEEK PER SUBJECT
INFORMATION FOR ENROLMENT

Enrolment Times
Enrolment is by application and then personal interview.

<table>
<thead>
<tr>
<th>Year</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Monday to Friday</td>
<td>1 November – 11 December</td>
<td>8.00am - 4.00pm</td>
</tr>
<tr>
<td>2017</td>
<td>Monday to Friday</td>
<td>9 January - 13 January</td>
<td>8.00am - 4.00pm</td>
</tr>
<tr>
<td></td>
<td>Monday to Tuesday</td>
<td>16 January - 17 January</td>
<td>8.00am - 4.00pm</td>
</tr>
<tr>
<td></td>
<td>Monday to Friday</td>
<td>23 January – 27 January</td>
<td>8.00am - 4.00pm</td>
</tr>
</tbody>
</table>

Enrolments will be taken in Nov and Dec 2016 and Jan and Feb 2017 during normal school hours.

All applications to enrol may be made at any time via an appointment with the Head of Department, Mr Campbell.

Payments and Purchases
Payments can be made at the Main Office in A Block between 8am and 4pm.

Commencement Date
Classes commence Monday 30th January 2017

Attendance at all classes is expected. Students are required to maintain at least a 90% attendance.

Resource Fees
Annual Resource Fee (to be paid on enrolment each year) ...................................................... $  50.00
Criminal History Check (18 years and over) .............................................................................. $  26.40
Annual Subject Fee (per subject unless specified below each year) ......................................... $  30.00
BSB 20115 Certificate II in Business ........................................................................................ $250.00
CUA20215 Certificate II in Creative Industries – Animation Focus ......................................... $250.00
CUA20215 Certificate II in Creative Industries – Screen Focus .............................................. $250.00
ICT20115 Certificate II in Information, Digital Media & Technology - Game Programming... $250.00
CUA20615 Certificate II in Music Industry .............................................................................. $250.00
ICP20115 Certificate II in Printing and Graphic Arts (General) .............................................. $250.00
ICT30115 Certificate III in Information, Digital Media & Technology - Game Design and Development ...................................................................................... $800.00
CUA31015 Certificate III in Screen & Media – Animation Focus .............................................. $800.00
CUA30915 Certificate III in Music Industry .............................................................................. $800.00

Learners will not be permitted to commence classes until all fees are paid or until special arrangements have been made.
Refund Policy
Irrespective of when you enrol, these dates apply;

Criminal History Check: ........................................ $26.40 Non Refundable

From the beginning of February the General Resource Fee of $50 is Non-Refundable

Up to – 30 January: ........................................ 100% Subject fees refunded
6 February – 10 February: ................................ 75% Subject fees refunded
13 February – 17 February: .............................. 50% Subject fees refunded
20 February – 24 February: ............................... 25% Subject fees refunded
After 24 February: ............................................. NO REFUND

Subject Change
The aim of the Heatley Adult Secondary College is to provide subject offerings in both day and night mode to satisfy community adult learning needs which exists for a variety of reasons. We attempt to operate all advertised classes but unfortunately sometimes decisions have to be made to vary class arrangements or actually cancel classes if there are insufficient students enrolled in relation to the resourced program.

Part of the enrolment process is the compulsory Government Criminal History Check at a cost of $26.40. The cost from the Government for processing the notice by them is non-refundable and you have a ‘Positive Notice’ clearing according to Law. You are not able to commence classes until your Criminal History Check is completed. Immediately the school is notified you will be contacted by the school and informed you are able to pay the balance of your fees and commence classes.

NB: If there is a change to your criminal record, it is your responsibility to notify the school immediately.

The Refund policy of the College for cancellation of your own enrolment is outlined above in this handbook. As you can see the percentage of fees refunded progressively decreases to nil refund.

The basic arrangement for other learning variations when classes are cancelled or programming changed as a result of resources is; if a class is cancelled and you do not take up another suitable option your fees less the Criminal History Check will be refunded.
GENERAL INFORMATION FOR LEARNERS

Security
A Facilities Officer is employed by the Centre to assist learners and staff. Regular patrols of the grounds are made to ensure the safety of property. However, the Centre cannot be responsible for property and learners are responsible for taking care of their personal belongings. Bikes must be locked: please note that in the past some bikes (that were not locked up) have been stolen from the College.

Learner Identification Cards
In the interests of learner safety and security, learners must wear their ID visibly at all times. Failure to do so will result in the learner being asked to either leave the college grounds or get a temporary pass from the school office (if it is open). Also you need to show your ID to use the internet and library.

How do I acquire an ID card?
On full payment of fees, each learner receives an ID card.

What do I do if I've forgotten my ID card?
You are required to go immediately to the main office (A block) via Hanlon Street car park. You will be issued with a temporary ID.

What do I do if I have lost my permanent ID?
A new ID will be issued on the payment of $5.00.

Do I keep my ID card if I withdraw?
NO. If you wish to receive a refund you must return your ID.

If you enter the premises or class without your ID, either a teacher or the facilities officer will direct you to the main office to obtain temporary or permanent ID or escort you from the grounds.

It is the Learner’s responsibility to wear ID

Car Parking
Please note: ALL people who park in car parks off Main Roads property do so AT THEIR OWN RISK. That is, if you choose to use the back staff car park or any other car park on College grounds, you are not covered by insurance. The College has no insurance to cover this. In order to keep your car from being damaged, park judiciously. If attending class during the day, park away from the edges - particularly grassed edges that may get mown through the day. Park away from where there is considerable foot traffic or where there are sporting fields.

DO NOT PARK IN THE ADMIN CAR PARK DURING THE DAY.

Very Important: For security of personal property in your car, follow the standard police advice. Remove all bags and anything that may look like it has money or valuables in it. Put all items out of sight in the boot of your car. You might know that there is nothing of value in your car, but a bag to an opportunistic thief looks like it may contain valuables.

Lost and Found
All possessions should be marked with the learner's name. If you lose something, check first with Mr Campbell as most classrooms are checked each morning.

Tea / Coffee / Drinks
Coffee and tea will be available for learners at 50c per cup in the C block tearoom at night only.
Food

HASC Day Learners:
Adult learners are welcome to use the canteen facilities during the day. Hours are 8.15am to 2.30pm. (sandwiches and other foods are available.) The canteen accepts lunch orders up to 9am in the morning. Payment must be made at the time of placement of the order. Orders can be placed personally at the canteen or by placing a lunch order with money in a lunch order bag upstairs in C Block.

HASC Night Learners:
There are no canteen facilities available on the college grounds at night.

Second-Hand Textbooks
Learners can use the noticeboard upstairs in C Block to advertise second-hand books. This is the sole responsibility of the learner. Items will be removed after a period of two weeks. You will need to order and purchase your own text books from the local bookshops. Once such bookshop is the Progress Bookshop in Hammett Street Currajong.

Unique Student Identifier (USI) – only for TCTC students
A USI is a reference number. It is made up of numbers and letters. The USI gives students access to their USI account which allows a student to see all their training results from all providers. This includes all completed training units and qualifications. Registered Training Organisations (RTO) must have a valid USI for a student before issuing a qualification or statement of attainment. This includes school RTOs. A student can apply for a USI at the Australian Government USI website - create your USI.

http://www.usi.gov.au/Students/Pages/stepsto-create-your-USI.aspx
The student must then provide the USI details to the school or RTO.

Guidelines for the Acceptable Use of Electronic Devices
We strongly recommend that electronic devices including iPods, mp3 players, video cameras, cameras, gaming devices, not be brought to school unless for a specific reason related to a lesson.

NO LIABILITY FOR LOSS / THEFT / DAMAGE OF ANY ELECTRONIC DEVICE WILL BE ACCEPTED BY THE COLLEGE.

<table>
<thead>
<tr>
<th>ELECTRONIC DEVICES CANNOT BE USED:</th>
<th>ELECTRONIC DEVICES CAN BE USED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ When it compromises classroom learning, assessment and learner engagement</td>
<td>✓ Under the direction of a teacher for a particular curriculum situation or specific activity</td>
</tr>
<tr>
<td>✗ When it compromises the good order and management of the school</td>
<td></td>
</tr>
<tr>
<td>✗ To engage in unethical behaviour eg - recording or take photographs / video footage of learners or staff, and/or harassing learners or staff</td>
<td></td>
</tr>
</tbody>
</table>

IT IS A CRIMINAL OFFENCE TO USE A MOBILE PHONE TO MENACE OR HARASS OR OFFEND ANOTHER PERSON. ALL MALICIOUS CALLS AND TEXT MESSAGING CAN BE TRACED.

Learners who are subject to harassment from another person in the form of unwanted text messages or abusive calls are advised to turn off their phone and immediately report these actions to their telecommunications provider, Police and Senior Administration. Do not lend your mobile phone to anyone, as any breeches will be traced back to you.
ASSESSMENT
Examinations
Junior & TCTC Courses & Internally Assessed Senior Courses
Assessment in these subjects is continuous. An outline of the assessment program for these subjects will be given to learners at their first class.

Senior Courses (QCAA)
Assessment is either Internal or via External Examination.

Examinations are controlled by the Queensland Curriculum and Assessment Authority (QCAA) and are held in October/November. Results are mailed to learners in late December.

If you are employed, you are advised to let your employer know that you are studying externally as you will require time off from work to sit for the examination/s. All subjects have a morning and afternoon exam. Most employers are very cooperative and grant special leave to sit for examinations.

There is no provision for learners who miss a Senior external exam to sit at an alternative time.

In special circumstances learners may request a statement of attendance to support an application for entry to James Cook University or TAFE North. An appointment should be made with the Head of Department or Guidance Officer to arrange such a statement.

It is possible to sit at another centre in Queensland. This is organised at the time of nomination in June. It is also possible to sit for examinations outside the state, outside Australia even, but it is the responsibility of the learner to meet all costs associated with being supervised for the exam and the postage costs.

Examination Fees
Junior, Internal Senior & TCTC Courses
There are no examination fees for these subjects as they are internally assessed.

Senior Courses (QCAA)

Registrations are accepted during June. Registrations received after 30 June may not be accepted and are charged an additional late fee.

What does it cost? Note fees may change each year.

2017 Registration Fee
$61.15 per subject (1 June to 30 June)

2017 Late registration fee (if accepted)
$67.10 per subject (after 30 June). Please note that late registrations may not be accepted.

2016 Reassessment fee per subject
$24.70

2016 Script inspection fee per subject
$16.10
FACILITIES

Library
The library offers a wide range of resources. Learners may access books and magazines. The catalogue is online and can be accessed at http://heatleysc.cmeweb.libcode.com.au. Staff are on hand to offer assistance during the day but not at night.

Photocopying: A photocopier is available -10c per page for school work only.
Printing: There is a printer for use in the Library. This service is for school work only. Only computers connected to the printer will print. No back to back printing allowed.
Hours:
- Monday 8.15am - 3.10pm
- Tues, Wed, Thurs 8.15am – 4.00pm
- Wed 4.00 pm – 5.00 pm
- Friday 8.15am – 3.15pm

Borrowing procedures
1. ID cards with barcode will be required to borrow as the library system is computerised.
2. A maximum of three (3) items at one time may be borrowed.
3. Loan period is two weeks unless item has been specified as "OVERNIGHT" only.
4. When borrowing, take the item to the circulation desk.
5. Loans may be extended by returning the item for re-issue.
6. If you discontinue a course, please ensure that you return the books you have borrowed. Any unreturned items will be invoiced.
7. Textbooks are not available for loan.

Bags/backpacks in the library
Learners may not take their bags into the library unless they are timetabled into an annexe. Bags are to be placed in the boxes provided.

ID Cards
You will need your ID to use the internet and or borrow from the library.

Internet
All learners will have access to the Internet with their individual logon and password. Before you receive a learner password you will be required to sign an Internet agreement. This agreement is common sense and covers moral use of the Internet. Learners will also be required to show identification in the form of the learner identification card before being allowed to use the Internet.
CODE OF CONDUCT
Expectations – General

HASC operates as a workplace environment.

The fundamental principles that drive our actions at Heatley Adult Secondary College are listed below:

- Respect for others
- Commitment
- Self-discipline
- A healthy drug-free lifestyle
- Courage
- Honesty
- Service to others
- Respect for the environment

We promote
- everyone’s right to learn with dignity
- life-long learning.

The code of behaviour will be driven by the fundamental principles listed above.

The majority of learners who return to study at Heatley Adult Secondary College are adults who are highly focussed and motivated in order to achieve their study goals. (Commitment and self-discipline)

**Time is very precious to these learners.** These learners sacrifice time with their own families in order to attend the College, so they must be given every chance to achieve their goals.

Basic Guidelines:

- At all times learners must respect the right of others to learn and must not in any way interfere with this right or behave in any way that would degrade another learner’s learning environment. (Respect for others)

- Learners are expected to be in class during designated class time. Due to security reasons, if you are not on a designated break and are out of class, you must leave the school grounds.

- **SMOKING** is prohibited, by Government regulation, in or within 5 metres of the school fence.

- **ID must be worn at all times and must be visible as part of identification and safety for all.**

Dress code is smart casual:

- Closed in shoes
- Modest length pants/skirts
- Sleeves at all times
Behaviour Expectations – On & Within Proximity of College Site

All adult learners are expected to display appropriate adult behaviours at all times. It is expected that Adult learners attending the College during the day, associate with their HASC peers and be good role models for main school day learners.

The majority of adult learners are dedicated people and focussed on improving their education. However, there is likely to be a very small number of learners who enrol in HASC who do not demonstrate the skills of a focussed learner either through choice or lack of understanding. Hence the need for the clearly defined expectations below.

Respect for others and the reputation of the College must be a priority at all times. Your conduct and behaviour at the retail outlets on Fulham Road opposite the College, outside the fence line of the College and the College car park must be of a high standard at all times.

Due to the requirement of Education Queensland and parental expectations that schools provide Duty of Care to Mainstream Students, it is essential that HASC learners, who range in age from 15-80, do not interact with mainstream learners. HASC operates as a separate entity from the main school on site and is effectively separated through offset lesson and break times. This separation extends beyond the fence line in the vicinity of the College.

Loitering or interaction with mainstream students in the vicinity of the College, which includes Fulham Road shops, is not permitted. Loitering around, on, or in cars in the car park at night is not permitted. School-age learners who CHOOSE to enrol at HASC must be prepared to accept and follow the stated behavioural expectations as a condition of enrolment.

Heatley Adult promotes a learning environment free of intimidation, threat and humiliation.

Harassment of any members of the school community or the general public is not permitted.

Staff are accountable for ensuring proper standards of conduct are maintained in the workplace and that harassment in any form is not tolerated or accepted.

Complaints of harassment must be investigated immediately with due regard to the sensitivity of the issue and the privacy and rights of the learners and staff concerned. Appropriate counselling and disciplinary actions should be taken as necessary, including termination of enrolment, where appropriate.

Heatley Secondary College is bound by state and federal anti-discrimination on specific grounds, unlawful.

Unlawful discrimination is any practice that makes a distinction between individuals that disadvantage some people or advantages others. This may include, but not limited to the following grounds of discrimination.

- Sex
- Race, colour or national origin
- Age
- Physical, mental or intellectual disability
- Sexual preference and transgender status
- Pregnancy or potential pregnancy
- Marital status
- Family responsibilities and/or parental/carer status
- Religious or political beliefs

Any HASC learner who brings HASC into disrepute or disgrace from the outside will automatically be dealt with by the Principal. The consequences will range from instant dismissal to show cause to remain enrolled and/or give an undertaking for the future.
ATTENDANCE REQUIREMENTS

Attendance
Enrolled students are expected to attend all lessons, or to make contact with the College to notify all absences with a valid reason. An attendance of at least 90% is required across all subjects studied. Students who fall below this level of expectation will have their enrolment considered for possible cancellation. Students who are absent from any class for three (3) consecutive weeks and who have not had any communication with the school can potentially have their enrolment automatically cancelled.

Any extended or continuous absence requires a medical certificate or approved exemption from attendance. Please discuss either of these situations with the HOD Mr Campbell as soon as possible.

When students are absent they should ensure they make every effort to catch up on the work missed.

Active participation
Enrolled students are expected to actively participate in all lessons and make every effort to engage with and complete the work that is set in class by the teacher. Students who do not take advantage of this opportunity to actively engage in class in their own learning will have their enrolment considered for cancellation.

Notification of Absences
Absence Office: 07 4726 8304
Text message: 0429 323 691
Email: absences@heatleysc.eq.edu.au

If you are absent, it is your responsibility to notify the Office with a valid reason, and supply a medical certificate to the office for any extended or continuous absence.

Youth Allowance / Austudy
NB: This information in this section is only provided as a guide. You are advised to carefully check the following information directly with Centre Link.

To be eligible to apply for Youth Allowance:
**Full time learner**: A learner must be enrolled and undertaking a minimum of 12 hours and a minimum of 3 subjects.
**For sole parent pensioner learners** (and special categories of disabled learners), the minimum workload is 6 hours and a minimum of 2 subjects.

Compulsory Schooling Phase:
If you are in this phase you have to be studying 5 subjects.
It is compulsory for young people to stay at school until they finish Year 10 or have turned 16 whichever comes first.

Compulsory Participation Phase: (between 16 and 17 years)
Your combination of work and study must be equivalent to 25 hours

Combinations:
1 Subject.................... 20 hours employment
2 Subjects.................... 15 hours employment
3 Subjects.................... 10 hours employment
4 Subjects.................... 5 hours employment
5 Subjects.................... 0 hours

Part time learner / job search:
- A learner must study a minimum of six hours per week.
- This can be done by taking 2 x 3 hour subjects or by studying a 1x 6 hour subject.
- Regular enrolment checks are requested for Youth Allowance learners. If you miss a class, you are required to supply a satisfactory reason for the absence.
Important Information from Centrelink

Don’t get into debt – tell Centrelink if you change any of the following ……

ADDRESS: If your mail from Centrelink is undelivered and returned your payments may be affected. Centrelink understands that you may change you address. If you have to live away from home to study and then move back to your parents temporarily for the holidays, or have simply moved house, you need to tell Centrelink.

INSTITUTION OR COURSE DETAILS: If you change where you’re studying or what courses you’re studying, you may no longer be eligible for payment, so you need to tell Centrelink.

STUDY WORKLOADS: If you change the number of subjects you’re doing you may no longer be meeting the study requirements to receive your payment. In most cases you need to be studying full-time. If you are changing the amount of time you’re studying, or just thinking about it, you need to tell Centrelink to see if it will affect your payment.

SKIP SCHOOL: If you have days absent from school without any notification, you will be considered as unexplained/unapproved, your payments will be affected. You will also be at risk of being unenrolled.

GO OVERSEAS: If you’re planning to go overseas, you need to tell Centrelink before you go to see if your payment will be affected. Your basic payment may continue while you’re overseas if you’re travelling during your holiday break, or if you will be studying subjects which are approved for your course.

WORK AND GET OTHER INCOME: Centrelink needs to be told of any money coming into your family, as it may affect your payment. If you’re dependent on your parents, this means;

- Your income
- Any changes to your parent’s income, such as if they start work or get money because of a pay rise, etc., and
- Any changes to your brother or sister’s income, if they are also dependent on your parents.

If you’re independent, this means;

- Your income
- Your partner’s income, if you have a partner.

STOP STUDYING: Obviously, if you decide to stop studying it can affect your payment. You should talk to Centrelink before you stop to discuss your options. Centrelink has a range of services to help you find work or go on to training,

It is a requirement that you notify Centrelink WITHIN 14 DAYS of any changes in circumstances. If you don’t, you may end up owing Centrelink money. Your payments may also be reduced.

ABSENCES

Schools are obliged to supply attendance details to Centrelink as indicated by the authority contained in Part 5, Division 1 of the Social Security (Administration) Act 1999 and in Section 343 of the Learner Assistance Act 1973.

We must report unexplained absences. If you are absent, it is your responsibility to notify the Office, and supply a medical certificate.

NOTE: It is the learner’s responsibility to notify Centrelink of any changes. HASC does not provide any information to Centrelink until requested. This could be up to a year after you stopped attending! A huge debt can be accumulated in that time! Some learners have built up $7000.00 debt to Centrelink.
GUIDANCE SERVICES
As your Guidance Officer I would like to wish you the best in your studies and tell you more about my role at the College. Basically I'm available to help you make the most out of your commitment to study, eg. To make sure the time and effort you are putting in is all worth it. This can be done by helping you decide on realistic goals and then giving you the information and skills needed to achieve those goals.

So what does that mean? How many subjects do you need to study in one year?
You can study 1, 2, 3, 4, 5, 6........... The number you choose to study depends on the time you have available. You do not have to study all your subjects in one year. The subjects accumulate both for QTAC application and for attaining a QCE. You do not have to complete EITHER all your prerequisite subjects for Uni entrance OR your 20 points for QCE in one year.

Did you know your age affects (age determined as of 31 December in the year of study)
• your eligibility to sit for external exams?
• your Tertiary Ranking?

Following gives an example of some of the conditions surrounding your studying for external exams.
• If you are 17 years of age, or older, by 31 Dec 2017 you are able to sit the external exams for an unlimited number of subjects.
• If you are under 17 years of age by Dec 31 2017, you can apply to QCAA for permission to sit for the external exams.
• You need to see the Guidance Officer or HOD HASC to determine your tertiary ranking.
• Trades and Work History may contribute to your tertiary ranking.

Students wishing to apply for University or Diplomas at TAFE must go through the Queensland Tertiary Admissions Centre (QTAC) in Brisbane. There is a cost to apply through QTAC and to sit for STAT (Special Tertiary Admission Test) or QCS (Queensland Core Skills Test).

Application can be made via the website or manually with a form purchased from QTAC. To assist you in your career choice a great website to access is www.myfuture.edu.au. Check that you are doing the right prerequisite subjects for your chosen course.

Full information is available in QTAC Pathways to Tertiary Study Booklet and QCAA Senior External Examination Handbook. However, due to the variety of special considerations and exceptions it is best to discuss your options with your Guidance Counsellor.

DECISIONS
You may need help to make decisions about...
• Careers (long-term goals)
• University and TAFE courses (mid-term goals)
• The best way to achieve your aims (short-term goals)

It is possible to waste time and effort if you don't choose the best method to achieve your aims. You need to think carefully about whether further study is the best method, and if so which are the appropriate subjects to undertake.

INFORMATION
• Careers; University and TAFE courses; Interstate courses
• How to apply for courses (eg. QTAC Applications)
• External Study; Financial Assistance (Youth Allowance/Austudy); HECS
• Accommodation while studying
• Alternative pathways to tertiary study; Combined mode
• OPs (Overall Positions) & Ranks
• STAT & QCS
• Internet Links
SOURCE OF INFORMATION
When you are making important decisions about your life, don’t trust rumours or what the person next door tells you. Get the Facts.

You can access information in a number of ways at the College:

1. The CAREERS section in the library contains valuable information about courses, careers, study and job seeking skills.

2. myfuture is a FREE service for learners. You will find current career information, articles and links to thousands of resources to assist you on your career journey www.myfuture.edu.au.

TUTORING
Students who require after hours tutoring support are advised to source this themselves.

GUIDANCE INTERVIEWS
Appointments can be made to talk with the Guidance Officer by phoning the school on 07 4726 8333

If you should feel overwhelmed or are losing confidence please talk with myself before making a decision to withdraw. It is important for us to be aware of the types of stresses that affect our learners and to provide support in whatever ways we can.

I am willing to help learners at any time if you would like assistance with study skills, tertiary applications and exam preparation. Please do not hesitate to see me.

Career and Guidance Officer
STUDY INFORMATION

Excellent Study Website: 
www.howtostudy.org

Useful websites: 
www.khanacademy.org
heatleysc.cmeweb.libcode.com.au
www.qsa.qld.edu.au
www.worldbookonline.com
www.qtac.edu.au
www.qcaa.qld.edu.au

Planning Study Time

1. **Use daylight hours:** research shows that 60 minutes of study during the day is the equivalent of 90 minutes of study at night.

2. **SURVEY required reading before lectures:** skim over the title, headings, summary and figures before reading for detail.

3. **Study soon after lecture type courses:** retention and understanding are aided by a review of your lecture notes immediately after class: e.g. One study showed that learners who wrote a 5-minute review test following a lecture remembered one and a half times as much material when tested 6 weeks later as learners who did not review, when tested the next day.

4. **List and do tasks according to priorities:** remember Parkinson’s Law that ‘work expands to fill the time available for its completion.’ If you allot 2 hours to read 10 pages, it’ll probably take you 2 hours to complete this 30 minute task.

5. **Start long jobs ahead of time:** avoids cramming and the resultant poor quality (‘If only I had more time…’).

6. **Be realistic:** don’t plan study periods during the week if it is unlikely that you will follow through; thus, in the beginning, you may plan for only 2 or 3 study periods; if you are successful, then plan for 3 or 4 study periods the next week, etc., gradually increasing your commitment to study while always maximizing the probability of success.

7. **Discover how long to study:** as a rough starting guide, for every hour in class you should plan to study for two hours outside of class. Then, adjust up or down as necessary to achieve your goals.

8. **Plan blocks of time:** in general, optimum efficiency is reached by planning to study in blocks of one hour – 50 minutes of study followed by a 10-minute break. Shorter periods are fine for studying notes and memorizing materials. Longer periods are often needed for problem solving tasks and for writing papers.

9. **Have an agenda for each study period:** be specific regarding the task that you hope to accomplish during each planned study period.

Your Action Plan

1. Identify each goal – Write it down.
2. List the benefits of achieving each goal.
3. List the skills, knowledge and help you will need.
4. List any obstacles to achieving each goal.
5. Work out solutions to the obstacles.
6. Set a completion date for each goal.
7. BEGIN
1) Identify Each Goal – Write It Down
What do you want to achieve? Write each goal down as a positive, specific statement.

Goal: To achieve 85% in my History end-of-term exam next week.

Note: To try to get a good result in my history test is not specific.

2) List the Benefits of Achieving Each Goal
If you can’t see the benefits, if you haven’t got the ganas to succeed in each goal, you won’t succeed.

Benefits: A real sense of satisfaction. Proving to my sister that I can achieve a top result. I’ll be allowed to go to Saturday’s PINK concert.

3) List the Skill, Knowledge and Help You Will Need
Skills: Essay-writing skill; knowledge of the topics; advice from your teacher on using my time better in the exam.

4) List Any Obstacles to Achieving Each Goal
Obstacles: Have I enough time to revise thoroughly? I’ve got to fit in school and soccer practices each week and two weekend games.

5) Work Out Solutions to the Obstacles
Solutions: Priorities – work out a special study plan for the next two weeks. Use Friday night instead of going to the movies, and Saturday morning instead of sleeping in late!

6) Set a Specific Completion Date for Each Goal

7) Begin

Memory Principles
Below is a list of memory principles with a brief definition of each.

- **Interest** – In order to remember something thoroughly, you must be interested in it. You must have a reason to learn.
- **Intent to Remember** has much to do with whether you remember something or not. A key factor to remembering is having a positive attitude that you will remember.
- **Basic Background** – Your understanding of new materials depends to a great degree on how much you already know about the subject. The more you increase your basic knowledge, the easier it is to build new knowledge on this background.
- **Selectivity** – You must determine what is most important and select those parts to study and learn.
- **Meaningful Organization** – You can learn and remember better if you can group ideas into some sort of meaningful categories or groups.
- **Recitation** – Saying ideas aloud in your own words is probably the most powerful tool you have to transfer information from short-term to long-term memory.
- **Mental Visualization** – Another powerful memory principle is making a mental picture of what needs to be remembered. By visualizing, you use an entirely different part of the brain than you do by reading or listening.
- **Association** – Memory is increased when facts to be learned are associated with something familiar to you.
- **Consolidation** – Your brain must have time for new information to soak in. When you make a list or review your notes right after class, you are using the principle of consolidation.
FAQs
Most Frequently Asked Questions from Learners

Q: Do I qualify for AUSTUDY / Youth Allowance if I study at Heatley Adult Secondary College (CCSE)?
A: YES. As long as you study a minimum of 3 subjects and minimum of 12 hours, you qualify for AUSTUDY/YOUTH ALLOWANCE. Learners who are on a pension or other benefits qualify for AUSTUDY if they study 2 subjects at Heatley Adult Secondary College CCSE. This rule varies so please check with Head of Department at HASC or Centrelink.

Q: Can I study FULL TIME during the day?
A: YES. You have many options.
- Full Time Day
- Full Time Night
- Part Time Day or Night
- Any Combination

Q: Can I do only one subject?
A: YES. The choice is yours. You can do 1 or 2 or 3 or 4 or 5 subjects.

Q: If I study FULL TIME do I have to do a set course?
A: NO. You can choose the subjects you want to do.

Q: Can I study the necessary pre-requisite subjects for my University course?
A: YES. Heatley Adult Secondary College offers the pre-requisite academic subjects for ALL University courses (BOTH DAY and NIGHT), including Nursing Sciences, Medicine, Physiotherapy, Biomedical Science, Engineering.

Q: What subjects are offered?
A: Senior External Assessment:
- Ancient History, Biology, Chemistry, Senior English, Legal Studies, Mathematics A, Mathematics B, Philosophy & Reason, Physics

A: Senior Internal Assessment:
- English Communication, BSB20115 – Certificate II in Business, Pre-Vocational Mathematics
- English (Year 10), Short Course in Numeracy (Year 10), Science (Year 10)

A: TCTC:
- CUA20615 - Certificate II in Music Industry
- CUA20215 - Certificate II in Creative Industries - Screen
- CUA20215 - Certificate II in Creative Industries - Animation
- ICT20115 - Certificate II in Information, Digital Media and Technology - Game Programming
- ICP20115 - Certificate II in Printing and Graphic Arts - General
- ICT30115 - Certificate III in Information, Digital Media and Technology - Game Design & Development
- CUA31015 - Certificate III in Screen and Media – Animation
- CUA31015 - Certificate III in Screen and Media – Film and Television
- CUA30109 - Certificate III in Music Industry

Q: If I study in the day will I be studying in a class of school kids?
A: NO. You will be in class of HASC Learners. The HASC classes are conducted separately and generally of duration of 2-3.5 hour blocks.
Q: How much does it cost?
A: The cost is minimal.
Annual Resource Fee: ......................................... $50.00 is to be paid on enrolment.
Criminal History Check: …………………………..... $26.40 (only for 18 years and over)
Annual Subject Fee: ……………………………….... $30.00 per subject unless otherwise specified
TCTC Subjects: ...………………………………….... Varies according to subject (see page 7)
Exam fees: …………………………………….…...... $61 .15 per subject (paid mid-year when nominating)

You will need to purchase textbooks.
Collect a text book list from the office. (available from November)

Q: I often need to be out of town with my work. Is there an attendance requirement?
A: YES
You do have to attend for the Examination held in October/November.
Learners receiving financial assistance from such bodies as Centrelink or Employment agencies must attend the classes in person.
Year 10/TCTC: You will have in class assessment and practical exercises for which you must attend.
A roll is marked in every class. If it is unavoidable that you are absent then the staff will assist where they can.

WE DO NOT OFFER OUR COURSES BY CORRESPONDENCE AND THEY ARE NOT CONDUCTED AS AN ONLINE COURSE.

- It is face to face with your teacher.
- It is to your advantage to attend every lesson.

Q: How long does the course go for?
A: The courses run for 32 weeks following the school year. The courses usually start during the first week of the school year and finish the second or third week in October. This varies from year to year. The external examinations for all QCAA subjects are held in late October/November.
Year 10 follows Mainstream Year 10 program.

Q: Can I get my QCAA qualifications quicker somewhere else?
A: NO. Heatley Adult Secondary College is the only educational institution in Townsville (apart from secondary schools) that offers QCAA subjects. The QCE has replaced the Senior Certificate.
Year 10 can do English and Maths equivalent through TAFE.

A: Quicker? – NO. The levels of achievement and the contact hours are set by the Queensland Curriculum and Assessment Authority (QCAA) and it is not possible to maintain the high standards we set and to offer fast tracking.

Q: Is it really necessary to get my QCE?
A: Obtaining your QCE keeps your options open.
- If you change your mind and wish to join either the defence forces you will require the nationally recognised qualifications.
- If you are going to expend the effort to study for a year you want to get the most out of your year of study.
- The QCE is instantly recognised as being of a particular standard.
- If you are transferred interstate the QCAA subjects are recognised by most other Australian Universities.
- It is a very cost effective way to obtain your prerequisites for university courses in comparison to Bridging courses offered by University or TAFE.
- Employers now expect applicants to have QCE.

Q: What is an external Subject?
The subject is assessed by QCAA through the provision of one examination at the end of the course (Oct/Nov). The exam is created by QCAA and marked by QCAA. HASC acts as the teaching institution and prepares you for the examination. All of the Senior QCAA subjects offered by QCAA are externally assessed. A pass in any of these subjects contributes 4 QCE points.

Q: How do I apply for University?
A: You apply through QTAC. This usually happens in Term 3 with the closing date approximately 30 September. You will be reminded when QTAC information booklets become available.

Studies at Heatley Adult Secondary College contribute points towards your QCE and make you eligible for tertiary ranking.

Q: What advantages are there to studying at Heatley Adult Secondary College?
A:
- Pre-requisite subjects for tertiary study
- Learners are thoroughly prepared for tertiary studies- one of our first learners completed her degree at JCU and was awarded a University Medal.
- Works closely with JCU in ensuring learners are choosing the right options for tertiary entrance.
- Minimal cost
- QCE
- Choice of subjects
- Choice of study times (day/night)
- Choice of study status (Full Time / Part Time)
- Central location in Townsville Thuringowa – less travelling time
- Plenty of parking and it’s free
- All teachers are very experienced and all are registered with Queensland College of Teachers
- Fully equipped laboratories
- Well stocked library
- Learners have access to the internet through library and classroom computers where available.
- Access to guidance counsellor who can offer career and personal guidance.
- Learners who have successfully completed Year 12 at Heatley Adult Secondary College become very successful tertiary learners
- Possibility of Apprenticeships- Part time, Full time, School-based
- May be eligible to attend VET in schools program
- May be included in Work Experience Program if school age

Q: How Do I make a Complaint?
A: All complaints are to be in writing and/or email to the Head of Department, Mr Campbell.

For more information phone Heatley Adult Secondary College on 07 4726 8333
Year 10 English

COST $30

WHAT IS YEAR 10 ENGLISH
Year 10 English develops learner’s communication skills, written, oral and visual. Learners focus on language, literacy and literature. Learners are encouraged to read and view critically the texts encountered throughout the course. There is also a focus on correct spelling, punctuation and grammar.

WHY STUDY YEAR 10 ENGLISH
Improves literacy needed in everyday living.

LEARNING EXPERIENCES
Learners are offered as real-life as possible activities. You are taught to use a number of software applications, including Word, Publisher, PowerPoint and FrontPage.

COURSE CONTENT
- Environment issue
- Poetry Unit
- Novel Unit
- Drama Unit
- Film Unit
- Media Unit

ASSESSMENT
Assessment often requires the use of software programs taught in class. All learners will complete (7 - 8) pieces of assessment in a range of genres. This will include written and oral.

Samples of assessment:
- Expositions about characters in novels
- Poetry analysis.
- Students will write a narrative

CLASS TIME
- Students are required to attend one 2 hour lesson per week

REQUIREMENTS:
- Notebook (at least 96 pages)
- Ruler
- Pencil, eraser
- Blue or black biro
- Red biro
- Highlighter
- Small stapler and staples
Short Course in Numeracy (Year 10 Maths)

COST $30

WHAT IS SHORT COURSE NUMERACY? *(extracted from Numeracy: A Short course senior syllabus 2010)*
This short course senior syllabus focuses on aspects of numeracy and does not replace the study of the subject Mathematics. It is informed by the Australian Core Skills Framework (ACSF). The requirements for a standard C Level of Achievement in this short course mirror the numeracy requirements for ACSF Level 3.

It is designed to help students improve their numeracy by building their confidence and making meaning of mathematics so that they are ready for the general demands of life at home and in the work force.

Students who complete the course early will be given extension work.

WHY STUDY SHORT COURSE NUMERACY?
Students who complete the short course at a Sound Achievement level will achieve one credit towards the QCE. The short course is a minimum of one semester in length.

LEARNING EXPERIENCES
Students are taught mathematics through units which enable the learning to be more self-paced.
- Traditional teaching
- Practical activities
- Real life experiences

COURSE CONTENT *(extracted from Numeracy: A Short course senior syllabus 2010)*
In this course of study students will:
- learn a variety of strategies to develop and monitor their own learning
- identify and communicate mathematical information that is embedded in a range of texts and contexts from everyday life and work
- use mathematical processes and strategies to solve problems in a range of situations
- reflect on outcomes and the appropriateness of mathematical processes used.

CLASS TIME
Class time: 2hr per week.
Extra home time: 2hr per week

ASSESSMENT
The assessment program includes a variety of assessment techniques which are integrated with the learning experiences. The achievement level awarded each student on exit from the course is based on the fullest and latest information. Students are assessed on their performance in supervised exams, in class assignments and take home assignments.

REQUIREMENTS
- 1 exercise book (at least 96 pages)
- writing equipment
- Scientific calculator
- Ruler
- USB stick

TEXT BOOK REQUIREMENT
Core Skills Mathematics 10 (out of print)
Authors: Mark Bruce, Michael Haese, Robert Haese, Sandra Haese, Derk Kappelle Haese and Harris Publications
Year 10 Science

COST $30

WHAT IS YEAR 10 SCIENCE
Year 10 Science aims to provide you with an understanding of how to scientifically explain events that you observe within the everyday work place, in which you can investigate, test and explain the world around you.

WHY STUDY YEAR 10 SCIENCE
You should obtain an understanding of many scientific concepts, which will enable you to develop informed opinions. You will develop an ability to question events around you and to use a scientific framework as a mechanism to test your ideas and generate hypotheses or inferences to explain your observations.

Other reasons for studying Year 10 Science include:
- Year 10 Science is a prerequisite for trades/defence entry.
- Year 10 Science gives you a background in Science for future studies in Senior Sciences.

LEARNING EXPERIENCES
Year 10 Science covers four main concept areas:
- Biology
- Chemistry
- Physics
- Earth and Space

COURSE CONTENT

Biology
- Genetics and Evolution
- Global systems and Climate change

Physics
- Newton's Laws of motion
- Applying motion formulas
- Motion experiments

Chemistry
- Elements and the periodic table
- Chemical reactions and reaction rates
- Laboratory experiments

Earth and Space
- Astronomy
- Theories of the origin of the universe

CLASS TIME
- Students are required to attend one 2 hour lesson per week
- The course is unitised, with each unit usually run over five weeks

ASSESSMENT
Assessment is continuous throughout the course. This includes a variety of assignments, practical project, supervised assessment and experiments.

REQUIREMENTS
- No texts required
- Notebooks and writing equipment
- Calculator and graph paper.
- When performing experiment you will need closed footwear with impervious uppers and non-flammable clothing.
CUA20615 - Certificate II in Music Industry

COST $250

WHERE?
At the Townsville Creative Technologies College in Dalrymple Service Road at Heatley Secondary College

WHAT IS THE MUSIC INDUSTRY?
The Australian Music Industry is vital, creative and diverse. It meets cultural and recreational needs and offers major employment opportunities.

WHY STUDY MUSIC?
- The Australian music industry generates nearly $14 billion per year.
- Work in the music industry is mostly casual.
- Musicians frequently generate their own work and juggle several jobs simultaneously.
- New creative and technological developments are a feature of the industry and the marketplace.
- Develops understanding of the network of industry

ADMISSION PROCESSES
This course caters for students interested in Music Production. It targets students who seek to learn practical skills in the area of Entertainment, Music, Media, Screen, Broadcast (Television) and Multimedia. Students are required to have a USI (Unique Student Identifier) prior to enrolment.

COURSE INFORMATION
Projects undertaken in the completion of this subject include:
- Soundtrack production projects
- Recording, editing and mixing projects
- Radio Broadcast projects
- Live and studio set-ups
- Research assignments and presentations

ASSESSMENT
This nationally-recognised VET course involves three (3) Core Units of Competency and five (5) Elective Units of Competency that include:
- Research assignments and presentations
- Soundtrack production projects
- Recording, editing and mixing projects
- Radio Broadcast projects

LEARNING EXPERIENCES
- Maximum hands-on experience with the industry standard programs and systems of music and audio production
- Analog and digital recording and production technology and techniques
- Microphone and mixing fundamentals
- Editing and audio transference
- Live and studio set-up
REQUIREMENTS
No requirement to read music. Year 10 level Education is necessary. A passion for music production and listening.
- Unique Student Identifier (USI)
- USB storage/drive (16G min)
- Headphones
- Notebook/folder

Text: No required texts, however, it is recommended that students subscribe to magazines such as Audio Technology, Sound on Sound, Computer Music

COURSE PROGRAM and OUTLINE

<table>
<thead>
<tr>
<th>CLASS TIME / CONTACT</th>
<th>NON CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>The course involves 1x 3 hour timetabled session per week over one year and 1 x 2 hour per week of timetabled contact time with trainer and facility.</td>
<td>It is recommended that students complete at least 40+ hours of their own time completing course requirements.</td>
</tr>
</tbody>
</table>

Students will be required to complete three (3) Core Units of Competency and five (5) Elective Units of Competency as follows:

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit of Competency Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE</td>
<td></td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>CUAIND201</td>
<td>Develop and apply creative arts industry knowledge</td>
</tr>
<tr>
<td>GROUP</td>
<td></td>
</tr>
<tr>
<td>CUASOU202</td>
<td>Perform basic sound editing</td>
</tr>
<tr>
<td>CUASOU204</td>
<td>Mix sound in a broadcasting environment</td>
</tr>
<tr>
<td>CUAMCP201</td>
<td>Incorporate technology into making music</td>
</tr>
<tr>
<td>CUASOU307</td>
<td>Record and mix basic music demo</td>
</tr>
<tr>
<td>CUASOU203</td>
<td>Assist with sound recordings</td>
</tr>
</tbody>
</table>

CERTIFICATION
CUA20615 Certificate II in Music Industry will be awarded when requirements of the core and electives, as outlined above have been met. A learner will gain a Statement of Attainment if the full requirements for the issuing of the appropriate qualification, i.e. Certificate II in Music Industry, are not met.

CAREER PATHWAYS
Completion of this course will provide further opportunities in the area of the Creative Industries – Technical Production, Music Business, Music Performance.
CUA20215 - Certificate II in Creative Industries – Screen

Release 1

COST $250

WHERE?
At the Townsville Creative Technologies College in Dalrymple Service Road at Heatley Secondary College

WHAT ARE THE CREATIVE INDUSTRIES?
The Creative Industries include:
- Print Media
- Film, Television & Radio
- Graphic Design and Interactive Media
- Music and
- Visual Arts

These industries offer a broad range of full, part time and casual employment opportunities to people skilled in digital media technologies.

ADMISSION PROCESSES
This course caters for students interested in the Creative Industries. It targets students who seek to learn practical skills in the area of the Creative Industries - Digital Media, Digital Visual Effects, Broadcast Technology and Post-Production. Students are required to have a USI (Unique Student Identifier) prior to enrolment.

ASSESSMENT
This nationally-recognised VET course involves four (4) Core Units of Competency and four (4) Elective Units of Competency that include:
- Video, audio and lighting projects
- Short-answer written assignments and project research
- Guided practical demonstrations

REQUIREMENTS
- Unique Student Identifier (USI)
- USB or external hard drive for back up and transfer of course material and resources.
- Pen and A4 notebook/folder for note-taking and handouts

COURSE CONTENT
1. DIGITAL IMAGE PRODUCTION
Introduction to:
- Camera Operation and Maintenance
- Lighting Skills
- Still Image/Video/Audio Editing and Special Effects
- Key Film and Television Industry terminology

2. PROJECT DEVELOPMENT
- Instruction in the process of developing industry-relevant projects on a broad range of student-nominated topics.
- Compilation of digital ‘show reel’ for student
COURSE PROGRAM and OUTLINE

CLASS TIME / CONTACT
The course involves 1x 3 hour timetabled session per week over one year and 1 x 2 hour per week of timetabled contact time with trainer and facility.

NON CONTACT
It is recommended that students complete at least 40+ hours of their own time completing course requirements.

Students will be required to complete four (3) Core Units of Competency and seven (7) Elective Units of Competency as follows:

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit of Competency Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE</td>
<td></td>
</tr>
<tr>
<td>CUAIND201</td>
<td>Develop and apply creative arts industry knowledge</td>
</tr>
<tr>
<td>CUSWHS302</td>
<td>Apply work health and safety practices</td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>GROUP</td>
<td></td>
</tr>
<tr>
<td>CUAPOS201</td>
<td>Perform basic vision and sound editing</td>
</tr>
<tr>
<td>CUACAM201</td>
<td>Assist with basic camera shoot</td>
</tr>
<tr>
<td>CUAACD101</td>
<td>Use basic drawing techniques</td>
</tr>
<tr>
<td>CUALGT201</td>
<td>Develop basic lighting skills and knowledge</td>
</tr>
<tr>
<td>BSBCRT101</td>
<td>Apply critical thinking techniques</td>
</tr>
<tr>
<td>BSBDIV301</td>
<td>Work effectively with diversity</td>
</tr>
<tr>
<td>BSBDES201</td>
<td>Follow a design process</td>
</tr>
</tbody>
</table>

CERTIFICATION
CUA20215 Certificate II in Creative Industries – Screen will be awarded when requirements of the core and electives, as outlined above have been met. A learner will gain a Statement of Attainment if the full requirements for the issuing of the appropriate qualification, i.e. Certificate II in Creative Industries (Media) - Screen, are not met.

Please note: HASC offers two CUA20215 courses, and students who do both (the Screen and the Animation) will only be awarded one certificate and only receive a total of 4 QCE Credits.

CAREER PATHWAYS
This qualification allows learners to develop skills and knowledge to prepare for work or higher level tertiary study, but there are few specific employment outcomes at this level. This qualifications is a foundation course that provides knowledge and skills highly relevant to the Film and Television industries. These industries offer a broad range of full, part-time and casual employment opportunities to people skilled in digital media technologies.
CUA20215 - Certificate II in Creative Industries – Animation

COST $250

WHERE?
At the Townsville Creative Technologies College in Dalrymple Service Road at Heatley Secondary College

WHAT ARE THE CREATIVE INDUSTRIES?
The Creative Industries include:
- Print Media
- Film, Television & Radio
- Graphic Design and Interactive Media
- Music and
- Visual Arts

These industries offer a broad range of full, part time and casual employment opportunities to people skilled in digital media technologies. Animation and simulation is being used well outside of the gaming and entertainment industries in training and development, in mining and medicine, in engineering and architecture, in health and physiotherapy and recovery, in education and communication, to make image, text and content move and come alive.

ADMISSION PROCESSES
This course caters for students interested in the Creative Industries. It targets students who seek to learn practical skills in the area of the Creative Industries - Digital Media, Animation and Digital Visual Effects, Broadcast Technology and Post-Production. Students are required to have a USI (Unique Student Identifier) prior to enrolment.

ASSESSMENT
This nationally-recognised VET course involves four (4) Core Units of Competency and four (4) Elective Units of Competency that include:
- Compilation of documents showing knowledge of a range of creative industry knowledge and concepts associated with Workplace Health and Safety.
- Development of a range of 2D/3D objects using image manipulation software such as Adobe Photoshop and Flash, Autodesk 3DS Max, Autodesk Maya

COURSE CONTENT
1. Investigation of the design process.
2. Working in a team to develop creative industry products.
3. Development of 2D/3D images and objects.
4. Use of multi-media technologies in the design process.
5. Creative industry concepts and components.
7. Using Adobe, Autodesk and open source programs.
8. Create 2D and 3D models and scenes.
9. Animated 2D and 3D models.

REQUIREMENTS
- Unique Student Identifier (USI)
USB or external hard drive for back up and transfer of course material and resources.

- Pen and A4 notebook/folder for note-taking and handouts.

### COURSE PROGRAM and OUTLINE

#### CLASS TIME / CONTACT

<table>
<thead>
<tr>
<th>Non Contact</th>
<th>The course involves 1x 3 hour timetabled session per week over one year and 1 x 2 hour per week of timetabled contact time with trainer and facility.</th>
</tr>
</thead>
</table>

#### NON CONTACT

It is recommended that students complete at least 40+ hours of their own time completing course requirements.

Students will be required to complete four (4) Core Units of Competency and two (2) Specialist Units and (2) Elective Units of Competency as follows:

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit of Competency Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUAIND201</td>
<td>Develop and apply creative arts industry knowledge</td>
</tr>
<tr>
<td>CUSWHS302</td>
<td>Apply work health and safety practices</td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>BSBDES201</td>
<td>Follow a design process</td>
</tr>
<tr>
<td>CUAACD101</td>
<td>Use basic drawing techniques</td>
</tr>
<tr>
<td>CUAACD201</td>
<td>Develop drawing skills to communicate ideas</td>
</tr>
<tr>
<td>CUASCE201</td>
<td>Develop basic scenic art skills</td>
</tr>
<tr>
<td>CUADIG202</td>
<td>Develop digital imaging skills</td>
</tr>
<tr>
<td>ICTICT203</td>
<td>Operate application software packages</td>
</tr>
<tr>
<td>ICTICT201</td>
<td>Operate digital media technology package</td>
</tr>
</tbody>
</table>

### CERTIFICATION

CUA20215 Certificate II in Creative Industries – Animation will be awarded when requirements of the core and electives, as outlined above have been met. A learner will gain a Statement of Attainment if the full requirements for the issuing of the appropriate qualification, i.e. Certificate II in Creative Industries (Media) – Animation, are not met.

Please note: HASC offers two CUA20215 courses, and students who do both (the Screen and the Animation) will only be awarded one certificate and only receive a total of 4 QCE Credits.

### CAREER PATHWAYS

This qualification allows learners to develop skills and knowledge to prepare for work, but there are few specific employment outcomes at this level. Possible job titles relevant to this qualification include:

- Print Media
- Film, Television & Radio
- Graphic Design and Interactive Media
- Music and
- Visual Arts

Animation and simulation is now being used well outside of the gaming and entertainment industries in training and development, in mining and medicine, in engineering and architecture, in health and physiotherapy and recovery, in education and communication, to make image, text and content move and come alive.

---

Affiliated with Main Learning Provider
Heatley Secondary College
(National Provider No 30295)
ICT20115 - Certificate II in Information, Digital Media and Technology - Game Programming

COST $250

WHERE?
At the Townsville Creative Technologies College in Dalrymple Service Road at Heatley Secondary College

LEARNING EXPERIENCE
Certificate II in Information, Digital Media and Technology has a game programming focus and is designed to introduce students to the fundamentals of designing and creating 3D games. Queensland is currently the epicentre of games development in Australasia and home to over 40 per cent of Australia’s game developers. This course introduces students to the knowledge and skills necessary to create exciting, innovative games. The course provides a great introduction not only for those interested in ‘breaking’ into the gaming industry but the qualification provides foundation general computing and employment skills that enable participation in an information technology environment in any industry. Small to medium enterprises will find the contents of this qualification useful at an ICT user level. This course introduces students to the fundamentals of designing and creating 3D games. As well as the skills required to develop games, students will also gain important skills to demand by employees, including communication skills, teamwork, problem solving and lateral thinking.

ADMISSION PROCESSES
The course provides learners an introduction into the gaming industry. This qualification develops basic programming skills in languages used in an information technology environment in any industry. Students are required to have a USI (Unique Student Identifier) prior to enrolment.

COURSE INFORMATION
This course introduces students to the fundamentals of designing and creating 3D games. As well as the skills required to develop games, students will also gain important skills in demand by employees, including communication skills, teamwork, problem solving and lateral thinking.

ASSESSMENT
This nationally-recognised VET course involves seven (7) core units and seven (7) elective units of competency that include: Projects, Presentations, Group or Individual Assignments and Observations.

REQUIREMENTS
- Unique Student Identifier (USI)
- USB or external hard drive for back up and transfer of course material and resources.
- Pen and A4 notebook/folder for note-taking and handouts.
COURSE PROGRAM and OUTLINE

**CLASS TIME / CONTACT**
The course involves 1x 3 hour timetabled session per week over one year and 1 x 2 hour per week of timetabled contact time with trainer and facility.

**NON CONTACT**
It is recommended that students complete at least 40+ hours of their own time completing course requirements.

Students will be required to complete seven (7) Core Units of Competency and seven (7) Elective Units of Competency as follows:

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit of Competency Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE</td>
<td></td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to Health and Safety of self and others</td>
</tr>
<tr>
<td>BSBSUS201</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>ICAICT201</td>
<td>Use computer operating systems and hardware</td>
</tr>
<tr>
<td>ICAICT202</td>
<td>Work and communicate effectively in an IT environment</td>
</tr>
<tr>
<td>ICAICT203</td>
<td>Operate application software packages</td>
</tr>
<tr>
<td>ICAICT204</td>
<td>Operate a digital media technology package</td>
</tr>
<tr>
<td>ICAWEB201</td>
<td>Use social media tools for collaboration and engagement</td>
</tr>
<tr>
<td>GROUP</td>
<td></td>
</tr>
<tr>
<td>ICTICT205</td>
<td>Design basic organisational documents using computing packages</td>
</tr>
<tr>
<td>ICTICT207</td>
<td>Integrate commercial computing packages</td>
</tr>
<tr>
<td>ICTICT210</td>
<td>Operate database applications</td>
</tr>
<tr>
<td>ICTICT211</td>
<td>Identify and use basic current industry specific technologies</td>
</tr>
<tr>
<td>ICTICT308</td>
<td>Use advanced features of computer applications</td>
</tr>
<tr>
<td>CUFDIG301A</td>
<td>Author interactive sequences</td>
</tr>
<tr>
<td>CUFDIG304A</td>
<td>Create visual design components</td>
</tr>
</tbody>
</table>

**CERTIFICATION**
ICT20115 Certificate II in Information, Digital Media and Technology - Game Programming will be awarded when requirement of the core, required and elective competencies as outlined above have been met. A learner will gain a Statement of Attainment if the full requirements for the issuing of the appropriate qualification, i.e. Certificate II in Information, Digital Media and Technology - Game Programming, are not met.

**CAREER PATHWAYS**
People working in the games and entertainment industry include programmers, animators, script writers, project managers and graphic designers. As well as the skills required to develop games, students will also gain important skills in demand by employees, including communication skills, teamwork, problem solving and lateral thinking.
ICP20115 - Certificate II in Printing and Graphic Arts (General)                             Release 1

COST $250

WHERE?
At the Townsville Creative Technologies College in Dalrymple Service Road at Heatley Secondary College

ADMISSION PROCESSES
This course caters for students seeking a pathway into the printing and graphics industry. Students are required to have a USI (Unique Student Identifier) prior to enrolment.

COURSE INFORMATION
Projects undertaken in the completion of this subject include the practical application and knowledge of industry standard software packages such as Photoshop, Illustrator and InDesign. Students will learn how to input or create images for publication, design page layouts, posters and magazine covers.

ASSESSMENT:
This nationally-recognised VET course involves four (4) Core Units of Competency and eleven (11) Elective Units of Competency that include:

- input or create images for publication
- use software to manipulate images to suit a design brief
- exploring the use and arrangement of type styles
- combining graphics and images to produce finished document

LEARNING EXPERIENCE:
The invention of the personal computer gave people the ability to design, compile and output publications all from their desktop. Digital technologies are now the tool used almost universally to produce books, magazines, newspapers, brochures, posters and cards.

REQUIREMENTS:
- Unique Student Identifier (USI)
- USB or external hard drive for backup and transfer of materials, resources and projects
- Pens, pencils, sketch pad/books
- A4 Display Book

COURSE PROGRAM and OUTLINE

<table>
<thead>
<tr>
<th>CLASS TIME / CONTACT</th>
<th>NON CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>The course involves 1x 3 hour timetabled session per week over one year and 1x 2 hour per week of timetabled contact time with trainer and facility.</td>
<td>It is recommended that students complete at least 40+ hours of their own time completing course requirements.</td>
</tr>
</tbody>
</table>
Students will be required to complete four (4) Core Units of Competency and eleven (11) Elective Units of Competency as follows:

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit of Competency Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSUS201</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>ICPSU216</td>
<td>Inspect quality against required standards</td>
</tr>
<tr>
<td>ICPSU262</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>ICPSU260</td>
<td>Maintain a safe work environment</td>
</tr>
<tr>
<td>ICPDMT263</td>
<td>Access and use the internet</td>
</tr>
<tr>
<td>ICPPRP211</td>
<td>Develop a basic design concept</td>
</tr>
<tr>
<td>ICPPRP232</td>
<td>Electronically combine/assemble data</td>
</tr>
<tr>
<td>ICPPRP252</td>
<td>Output images</td>
</tr>
<tr>
<td>ICPPRP221</td>
<td>Select and apply type</td>
</tr>
<tr>
<td>ICPPRP224</td>
<td>Produce pages using a page layout application</td>
</tr>
<tr>
<td>ICPPRP225</td>
<td>Produce graphics using a graphics application</td>
</tr>
<tr>
<td>ICPDMT322</td>
<td>Edit a digital image</td>
</tr>
<tr>
<td>ICPPRP321</td>
<td>Produce a typographic image</td>
</tr>
<tr>
<td>ICPPRP284</td>
<td>Produce PDF files for online or screen display</td>
</tr>
<tr>
<td>ICPPRP260</td>
<td>Proof images</td>
</tr>
</tbody>
</table>

CERTIFICATION
ICP20115 Certificate II in Printing and Graphic Arts (Desktop Publishing) will be awarded when requirements of the core and electives as outlined above have been met. A learner will gain a Statement of Attainment if the full requirements for the issuing of the appropriate qualification, i.e. Certificate II in Printing and Graphic Arts - Desktop Publishing, are not met.

CAREER PATHWAYS
Completion of this course will provide further opportunities in the area of:
- Assistant desktop publisher
- Pre-press worker

CAREER PATHWAYS
This qualification will equip the trainee with the knowledge and skills to operate as part of a Desktop Publishing team within the Graphic Arts, Printing, Advertising or Publishing Industries.
ICT30115 - Certificate III in Information, Digital Media and Technology - Game Design and Development

Release 1

COST $800 (Over 2 years)

WHERE?
At the Townsville Creative Technologies College in Dalrymple Service Road at Heatley Secondary College

ADMISSION PROCESSES
This course provides the skills and knowledge for an individual to be competent in supporting the design, development and programming of basic digital games briefs as part of a larger development team. Students are required to have a USI (Unique Student Identifier) prior to enrolment. Each student will be interviewed to determine their eligibility for direct entry into a certificate III qualification. Direct entry into certificate III is not guaranteed.

COURSE OUTLINE
A wide range of projects will include topics such as identifying and applying principles of game design and game playing, creating 2D and 3D animations and models for game development, creating 2D and 3D game environments and basic programming for games and mobile devices.

ASSESSMENT
This nationally-recognised VET course involves six (6) Core Units of Competency and eleven (11) Elective Units of Competency that include:
- Run standard diagnostic tests
- Install and operate operating system software
- Working effectively in an IT environment
- Research assignments
- 2D and 3D animation and modelling
- Development of 2D and 3D game environments
- Development of 2D and 3D game components
- Programming foundations for games and mobile devices

LEARNING EXPERIENCES
- Maximum hands-on experience with the industry standard programs
- Using industry standard software to develop a 2D computer game
- Using industry standard software to develop a 3D computer game
- Programming for computer games (Actionscript, C++)
- Programming for mobile devices (iPhone)
- Using peripheral devices (tablets)

INDUSTRY EXPERIENCES
May include meeting with industry professionals from a range of education providers such as:
- James Cook University
- Quantum College

REQUIREMENTS
- Unique Student Identifier (USI)
- Year 10 level Education is necessary.
- Completion of Certificate II and/or significant experience gaming technologies.
- Passion for game development.
- USB storage/drive (16G min)
- Headphones
- Notebook/folder
Text: No required texts, however, it is recommended that students seek out subscriptions associated with game development, especially in areas of personal interest.

**COURSE PROGRAM and OUTLINE**

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit of Competency Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS304</td>
<td>Participate effectively in WHS communication and consultation processes</td>
</tr>
<tr>
<td>ICAICT202</td>
<td>Work and communicate effectively in an IT environment</td>
</tr>
<tr>
<td>ICASAS301</td>
<td>Run standard diagnostic tests</td>
</tr>
<tr>
<td>ICAICT301</td>
<td>Create user documentation</td>
</tr>
<tr>
<td>ICAICT302</td>
<td>Install and optimise operating system software</td>
</tr>
<tr>
<td>BSBSUS301</td>
<td>Implement and monitor environmentally sustainable work practices</td>
</tr>
<tr>
<td>ICTICT203</td>
<td>Operate application software packages</td>
</tr>
<tr>
<td>CUFANM301A</td>
<td>Create 2D digital animations</td>
</tr>
<tr>
<td>CUFANM302A</td>
<td>Create 3D digital animations</td>
</tr>
<tr>
<td>CUFANM303A</td>
<td>Create 3D digital models</td>
</tr>
<tr>
<td>ICTGAM301</td>
<td>Apply simple modelling techniques</td>
</tr>
<tr>
<td>ICTGAM302</td>
<td>Design and apply simple textures to digital art</td>
</tr>
<tr>
<td>ICTGAM303</td>
<td>Review and apply the principles of animation</td>
</tr>
<tr>
<td>ICTGAM410</td>
<td>Develop 3D components for interactive games</td>
</tr>
<tr>
<td>ICTGAM402</td>
<td>Identify and apply principles of games design and games playing</td>
</tr>
<tr>
<td>ICTPRG301</td>
<td>Apply introductory programming techniques</td>
</tr>
<tr>
<td>ICTICT305</td>
<td>Identify and use current industry specific technologies</td>
</tr>
</tbody>
</table>

**CERTIFICATION**

ICT30115 Certificate II in Information Digital Media and Technology - Game Programming and Development will be awarded when requirements of the core and electives as outlined have been met. A learner will gain a Statement of Attainment if the full requirements for the issuing of the appropriate qualification, i.e. The Certificate II in Information Digital Media and Technology - Game Programming and Development, are not met.

**CAREER PATHWAYS**

This qualification allows learners to develop skills and knowledge to prepare to work in the ICT digital game programming industry. Possible jobs relevant to this qualification may include:

- support 2-D/3-D artist
- assistant animator
- assistant designer
- support games developer
- assistant graphic/media designer
- interaction media developer
- assistant PC games programmer
- support web designer
- support digital media developer

[Images of logos for TCTC and HASC]
COST $800 (Over 2 years)

WHERE?
At the Townsville Creative Technologies College in Dalrymple Service Road at Heatley Secondary College

WHAT ARE THE CREATIVE INDUSTRIES?
The Creative Industries include:
♦ Print Media
♦ Film, Television & Radio
♦ Graphic Design and Interactive Media
♦ Music and
♦ Visual Arts

These industries offer a broad range of full, part-time and casual employment opportunities to people skilled in digital media technologies. Animation and simulation is being used well outside of the gaming and entertainment industries in training and development, in mining and medicine, in engineering and architecture, in health and physiotherapy and recovery, in education and communication, to make image, text and content move and come alive.

ADMISSION PROCESSES
Animation and simulation is being used well outside of the gaming and entertainment industries in training and development, in mining and medicine, in engineering and architecture, in health and physiotherapy and recovery, in education and communication, to make image, text and content move and come alive. Students are required to have a USI (Unique Student Identifier) prior to enrolment. Each student will be interviewed to determine their eligibility for direct entry into a certificate III qualification. Direct entry into certificate III is not guaranteed.

ASSESSMENT
This nationally-recognised VET course involves three (3) Core Units of Competency and five (5) Elective Units of Competency that include:
♦ Research assignments
♦ 2D modelling and animation
♦ 3D modelling and animation
♦ Development of stop motion animations
♦ Creating visual design components using sketching and concept drawings
♦ Following the design process
♦ Performing editing and integration of sound into animation design process

LEARNING EXPERIENCES
♦ Maximum hands-on experience with the industry standard programs to develop 2D and 3D characters and animation components
♦ Using industry standard software to develop a 2D computer animation
♦ Using industry standard software to develop a 3D computer animation
♦ Using peripheral animation devices (tablets)
♦ Stop motion animation development

INDUSTRY EXPERIENCES
May include meeting with industry professionals from a range of education providers such as:
♦ James Cook University
♦ Quantum College
REQUIREMENTS
- Unique Student Identifier (USI)
- Year 10 level Education is necessary.
- Completion of Certificate II and/or significant experience with animation technologies
- Passion for the design process and components associated with the development of animation.
- USB storage/drive (16G min)
- Headphones
- Notebook/folder
- Text: No required texts, however, it is recommended that students seek out subscriptions associated with animation development, especially in areas of personal interest.

COURSE PROGRAM and OUTLINE

CLASS TIME / CONTACT
The course involves 1x 3 ½ hour session per week over two years.

NON CONTACT
It is recommended that students complete at least 75+ hours of their own time completing course requirements.

Students will be required to complete three (3) Core and eight (8) Elective Units of Competency over two years (four semesters).

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit of Competency Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCRT301</td>
<td>Develop and extend critical and creative thinking skills</td>
</tr>
<tr>
<td>CUAIND301</td>
<td>Work effectively in the creative arts industries</td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>CUAANM301A</td>
<td>Create 2D digital animations</td>
</tr>
<tr>
<td>CUAANM302</td>
<td>Create 3D digital animations</td>
</tr>
<tr>
<td>CUAANM303</td>
<td>Create 3D digital models</td>
</tr>
<tr>
<td>BSBDES302</td>
<td>Explore and apply the creative design process to 2D forms</td>
</tr>
<tr>
<td>BSBDES303</td>
<td>Explore and apply the creative design process to 3D forms</td>
</tr>
<tr>
<td>ICTICT308</td>
<td>Use advanced features of computer applications</td>
</tr>
<tr>
<td>ICTGAM302</td>
<td>Design and apply simple textures to digital art</td>
</tr>
<tr>
<td>ICTGAM303</td>
<td>Review and apply the principles of animation</td>
</tr>
</tbody>
</table>

CERTIFICATION
CUA31015 Certificate III in Creative Industries – Screen and Media will be awarded when requirements of the core and electives, as outlined have been met. A learner will gain a Statement of Attainment if the full requirements for the issuing of the appropriate qualification, i.e. Certificate III in Creative Industries - Animation are not met.

CAREER PATHWAYS
These industries offer a broad range of full, part-time and casual employment opportunities to people skilled in digital media technologies.
- Animation/visual effects designer
- Print Media
- Film, Television & Radio
- Graphic Design and Interactive Media
- Music
- Visual Arts
CUA30915 - Certificate III in Music Industry

COST $800 (Over 2 years)

WHERE?
At the Townsville Creative Technologies College in Dalrymple Service Road at Heatley Secondary College

COURSE OUTLINE
A wide range of projects will include recording, editing, mixing demos, assisting with staging events, corporate presentations and seminars, equipment hire and installation, technical crew support, using technology to create music and musical performance.

ADMISSION PROCESSES
This course caters for students seeking a pathway into the Music and Entertainment Industry. Students will have the opportunity to complete a wide range of projects including:

- Experience with the industry standard programs and systems of music and audio production
- Analog and digital recording and production technology and techniques.
- Microphone and mixing fundamentals.
- Editing and audio transference
- Music and audio creation using electronic devices
- Using technology to create music and musical performance.

Students are required to have a USI (Unique Student Identifier) prior to enrolment. Each student will be interviewed to determine their eligibility for direct entry into a certificate III qualification. Direct entry into certificate III is not guaranteed.

COURSE INFORMATION
Projects undertaken in the completion of this subject include:

- Research assignments
- Recording projects
- Production systems installation and management
- Music/soundtrack production

ASSESSMENT
This nationally-recognised VET course involves four (4) Core Units of Competency and seven (7) Elective Units of Competency that include:

- Working effectively in the music industry
- Applying entertainment industry knowledge
- Implementing copyright arrangements.
- Research assignments
- Recording projects
- Production systems installation and management
- Music/soundtrack production

LEARNING EXPERIENCES

- Maximum hands-on experience with the industry standard programs and systems of music and audio production
- Analog and digital recording and production technology and techniques.
- Microphone and mixing fundamentals.
- Editing and audio transference
- Music and audio creation using electronic devices
REQUIREMENTS

- No requirement to read music.
- Year 10 level Education is necessary.
- Passion for audio & music production.
- Unique Student Identifier (USI)
- USB storage/drive (16G min)
- Headphones
- Notebook/folder
- Completion of Certificate II and/or significant experience with music/audio technology.
- Text: No required texts, however, it is recommended that students subscribe to magazines such as Audio Technology, Sound on Sound, Computer Music

COURSE PROGRAM and OUTLINE

<table>
<thead>
<tr>
<th>CLASS TIME / CONTACT</th>
<th>NON CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>The course involves 1x 3 ½ hour session per week over two years.</td>
<td>It is recommended that students complete at least 75+ hours of their own time completing course requirements.</td>
</tr>
</tbody>
</table>

Students will be required to complete four (4) core, four (4) specialist and three (3) electives over two years (four semesters).

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit of Competency Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE</td>
<td></td>
</tr>
<tr>
<td>CUACMP301</td>
<td>Implement copyright arrangements</td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of others</td>
</tr>
<tr>
<td>CUAIND303</td>
<td>Work effectively in the music industry</td>
</tr>
<tr>
<td>CUASOU310</td>
<td>Apply knowledge of style and genre to music industry practice</td>
</tr>
<tr>
<td>GROUP B</td>
<td></td>
</tr>
<tr>
<td>CUASOU202</td>
<td>Perform basic sound editing</td>
</tr>
<tr>
<td>CUASOU307</td>
<td>Record and mix a basic music demo</td>
</tr>
<tr>
<td>CUASOU308</td>
<td>Install and disassemble audio equipment</td>
</tr>
<tr>
<td>CUASOU310</td>
<td>Analyse soundtracks</td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
</tr>
<tr>
<td>CUAMPF304</td>
<td>Make a music demo</td>
</tr>
<tr>
<td>CUAMCP303</td>
<td>Develop simple musical pieces using electronic media</td>
</tr>
<tr>
<td>CUAMCP201</td>
<td>Incorporate technology into music making</td>
</tr>
</tbody>
</table>

CERTIFICATION

CUA30915 Certificate III in Music Industry will be awarded when requirements of the core and electives, as outlined have been met. A learner will gain a Statement of Attainment if the full requirements for the issuing of the appropriate qualification, i.e. Certificate III in Music Industry, are not met.

CAREER PATHWAYS

Completion of this course will provide further opportunities in the area of the Creative Industries and or progress to Certificate IV / Diploma in sound production, Music Performance and Music Business.
CUA31015 - Certificate III in Screen and Media – Film and Television

Release 1

COST $800 (Over 2 years)

WHERE?
At the Townsville Creative Technologies College in Dalrymple Service Road at Heatley Secondary College

WHAT THE COURSE OFFERS:
Professional camera work, screen writing, production design, sound recording, lighting and editing skills are in high demand in the film, television, advertising, education and training industries. The Certificate III in Screen and Media – (Film and Television) gives students an in-depth grounding in these skills, preparing them for a range of roles in film and video production. The course serves as a solid foundation for traineeships and independent production company work, and as a firm stepping stone into higher level tertiary study in film and television production.

ADMISSION PROCESSES
Each student will be interviewed to determine their eligibility for direct entry into a certificate III qualification. Direct entry into certificate III is not guaranteed.

LEARNING EXPERIENCES and INDUSTRY PLACEMENTS
Extensive hands-on experience with industry standard editing software and video and audio production technology.
Opportunities to create video projects on a range of issues and topics of your choosing.
Detailed understanding of Australian and international film and television production processes.
Opportunity to obtain direct work experience via industry placements in local television, film and lighting production.

ASSESSMENT
This nationally-recognized VET course involves three (3) core and eight (8) Specialist/Elective based units of study that include:
Video and sound recording Script writing
Assembling stage and studio lighting Video /film crew support
Written assignments and project research
Guided practical demonstrations.

COURSE PROGRAM and OUTLINE

<table>
<thead>
<tr>
<th>CLASS TIME / CONTACT</th>
<th>NON CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>The course involves 1x 3 ½ hour session per week over two years.</td>
<td>It is recommended that students complete at least 75+ hours of their own time completing course requirements.</td>
</tr>
</tbody>
</table>
REQUIREMENTS

- Unique Student Identifier (USI)
- Year 10 level of education minimum.
- USB storage/drive (16 Gb recommended min.)
- Notebook and plastic sleeve folder for note-taking and handouts.
- Passion for film and television production.
- Textbooks: Course textbooks will be made available for loan as part of the Course fees.

COURSE OVERVIEW:
Students will be required to complete three (3) Core and eight (8) Elective Units of Competency over two years (four semesters).

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit of Competency Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE</td>
<td></td>
</tr>
<tr>
<td>BSBCRT301</td>
<td>Develop and extend critical and creative thinking skills</td>
</tr>
<tr>
<td>CUAIND301</td>
<td>Work effectively in the creative arts industries</td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>GROUP</td>
<td></td>
</tr>
<tr>
<td>BSBDES202</td>
<td>Evaluate the nature of design in a specific industry context</td>
</tr>
<tr>
<td>CUACAM301</td>
<td>Shoot material for screen productions</td>
</tr>
<tr>
<td>CUALGT201</td>
<td>Develop basic lighting skills and knowledge</td>
</tr>
<tr>
<td>CUAPOS201</td>
<td>Perform basic vision and sound editing</td>
</tr>
<tr>
<td>CUAWRT302</td>
<td>Write simple stories</td>
</tr>
<tr>
<td>CUAACD201</td>
<td>Develop drawing skills to communicate ideas</td>
</tr>
<tr>
<td>CUASOU203</td>
<td>Assist with sound recordings</td>
</tr>
<tr>
<td>CUASOU308</td>
<td>Install and disassemble audio equipment</td>
</tr>
</tbody>
</table>

CERTIFICATION
CUA31015 Certificate III in Creative Industries – Screen and Media will be awarded when requirements of the core and electives, as outlined, have been met. A learner will gain a Statement of Attainment if the full requirements for the issuing of the appropriate qualification, i.e. Certificate III in Screen and Media - Film and Television, are not met.

CAREER PATHWAYS
These industries offer a broad range of full, part-time and casual employment opportunities to people skilled in film and television production.
English Communication

COST $30

✅ Non OP  ✅ QCE (4 pts)

COURSE OUTLINE

English Communication is offered as an alternative to Senior English. The aim of the subject is to provide students with literacy skills necessary for their lives at work, leisure or as active participants in community groups. English Communication develops each student’s written and spoken communication skills. The course is organised around three main themes: work, leisure and community. Students are offered as real-life as possible activities. Students read and view a range of literacy and non-literary texts throughout the course.

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>UNIT TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Promotional Document; Community theatre; Current Affairs</td>
</tr>
<tr>
<td>2</td>
<td>Proposal for organisation of a festival; Giving and following instructions – sharing skills</td>
</tr>
<tr>
<td>3</td>
<td>Travel Unit; Charity Unit; Current Affairs</td>
</tr>
<tr>
<td>4</td>
<td>Heroes and Role Models</td>
</tr>
</tbody>
</table>

ASSESSMENT

Assessment is criteria and standards based. All students in years 11 and 12 will complete (7 - 8) pieces of assessment in a range of genres.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Semester Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written proposal</td>
<td>Spoken demonstration of skill or procedure</td>
</tr>
<tr>
<td>Play performance</td>
<td>Group or individual multi-media presentation</td>
</tr>
<tr>
<td>Radio oral</td>
<td>Written proposal</td>
</tr>
<tr>
<td>Prioritised list</td>
<td></td>
</tr>
<tr>
<td>Current Affairs Journal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Semester Four</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written report</td>
<td>Spoken presentation on workplace rights</td>
</tr>
<tr>
<td>Spoken role play</td>
<td>Written reflection on role models</td>
</tr>
<tr>
<td>Spoken presentation on a charity organisation</td>
<td>Spoken presentation on independent living</td>
</tr>
<tr>
<td>Current Affairs Journal</td>
<td></td>
</tr>
</tbody>
</table>

EMPLOYMENT OPPORTUNITIES:

English Communication is helpful in preparing students for entry into industry, particularly retail, customer service and office work. It is of assistance to students who must complete communications study within TAFE courses.

BSB20115 - Certificate II in Business

COST $250

ADMISSION PROCESSES - ENTRY REQUIREMENTS
There are no pre-requisites for this course. This course caters for students interested in acquiring various skills and knowledge that is utilised in the workplace. Sound literacy skills would be an advantage. Students are required to have a Unique Student Identifier (USI) prior to enrolment.

COURSE INFORMATION
BSB20115 Certificate II in Business provides opportunities for students to undertake a recognised program that is focused on acquiring knowledge and skills of a clerical workplace. As well, it requires the student to apply these concepts in a range of workplace situations. Units of competency are delivered and assessed using competency-based assessment, i.e. Competent, Not Competent, No evidence.

COURSE PROGRAM AND OUTLINE

CLASS TIME / CONTACT
The course involves approx. 1 x 3 hours per week.

NON CONTACT
Students will need to spend some of their own time completing course requirements.

Students will be required to complete twelve (12) Units of Competency as follows:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>BSBINM201</td>
<td>Process/Maintain workplace information</td>
</tr>
<tr>
<td>BSBITU202</td>
<td>Create and Use spreadsheets</td>
</tr>
<tr>
<td>BSBITU203</td>
<td>Communicate electronically</td>
</tr>
<tr>
<td>BSBWOR202</td>
<td>Organise and complete daily work activities</td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>BSBWOR204</td>
<td>Use business technology</td>
</tr>
<tr>
<td>BSBCCMM201</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple word produced documents</td>
</tr>
<tr>
<td>BSBITU102</td>
<td>Develop keyboard skills</td>
</tr>
<tr>
<td>BSBINM202</td>
<td>Handle Mail</td>
</tr>
<tr>
<td>BSBSUS201</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
</tbody>
</table>

FEES
A fee per annum of $250.00 is required to participate in this certificate course to contribute some materials for the course.

CERTIFICATION
BSB 20115 Certificate II in Business will be awarded when requirements of the common and elective competencies, as outlined above have been met. A learner will gain a Statement of Attainment if the full requirements for the issuing of the appropriate qualification, i.e. Certificate II in Business, are not met.

CAREER PATHWAYS
Participation in Certificate II in Business will provide learners moving into traineeship arrangements with a range of experiences, knowledge and skills which form the basis of a level II traineeship, or entry into the office administration working environment. For students who wish to study further, they will be able to move into Certificate III in Business and eventually Diploma of Business specialising in a particular office field eg medical, legal, finance etc.
Pre Vocational Mathematics
COST $30

Non OP ✓ QCE (4 pts)

COURSE OUTLINE
Prevocational Mathematics is designed to help students improve their numeracy by building their confidence and making meaning of mathematics so that they are ready for the general demands of life at home and in the work force.

Students are taught mathematics through thematic or contextual units that are based on real life. In this way mathematics is made meaningful to students. Some of the units students will learn about include:

- **Becoming Employed**: Industry awards, Wages, Buying and Running a Car, Decimals, Percentages and Ratios.
- **Self Employed in Business and Landscaping and Home Development/Renovation**: Measurement, Scale, Wages, Percentage
- **Buying a Home**: Budgeting, Home Finance (mortgages, home insurance), Credit cards, Personal Loans
- **Planning a Holiday**: Planning an itinerary, Budgeting and Saving for a Holiday, Exchange Rates

Prevocational Mathematics allows students to:

- build confidence and experience success when using mathematics in everyday contexts
- improve their preparedness for entry to work, apprenticeships, traineeships, or further study by developing their numeracy
- develop skills such as using a calculator, identifying, measuring, locating, interpreting, estimating, applying, communicating, explaining, problem solving, making informed decisions, and working cooperatively with others
- organise mathematical ideas and represent them in a number of ways such as objects and pictures, numbers and symbols, rules, diagrams and maps, graphs, tables, and texts.
- present findings orally and in writing
- use relevant technologies
- make informed decisions.

ASSESSMENT PROGRAM
The assessment program includes a variety of assessment techniques which are integrated with the learning experiences. Students are assessed on their performance in supervised exams, in class assignments and vocational worksheets. A student’s performance is assessed through the following dimensions: Knowledge (basic course concepts), Applying (using concepts in extended settings) and Explaining (clarifying the steps and concepts used).

These criteria are assessed by means such as:
- Written Tests
- Projects
- Reports
- Folios of 3 or 4 Worksheets
- Surveys
- Investigations

EMPLOYMENT OPPORTUNITIES:
Pre-Vocational Mathematics is helpful in preparing students for entry into many jobs, including industry, retail, customer service and office work.

Ancient History

COST $30

✓ Graded Score ✓ QCE (4 Credits)

WHAT IS ANCIENT HISTORY
Ancient History investigates what has happened and in our past experience, how it happened and why it happened. From these studies, we increase our understanding of the forces and influences at work in the world today.

WHY STUDY ANCIENT HISTORY
- Sharpens critical thinking
- Trains you to use evidence
- Helps you to argue more precisely, think clearly
- Builds reporting skills
- Helps you understand what is happening in the world today.
- Experience at essay writing – developing an argument.

CAREER PATHS
- Law
- Journalism
- Police
- Public service
- Military
- Travel Industry
- Business (analysis reporting on markets, etc)
- Any job requiring knowledge of people, what motivates them
- Any job requiring understanding of other cultures’ points of view
- Any job requiring you to demonstrate a reasonably sophisticated knowledge of the world

COURSE CONTENT
Semester 1: Rome
- Topic 1. Pre-Republican Rome and the early Roman Republic
- Topic 2. Roman expansion throughout the Mediterranean lands
- Topic 3. The first phase of breakdown of the Republic
- Topic 4. The final years of the Republic
- Topic 5. The Principate of Augustus
- Topic 6. The Julio-Claudian and Flavian emperors
- Topic 7. The Roman world in decline
- Topic 8. Roman visual arts, technology and sport
- Topic 9. Roman religion, philosophy and literature

Semester 2. A selection of 2 topics from the following units
- Unit 1: Archaeology, Western Asia & Egypt
- Greece
- Ancient China & India

NOTE: Part A of Paper 1 will be based.
- the tribunates of Tiberius and Gaius Gracchus
- the nature and importance of the careers of Marius and Sulla
- the major factors in this early period that contributed to the collapse of the Republic

Part B of Paper 1 has its focus on in depth study of one of the other topics (other than Topic 3)

CLASS TIME
- Students are required to attend 1 x 3 hour lesson per week

ASSESSMENT
Two examination papers of 2½ hours each in Oct/Nov. Paper one consists of multiple choice, short answer and an essay as response to a variety of sources. Paper two consists of 2 x 650 – word essays on areas of chosen study.

Students are prepared for exams by reviewing elements of past exam papers as extension exercises throughout the course. The teacher provides model/sample responses to past exam questions.

REQUIREMENTS
- Preferred minimum of sound in Year 10 English.
Biological Science

COST $30

✓ Graded Score ✓ QCE (4 Credits)

WHAT IS BIOLOGICAL SCIENCE
Biological science is the study of plants and animals in all their forms. It studies the origin, development, functioning and evolution of living systems and how they are inter-dependant. Biological Science helps us understand the processes and systems related to how individual plants and animals function.

WHY STUDY BIOLOGICAL SCIENCE
- It is interesting
- It gives us insight into scientific processes occurring all around us
- It enables us to understand and appreciate the living world
- It enables us to develop creative scientific thinking
- It provides an opportunity to apply knowledge in a practical way
- It develops informed and responsible citizens able to make decisions about our environment
- It will help you go to University to study

LEARNING EXPERIENCE
- Excursions
- Practical work
- Internet
- Traditional classes

COURSE CONTENT
- Nature of Life
- Organisms and Communities
- Ecosystems
- Humans in Ecosystems
- Cell Biology
- Classification
- Physiology of Plants
- Physiology of Animals
- Reproduction, Growth and Development
- Heredity
- Evolution

CLASS TIMES
- Students are required to attend one 3 hour lesson per week

ASSESSMENT
- Two exam papers (2 ½ hours and 2 hours) in Oct/Nov
- Students will be allocated class time for revision and are prepared for exams by reviewing elements of past exam papers as exercises throughout the course
- Teacher provides model answers to past exam questions

TEXT BOOK REQUIREMENTS
Essential
- Yr 11 Biology Student Resource and Activity Manual - published by Biozone
- Yr 12 Biology Student Resource and Activity Manual - published by Biozone

Useful
- Biology a Contextual Approach - published by Heinemann
- Any Senior Biology text would be good reference

Recommended Reading
- S J Gould – Essay collections
- The Selfish Gene – Richard Dawkins

CAREER PATHWAYS
Completion of Senior Biology will provide further opportunities in the areas of Environmental Science, Technology (Aquatic Resource), Biomedical Science, Microbiology, Technology (Biology, Advanced Biological Laboratory Techniques, Nursing Science, Botany, Genetics, Biotechnology, Food Technology and Nutrition, Occupational Therapy, Exercise Science, Health Science and many other areas.
WHAT IS CHEMISTRY
Chemistry helps us understand the materials around us. It provides links with other branches of Science and a framework allowing knowledge to be organised at the atomic and molecular level, according to observations and formulated theories. Chemistry allows us to investigate the application of chemical theories in the world around us. Chemistry is important in the development of new materials, investigating specific characteristics of substances, reactions, refining and manufacturing processes.

WHY STUDY CHEMISTRY
Apart from the enjoyment of learning chemistry, chemistry can lead to a career in government, health sciences, teaching and industry. It is often a pre-requisite for certain tertiary courses. Chemistry is a very useful background to most scientific studies because of its methodical evaluation, and the provision of a sound training in the scientific method. The study of chemistry gives us a much greater understanding of every part of our lives. Every one of us is a complicated chemical factory. All that physically exists is composed of matter including stars and planets, and all living organisms. The study of chemistry enables us to understand and thus improve our operation and use of common appliances/materials in our everyday activities.

LEARNING EXPERIENCES
- Traditional teaching
- Experiments
- Group work
- Discussions
- Computer simulations
- Internet

COURSE CONTENT
- Materials – Properties, bonding and structure
- Reacting quantities and chemical analysis
- Oxidation and reduction
- Organic chemistry
- Chemical periodicity
- Gases and the atmosphere
- Energy and rates of chemical reactions
- Chemical equilibrium

CLASS TIME
- Students are required to attend one 3.5 hour lesson per week

ASSESSMENT
- Two exams in Oct/Nov. Paper 1 goes for 2½ hours and Paper 2 goes for 2 hours. The papers consist of multiple choices, short answer and extended questions on theoretical and practical aspects of the course.
- Students are allocated class time for revision and prepare for exams by reviewing elements of past exam papers as exercises throughout the course. Students are provided with model answers to past exam questions.

TEXT BOOK REQUIREMENTS
- Pearson "Chemistry"
- 1B Study Guides: Standard and Higher level. Geoffrey Neuss Oxford University Press (Optional).

REQUIREMENTS
- Ring binder with plastic sleeves
- Lined Paper
- Writing materials
- Scientific Calculator
- Enclosed shoes (for laboratory work)
- Graph paper

CAREER PATHWAYS
Completion of Senior Chemistry will provide further opportunities in the areas of Agricultural Engineering, Chemist, Civil Engineering, Environmental Engineering, Industrial Engineering, Materials Engineering, Metallurgist, Patent Examiner, Petroleum Engineering, health sciences and many other areas.
Senior English

COST $30

✓ Graded Score ✓ QCE (4 Credits)

WHAT IS SENIOR ENGLISH?
Senior English deals with language and literature. The language section includes the structure of language, the various genres found in expository, analytical, persuasive and personal writing and reading, and the role of the media in society. The literature section covers poetry, drama, fiction and non-fiction.

WHY STUDY SENIOR ENGLISH?
- It is a required pre-requisite for tertiary study in most areas.
- The ability to communicate, in the oral and written forms is an advantage in any course of study.
- Senior English is a QCCA subject and contributes to tertiary ranking.
- Skills acquired help immeasurably when applying for jobs.
- Personal enrichment.

LEARNING EXPERIENCES
- Variety of teaching styles
- Reading, writing, speaking and listening across a range of texts
- Regular practical sessions
- Group work
- Discussions
- Videos
- Personal reflection
- Internet use

COURSE CONTENT

MEDIA STUDY
Various aspects of the print and electronic media are offered as choices for study. These include advertising or newspapers, or radio or television. The emphasis is on analysing the techniques and appeals of the chosen medium as well as looking at their impact and target audiences.

PERSONAL IMAGINATIVE REFLECTIVE WRITING
Different genres associated with the personal, reflective style will be studied such as the essay, newspaper/magazine column editorial, speech and short story. Models from popular texts will be used as samples.

POETRY
Students have a choice of studying a variety of poems on different topics and in different forms over an extended period of time. A range of poetic techniques will be explained in the context of the poems and how to critique poetry. Eventually students will be prepared to write a textual analysis essay.

DRAMA
One play will be studied in depth looking at dramatic techniques, language, characterisation, themes and elements of staging a play. The play will be studied through the written text and TV/Video and theatrical productions if available. Students may keep a journal / diary for their viewing.

PROSE FICTION
This section enables students to read a novel or 3-4 short stories. Theories of reading and critical literature as well as studies of character, narrative point of view and structure language, and ways of reading will be areas covered. Responses may be in persona or more formal presentations.

NON-FICTION
A Choice of one full-length non-fiction text such as an autobiography, treatise’, research on investigative journalistic text OR 3-4 non-fiction articles is offered. Investigations into the style, structure, content, appeal and arguments of the texts will be the basis for study. Students will have to make a personal or formal response.

CLASS TIME
- Students are required to attend one 3 hour lesson per week

ASSESSMENT
- Two exam papers X 3 hours each over one day in Oct/Nov.
- Students are prepared for exams by reviewing elements of past exam papers as extension exercises throughout the course.
- Teacher provides sample responses to past exam questions.

TEXT BOOK REQUIREMENTS
Titles of textbooks needed will be provided prior to the start of the course.
- a novel
- a play
- a work of non-fiction

CAREER PATHWAYS
Completion of Senior English will provide opportunities to continue tertiary studies in the areas of Primary and Secondary Education, Engineering, Law, Nursing, the Sciences and many others.

HASC
Heatley Adult Secondary College
COST $30

WHAT IS LEGAL STUDIES
The Australian legal system encompasses rules from a variety of sources. Students will examine the nature and function of our legal system, the process of law making, and specific areas of Law which are most likely to have an impact on their daily lives (eg Family Law, Consumer protection, Employment Law.)

WHY CHOOSE LEGAL STUDIES
➢ Law affects every member of a society. It regulates a wide range of activities that influence the functioning and operation of that society.
➢ In our society, ignorance of the law is no excuse so that in effect everyone is deemed to know the law. As such, there is an obligation on our society to instill in its members some knowledge of that law. Acceptance of this obligation is becoming increasingly urgent as economic and social organisation becomes more complex, and as an ever expanding body of law evolves to meet that complexity.

LEARNING EXPERIENCE
➢ Students will be encouraged to use the law and legal processes effectively and not to see the law simply as a set of rules or sanctions which they must follow or by which they must unquestioningly abide.
➢ Students will develop sufficient knowledge of the law so as to know their own rights and obligations as private citizens, when to seek legal advice, and how to contribute, as informed members of society, to critical discussion affecting our legal and social institutions.

COURSE CONTENT
➢ The Legal System
➢ Criminal Law
➢ Civil Obligations
➢ TORT Law (The law of Negligence)
➢ Law of Agreements
➢ Family Law
➢ Rights and Responsibilities
➢ Law in a Changing Society

CLASS TIME
➢ Students are required to attend one 2.5 hour lesson per week

ASSESSMENT
➢ 2 exam papers (2 ½ and 3 hours) in Oct/Nov.
➢ Students are prepared for exams by reviewing elements of past exam papers as extension exercises throughout the course.
➢ Teacher provides model answers to past exam questions.

TEXT BOOK REQUIREMENTS
➢ Legal studies for Queensland, 7th edition Woodgate, Black, Biggs & Owens. Volumes 1 (volume 2 is optional)

CAREER PATHWAYS
➢ Accountants
➢ Journalist
➢ Police Officer
➢ Reporter
➢ Prison Officer
➢ Bailiff or Barrister
➢ Law Clerk
➢ Public Servant
➢ Shipping Industry
➢ Social Work
➢ Insurance Broker
➢ Politician
➢ Solicitor
➢ Teacher
➢ Economist
Mathematics A
COST $30

MATHEMATICS A

WHY STUDY MATHEMATICS A
- Provides the student with a Senior level pass in Mathematics as it is Queensland Curriculum and Assessment Authority (QCAA) and is recognised nationally.
- Is a prerequisite for some tertiary courses.
- Improves prospects for employment in commerce and trades and Defence Forces.
- Develops confidence in dealing with mathematically related problems and situations.
- Develops a capacity to interpret and analyse information.
- It is useful at a personal level (finance, spatial judgements eg time and place on the earth) and at work. The student will be better able to make informed judgements on materials presented.
- The study of Maths can enhance our understanding of the world in general and our ability to participate in a rapidly changing society.

CLASS TIME
- 1 x 3 hour class.

LEARNING EXPERIENCES
- Traditional teaching
- Use of spread sheets
- Internet & email
- Group work
- Group discussion

COURSE CONTENT
- Financial Maths involves, earning money, taxation, budgeting, simple and compound interest, loans, inflation, and investment in real estate, stock market and financial institutions
- Applied Geometry – trigonometric ratios of sine, cosine and tangent; Pythagoras’ Theorem; area and volume; latitude, longitude and measurement of time zones.
- Linking Two and Three dimensions – interpretation and drawing of simple scale drawings and plans; bracing, squareness, plumbness, levels; estimation of quantities and costs in construction.
- Data Exploration and Analysis – interpretations and use of statistical measures such as mean, median, mode, standard deviation; use of graphs to display data
- Navigation – compass and reverse bearings; use of maps, charts, compasses; methods of fixing position including bearing fix, dead reckoning, running fix; applications to coastal navigation.
- Inferential Statistics – Probability; tree diagrams, probability distributions; random sampling and bias, simulation,
- Operations Research (Networks and Queuing) – shortest paths and minimum spanning trees algorithm with application of these techniques to modelling and solving life related problems which involve directed networks; effect of critical steps in critical path analysis; slack time; single and multiple server queues.
- Investigate and compare the relative cost of finance for a vehicle from a bank, credit union and finance company

ASSESSMENT
- 2 x 3 hour examinations in Oct/Nov.
- Students are prepared for exams by reviewing elements of past exam papers as extension exercises throughout the course.
- Teacher provides model answers to past exam questions.
- Learners can sit for practice examinations if they choose.

TEXT BOOK REQUIREMENTS
- New Q Maths 11A & New Q Maths 12A, Swift Brodie
- Scientific Calculator (Casio fx82AU plusII, approx. $35) Set squares, protractor compass, ruler, graph paper

CAREER PATHWAYS
Completion of Mathematics A will provide further opportunities in the areas of the building industry, automotive mechanical industry, hospitality industry and many others.
Mathematics B

COST $30

✓ Graded Score ✓ QCE (4 Credits)

WHAT IS MATHEMATICS B
Mathematics B involves a more advanced study of mathematics which leads into study areas that rely heavily on Mathematics.
(eg. Science / Commerce / Mathematics / Engineering / Computing)

WHY STUDY MATHEMATICS B
- At a personal level it helps you to make informed decisions in areas as diverse as buying and selling, home maintenance, interpreting media presentations and forward planning.
- Develops critical thinking and problem solving skills.
- Advances in technology have resulted in an increased need for, and use of mathematical skills as important tools in fields such as geography, biology, art, economics, fashion design and management.
- It is a prerequisite for tertiary study in many areas.
- Background of Maths B gives students competence and skills to tackle University studies.
- Receive a Senior level qualification in Maths which is recognized by Universities throughout Australia.
- Senior level pass recommended by Defence Forces.
- Skills developed in course help immeasurably when applying for new jobs, especially those requiring aptitude tests.

CLASS TIME
- Two 2.5 hour lessons per week.

LEARNING EXPERIENCES
- Traditional classes
- Use of graphics calculator
- Technology based classes

COURSE CONTENT
- Introduction to Functions
- Rates of Change
- Periodic Functions and Applications
- Optimisation Using Derivatives
- Introduction to Integration
- Applied Statistical Analysis
- Exponential and Logarithmic Functions and Applications including Financial Mathematics

ASSESSMENT
- 2 x 3 hour examinations in Oct/Nov.
- Students are prepared for exams by reviewing elements of past exam papers as extension exercises throughout the course.
- Teacher provides model answers to past exam questions.
- Learners can sit for practice examinations if they choose

TEXT BOOK REQUIREMENTS
- Text: New Q Maths 11B, New Q Maths 12B
- Graphics Calculator - (Casio fx 9860G AU Plus approx $220) or (Casio fxCG20au, approx $220)

CAREER PATHWAYS
Completion of Mathematics B will provide opportunities to continue tertiary studies in the areas of Primary and Secondary Education, Engineering, Law, Nursing, the Sciences and many others
Physics
COST $30

✓ Graded Score ✓ QCE (4 Credits)

WHAT IS PHYSICS
Physics seeks to explain observable phenomena. Many of the models used to explain these are mathematical, so mathematics goes hand in hand with Physics in measurement of quantities.

WHY STUDY PHYSICS
- Physics theory is the basis of much of the equipment used in modern medicine, astronomy, rocket science, industry etc.
- Physics is very useful in most science subjects such as Applied Science courses, Dentistry, Electrical and Industrial apprenticeships, Hydrography, Engineering, Physiotherapy, Radiography, Surveying etc.
- The study of physics gives students the ability to understand and appreciate many of the principals involved in their everyday activities.
- It provides a very useful background knowledge to understanding instruments and appliances that are commonly used.
- It develops critical thinking and an understanding of the scientific method.
- It provides an excellent background for tertiary science subjects.

LEARNING EXPERIENCES
- Traditional teaching
- Regular practical sessions

COURSE CONTENT
1. Physical quantities and measurement
2. Forces and motion
3. Energy and momentum
4. Wave motion and Optics
5. Electricity and Electronics (circuits, power, semiconductors)
6. Magnetism and Electromagnetism (motors and generators)
7. Atomic and Nuclear Physics (inside the atom, radioactivity)

ASSESSMENT
- Two externally set exams over one day in Oct/Nov.
- Students are prepared for exams by reviewing elements of past exam papers as extension exercises throughout the course. Teacher provides model answers to past exam questions.

CLASS TIME
- Students are required to attend one 4 hour lesson per week
- It is expected a student also spends at least 5 hours per week in private study.

REQUIREMENTS
No pre-requisite science subjects are necessary, but a background in Year 10 Advanced Mathematics, (especially Algebra, Analytical Geometry and Trigonometry) is advantageous.

TEXT BOOK REQUIREMENTS:
- New Century Senior Physics, Walding, Rapkins, Rossiter, Oxford University Press
- Scientific Calculator OR Graphics Calculator
Visual Art

COST $30

WHAT IS VISUAL ART?
Visual images such as diagrams, pictures and symbols represent a powerful and pervasive form of communication. Through studying the subject visual art, students learn to be visually literate.

Senior Visual Art encourages candidates to experience Art through their personal perspective’s related to social, community, cultural, economic, political, environmental and vocational contexts.

WHY STUDY VISUAL ART?
- The study of visual art gives students the ability to understand and appreciate many forms of art.
- Senior Visual Art is a QSA subject and contributes to tertiary ranking.

LEARNING EXPERIENCE
- History and context of artworks
- Developing artistic skills and discussing them
- Art Theory
- Variety of practical areas, developing skills and interest in this area
- Personal artistic development

COURSE CONTENT
- Introduce students to a wide variety of art media and techniques:
  - Drawing
  - Painting
  - Printmaking
  - Ceramics
  - Sculpture
  - Textiles
  - Design
- Develop skills and creativity of each student
- Plan and create a major piece in a media and theme of your choices
- Look at the history of Art and art in various cultures
- Learn how to research, evaluate and discuss art

CLASS TIME
- 1 class x 3 hrs per week
- Minimum educational standard year 10 English is required to sit for the external exam.

ASSESSMENT
- Two exam papers, Paper one (Practical) 4hrs 10mins and Paper two (Written) 2hrs 10mins in Oct/Nov.
- Students are prepared for the exams by reviewing elements of past exam papers
- Students will be given opportunities to practise both practical and written techniques throughout the course.

REQUIREMENTS
A selection of pencils, an eraser, ruler, sharpener, visual journal and a payment of $20 two or three times during the year to cover equipment is needed for this course.

CAREER PATHWAYS
Careers have varying needs for artistic expression. This can range from a large percentage of the work being “artistic” as in sculpting, fashion design or ceramics to being used occasionally in business presentations. The appreciation of the visual expression is an advantage in any career.
This is a proposed timetable only and will be amended. Subjects will only run if a large enough cohort of students enrol.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td><strong>MORNING</strong></td>
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<tr>
<td>Variable starting times – check your class</td>
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<tr>
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<td>Yr 10 Science</td>
<td>Senior English (QCAA)</td>
<td>Chemistry (QCAA)</td>
<td>Short course in Numeracy</td>
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<td>9.00am - 11.00am</td>
<td>9.00am - 11.00am</td>
<td>8.30am - 11.30am</td>
<td>8.30am - 12.00noon</td>
<td>9.00am - 11.00am</td>
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<tr>
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<td>Maths B (QCAA)</td>
<td>Senior English (QCAA)</td>
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<td>8.30am - 11.30am</td>
<td>8.45am - 11.15am</td>
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<tr>
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<td>Prevocational Maths</td>
<td>Cert II in Music Industry</td>
<td>English Communication</td>
<td>Prevocational Maths</td>
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<td>CII (Area of Interest)</td>
<td>Ancient History (QCAA)</td>
<td>Biology (QCAA)</td>
<td>Legal Studies (QCAA)</td>
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<td>Senior English (QCAA)</td>
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Students are expected to attend all lessons.

Students are expected to study for at least 5 hours per week per subject.
<table>
<thead>
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</table>

*Students are expected to attend all lessons.*

*Students are expected to study for at least 5 hours per week per subject.*
**DRAFT BOOKLIST**

**HEATLEY ADULT SECONDARY COLLEGE 2016-17 Proposed Texts**

<table>
<thead>
<tr>
<th>Class</th>
<th>Subject</th>
<th>Text</th>
</tr>
</thead>
</table>
| **ESSENTIAL:**         | **BIOLOGY**                  | Year 11 Biology Student resource and Activity Manual, ISBN:9781927173961 $39.95
| **USEFUL:**            |                              | Biology: A contextual Approach (Heinmann), ISBN:9781740813518 $99.95 |
| **Recommended Reading:**|                              | Any Senior Biology text is a good Reference
| **Essential:**         |                              | Casio Scientific Calculator fx82auplus11 $34.95
| **Strongly recommended:**|                              | IB Study Guides:Chemistry Standard and higher levels
Geoffrey Neuss Oxford University Press, ISBN:9780198393535 $46.95 |
| **Novel:**             |                              | The Book Thief, Markus Zusak ISBN:978 033042330 $19.95
| **Legal Studies for Queensland 7th Ed. Vol 1,** ISBN:9780987171153 $77.00 |
| **New Q Maths 11A**    |                              | Brodie, Swift, ISBN:9780170226912 $83.50
New Q Maths 12A Brodie, Swift, ISBN:9780170227001 $83.50
Casio Scientific Calculator 82auplus11 $34.95, graph paper A4 1MM 141373 $3.55
Kent No. 606 set (geometry set $4.50), Plastic ruler .80 cents, |
| **New Q Maths 11B**    |                              | Brodie, Swift, ISBN:9780170226912 $83.50
New Q Maths 12B Brodie, Swift, ISBN:9780170227032 $83.50
Casio Graphics Calculator: fx-CG20AU $220.00 |
| **New Century Senior Physics Walding, Rapkins, Rossiter, Oxford University Press** |
| **Core Skills Mathematics 10 ,Authors: Mark Bruce, Michael Haese, Robert Haese, Sandra Haese, Derk Kappelle, Haese and Harris Publications** |
| **EQUIPMENT:**         |                              | Scientific Calculator Casio 82au plus11 $34.95, Protractor, Compass, Plastic 30 cm Ruler with Units – cm/mm 80c each |

These approximate prices listed above were supplied by the Progress Bookshop, Hammett Street, Currajong on 20/05/16 are indicative only and are subject to change.
### 2017 IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Enrolment Period</td>
<td>1 November - 10 December 8am – 4pm</td>
</tr>
<tr>
<td>-enrolment appointments with Head of Department, Mr Phil Campbell, must be made through the school.</td>
<td>9 January - 13 January 8am – 4pm</td>
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<td>16 January - 17 January 8am – 4pm</td>
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<td></td>
<td>23 January – 27 January 8am – 4pm</td>
</tr>
<tr>
<td>Orientation night</td>
<td>Wednesday 25 January 6 pm – 7:30 pm</td>
</tr>
<tr>
<td>Term 1</td>
<td>23 January – 31 March</td>
</tr>
<tr>
<td>All Adult Classes start the week of;</td>
<td>Monday 30th January</td>
</tr>
<tr>
<td>Day TCTC Classes start the week of</td>
<td>Monday 30th January</td>
</tr>
<tr>
<td>Study Vacation</td>
<td>1 April – 17 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>18 April – 23 June</td>
</tr>
<tr>
<td>Exam nominations occurs this term.</td>
<td>Exam Applications open to apply online.</td>
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<tr>
<td>ANZAC Day</td>
<td>25 April – No Classes</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>1 May – No Classes</td>
</tr>
<tr>
<td>Final day for exam nominations</td>
<td>30 June</td>
</tr>
<tr>
<td>Study Vacation</td>
<td>24 June – 9 July</td>
</tr>
<tr>
<td>Term 3</td>
<td>10 July – 15 September</td>
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<tr>
<td>QTAC applications occur this term</td>
<td>Learners apply to QTAC online – closing date is ‘around’ the 30 September each year</td>
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<tr>
<td>Study Vacation</td>
<td>16 September – 2 October</td>
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<tr>
<td>Labour Day</td>
<td>October 2 – No Classes</td>
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<tr>
<td>Term 4</td>
<td>Commences Tuesday 3rd October</td>
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<tr>
<td>Term 4 Senior Night Classes</td>
<td>3 October – 13 October</td>
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<tr>
<td>Term 4 TCTC Night Classes</td>
<td>Make up class for Monday (2nd) held on 16th Oct</td>
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<tr>
<td>Exam Period</td>
<td>From the last 2 weeks of October until first two weeks of November</td>
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<tr>
<td>TCTC Day Classes</td>
<td>Course ends first week of November</td>
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<tr>
<td>Year 10 Classes</td>
<td>Classes ends 24 November</td>
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**NB Night Classes are held on regular school STUDENT FREE DAYS**

### SUMMARY PAYMENT SCHEDULE

<table>
<thead>
<tr>
<th>Due date</th>
<th>Cost</th>
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<tr>
<td>Prior to completion of enrolment</td>
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<tr>
<td>Mature Age Student Application (2016)</td>
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<tr>
<td>Prior to attendance at Class</td>
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<tr>
<td>Annual Registration</td>
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<tr>
<td>Resource fees</td>
<td>Varies see page 7</td>
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<tr>
<td>Textbooks</td>
<td>Varies</td>
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<tr>
<td>Purchase as required</td>
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</table>
Directions for Entry and Parking

- Student and staff parking is available via the Dalrymple Service Road entrance. A bicycle enclosure is located beside the parking area. It is advisable to use this back car park as it is floodlit and regularly patrolled. Bikes are to be locked. Please do not use the Hanlon St car park.
- Classes are held in Blocks C and T
- The Heatley Adult Secondary College office is C201.
- All facilities are accessible to wheelchairs except those upstairs in C Block.

Contacts
Heatley Secondary College reception: 07 4726 8333 8.00am - 4.00pm: Mon – Fri
Absence Officer 07 8426 8304
Fax: 07 4726 8300
Email: hasc@heatleysc.eq.edu.au
tctc@heatleysc.eq.edu.au
Absence Email: absences@heatleysc.eq.edu.au
SMS Absence 0429 323 691
Guidance Officer: 07 4726 8333

In an emergency, calls may be made from the College office. Cost is 50c or $1.00 to mobiles.

Address
Street Address: Cnr Hanlon St and Fulham Rd
Heatley Qld 4814
Postal Address: PO Box 64
Aitkenvale Qld 4814

Personnel
Principal................................................................. Mr Steven Miskin
Head of Department (Adult College)............................... Mr Phillip Campbell
TCTC Manager.......................................................... Mr Bjarne Ohlin
Admin Officer.......................................................... Ms Angelina Wong
Heatley Adult Secondary College

PO Box 64, Aitkenvale, Queensland, 4814

Corner Fulham Road & Hanlon Street
Heatley, Queensland, 4814

Phone: (07) 4726 8333
Fax: (07) 4726 8300

Email: hasc@heatleysc.eq.edu.au
tctc@heatleysc.eq.edu.au
www.heatleysc.eq.edu.au

This entire document was accurate at the time of publication, but is subject to change. Please contact the school and make an appointment with the Heatley Adult Secondary College Head of Department Mr Phil Campbell should you require any information update.
### Year 11 & 12

<table>
<thead>
<tr>
<th>Year 11 &amp; 12 Subjects with External Exam Assessment</th>
<th>QCE Credits</th>
<th>Preference</th>
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<td>Maths B</td>
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<td>Physics</td>
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<td>Visual Art</td>
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<td>English Communication</td>
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<td>BSB20115 - Certificate II Business</td>
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<table>
<thead>
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<th>Certificate I, II and III Subjects with Competency Based Assessment</th>
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<tbody>
<tr>
<td>CUA20615 - Certificate II in Music Industry</td>
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<td>CUA20215 - Certificate II in Creative Industries - Screen</td>
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<td>CUA20215 - Certificate II in Creative Industries - Animation</td>
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<tr>
<td>ICT20115 - Certificate II in Information, Digital Media &amp; Technology - Game Programming</td>
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<td>ICP20115 - Certificate II in Printing and Graphic Arts (General)</td>
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<tr>
<td>ICT30115 - Certificate III in Information, Digital Media and Technology - Game Design and Development</td>
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<td>CUA31015 - Certificate III in Screen &amp; Media – Animation</td>
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<tr>
<td>CUA31015 - Certificate III in Screen &amp; Media – Film &amp; Television</td>
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<tr>
<td>CUA30915 - Certificate III in Music Industry</td>
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### Year 10

<table>
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<tr>
<th>Year 10 Subjects with Internal Assessment</th>
<th>Weekly Hrs</th>
<th>Preference</th>
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<tr>
<td>English</td>
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<td>Science</td>
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<tr>
<td>Short Course Mathematics (1 QCE point)</td>
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**Total Points**

**Total Hours**

Return this form via mail to HSC, PO Box 64, Aitkenvale, 4814 or via email to hasc@heatleysc.eq.edu.au