



# SENIOR SCHOOL HANDBOOK

NT Christian College & NTCET Course Information  
Years 10, 11 & 12

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# CONTACT DETAILS



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# WELCOME

NT Christian College is the Senior Year Education Provider for NT Christian Schools. For over 40 Years NT Christian College has provided high quality Christian education in a positive, rigorous and community-focused environment.

NT Christian College operates across a number of NT Christian School campuses including, Marrara Christian College, Palmerston Christian School and Sattler Christian College.

The aim of NT Christian College is to provide an exceptional Christian Education for students and families across the NT, no matter their gifts, abilities or background.

## FIND YOUR PATH

Our goal is to challenge and help all our students to “find their path”. To help them understand who they are as learners and what their passions and abilities are so that they may develop and cultivate the strengths they have to help them find the life and vocational path that is right for them.

## STEP INTO YOUR FUTURE

We then seek to challenge them so they may confidently step into their future. We work to develop all aspects of our students personally, academically and socially and work to give them the skills they need to live, work and navigate the challenges of our world.

Thank you for taking the time to explore the NT Christian College handbook. We look forward to partnering with you.

Kind regards,

Joel van Bentum  
**Principal of NT Christian College**





**PROVIDING** high quality, broad-based education from a Biblical perspective so that students are educated from a **CHRISTIAN WORLD VIEW**;

**ENABLING** students to discover and develop their talents, **STRETCHING, EQUIPPING AND EMPOWERING** them to make their unique contribution to the world in which they live;

**PROVIDING** challenging, holistic, innovative Christian educational opportunities.

Giving students **HOPE**, optimism and setting them up for success and generous citizenship;

**OPENING UP** positive vocational pathways and life opportunities for students in partnership with local school communities, churches, government, community agencies, other providers and tertiary institutions; and

Employing committed, competent, caring Christian staff able to inspire and excite students, “turning on lights” for them and **PROMOTING THEIR PERSONAL INTEGRITY**.



# OUR STORY

Over 40 years ago, a small group of Christian parents came together in Darwin, NT. They held a growing concern about their children's education and sought an alternative based on the biblical direction to ***train up children in the way they should go.***

An Association was formed, and the first school opened at Marrara in 1979. The Association has continued to flourish over many years, with schools establishing all across the Northern Territory including in Palmerston, Alice Springs, Bees Creek, Nhulunbuy, Woolanang, Gäwa, and Mäpuru.

As a College, we strongly believe in partnering with parents, teachers and local churches to educate children within a board Christian worldview.

We are committed to partnerships with Aboriginal communities seeking to secure a stronger future for their children.

Key to these partnerships has been the development of family group homes in place of boarding schools in Darwin. This is a place where dedicated house parents care for remote indigenous students, while maintaining close contact with their families. We also offer the Families and Schools Together (FAST) program into urban and remote communities to promote strong community and family engagement.

Our goal is to challenge and help all our students to “find their path”. To help them understand who they are as learners and what their passions and abilities are so that they may develop and cultivate the strengths they have to help them find the life and vocational path that is right for them. We then seek to challenge them so they may confidently step into their future. We work to develop all aspects of our students personally, academically and socially and work to give them the skills they need to live, work and navigate the challenges of our world.

Thank you for taking the time to explore the NT Christian College, and we look forward to partnering with you.

# GENERAL INFORMATION

## MARRARA CAMPUS

### OFFICE HOURS

8am to 4pm

Monday to Friday

(These hours are reduced during school breaks).

### VET

VET courses are offered over extended hours, primarily on Mondays, Tuesdays and Wednesdays. These are generally off campus.

### ATTENDANCE

Senior School & the NTCET present a more rigorous approach to education. All students are expected to be at school, on time, every day. If students are absent or late, parents should contact the College by using the Compass Portal or by phone to provide a satisfactory explanation of the circumstances.

All student arriving after school commences at 8.30am or departing before school finishes must report to Reception to be signed in and out.

In the case of unsatisfactory attendance (5 absences in a row) the PCG teacher will notify students and parents.

Students may be withdrawn from subject rolls after 16 or more absences. At the start of each semester, the College must be notified if the student cannot commence their studies.

### UNIFORM

#### Girls

College white polo shirt with:

- black College shorts or
- all-in-one skirt (no other skirts) or
- plain black tailored trousers

#### Boys

College white polo shirt with:

- black College shorts or
- plain black tailored trousers

#### Cool Weather

Plain jacket, Year 10 jacket, or Year 12 jersey

#### Footwear

All white socks with black, non-canvas shoes or runners with Laces or Velcro to support and protect toes and the top of foot.

#### School Hat

To be purchased from Front Reception and worn whenever outdoors.

## COLLEGE ASSESSMENT POLICY SUMMARY

Assessment is an important element of the teaching and learning cycle. It assists teachers in gathering information about their students in order to better understand the gifts God has given them, to understand their prior knowledge in a subject area, or to gauge the level of understanding attained during the course of a unit or year. Assessment occurs continually in both formal and informal ways in the classroom.

### **Drafts and Redrafting**

Submitting a draft for feedback is an important part of the learning, assessment and feedback process. It is an opportunity for teachers to provide detailed and meaningful formative feedback on a student's progress to that point and to guide them in areas for further improvement. Redrafting occurs before a piece of work is submitted for final assessment.

### **Supervision and Verification of Student Work**

Students are required to submit work that is their own. Apart from appropriately incorporated quotations from other sources, no part of students' work may be copied from any other person's work or be based on an undue level of assistance from another person. As part of the submission process, students work will go through a plagiarisms check.

### **Assessment Deadlines and Submission Dates**

It is a student's responsibility to ensure that the teacher receives all assignment drafts and final pieces by the due date. It is the student's responsibility to communicate any potential issues regarding submission of drafts and final pieces in a timely and expedient way.

### **Extensions**

There is an expectation, except in the case of prolonged absence due to illness, that the student will furnish evidence of work having been started for the set task before an extension is granted. For extended sporting or other trips, it is the student's responsibility to negotiate, in advance, alternative arrangements for both class work and assessments.

Other reasons for granting an extension include Formal Cultural Ceremonies, Illness, Injury or misadventure. See the full Assessment Policy for more details.

### **Penalties**

Students that fail to submit a **draft assessment** without a satisfactory reason will be considered to be at academic risk and parents will be notified via phone or email. The student forfeits the opportunity to submit a draft with any following submission being considered the final submission. Students that fail to submit a **final assessment** without a satisfactory reason will be considered to be at academic risk and will be placed on academic probation and detention until the piece of work is submitted. Parents will be contacted by either phone or email and an academic warning letter will be sent home and placed on file.



## KEY FEATURES OF OUR COLLEGE

### Academic and Vocational Education Opportunities

Our NT Certificate of Education and Training (NTCET) results are exemplary.

Every year's results have shown that we meet state expectations and often raise the bar. Our results, completions and our beyond school outcomes show the depth of learning that happens on NTCC Marrara Campus.

In 2018, we had a student in the top 20 result for the Northern Territory. Students have achieved Academic Merits in 2015, 2016 & 2017 in a range of subjects.



Our VET (real-life vocational training) courses are cutting edge.

Students have access to courses run at the Marrara Campus and at various other locations around the greater Darwin area.

The NT Christian College Fabrication and Construction Trade Training Centre offers students the opportunity to train in a work-like environment while still being nurtured by trainers and tradesmen dedicated to teaching young people. Trainees come from all senior schools in the greater Darwin area enabling them to achieve up to Certificate II in Engineering and Construction.

Teacher Aide and Community Services courses are offered on the Marrara campus providing valuable training opportunities for students and equipping them for future careers. There are a range of other courses available at other campuses. Please contact the VET Coordinator for any more details.

## **INNOVATION**

As a college we are committed to having a culture of innovation in our educational practice. This stems from a desire to find ways to successfully engage students in quality Christian education that meets students where they are at. It is this innovation that also drives our desire to provide tailored and ever-changing pathways for all of our students. This is achieved through the careful integration of technology, deaferented learning and clear communication between home and school.

## **FAMILY GROUP HOME (FGH) PROGRAM**

We also have a Family Group Home Program that allows remote indigenous students to access senior schooling from a safe, loving, family like environment. Our Family Group Home Program is recognised as a world-class initiative.

- Our Family Group Home Program reaches out to remote NT communities and adds strength to our future.
- Through this program we have the highest retention rate of indigenous students in Australia.

## **SERVICE ORIENTED LEADERSHIP AND COMMUNITY WORK**

As a college we seek to foster a sense of “giving-back” to the community and encourage our students to consider ways they can use their gifts in the service of others, as well as develop their leadership skills. Some of the ways this occurs are;

- Servant Leadership Prefect body
- Mission trips
- Senior classes utilising & practising skills with younger students
- Incorporation of community activities in learning and assessment.

## **PREFECTS**

The College body, in consultation with students & staff, appoints prefects to act as student leaders and to practise servanthood to the broader school community – using Jesus Christ as the ultimate role model. From this group, School Captains are appointed. Prefects represent the College on public occasions and assist with any liaison with the broader community. Providing role models for younger students, prefects will assist at assemblies and organise miscellaneous activities for the student population.

## OTHER OPPORTUNITIES

Various other opportunities arise throughout the school year for students to explore their talents and what it means to be a positive citizen of the world. For the last few years we have had students participate in the UN Youth Conference held here in Darwin. Students gather from around Darwin and learn about our Global community whilst learning important debating and argument skills. NTCC students have then been selected to attend the National Conference where they engage with students across Australia.

Our Debating team made it to the Semi Finals in 2018 & 2019. The competition incorporated schools from around Darwin and provided an opportunity for participants to use critical thinking skills to argue important local issues.

Students regularly participate in Inter-School sports competitions and represent the College well in their endeavours. We also have a number of students who represent Darwin at National events and whose pathways are adjusted to meet their other demands.



## PARTNERING WITH PARENTS

At NT Christian College we believe that it is parents that are tasked with the primary task of raising children. We also believe that this responsibility continues into senior school. As a school we endeavour to develop a partnership between parents, students and the school in order to provide students with the support they need to successfully navigate the, at times tricky, transition from adolescence to adulthood.



## TECHNOLOGY

At NT Christian College we are preparing students to live and work in the 21st century. This involves developing students that are comfortable and thoughtful around technology. In light of this, the College endeavors to educate students about the wise and safe use of technology in both social and workspaces.

NT Christian College runs a Bring Your Own Device (BYOD) program that allows each student to have access to the technology that they need. It is a requirement that all students have a device and more information can be found below.

NT Christian College is a BYOD environment with each student bringing their own device for use at school and home to support their studies. In doing this we wish to facilitate an organic use of technology and prepare our students as 21st Century learners. We encourage parents to be equipped and deeply engaged with this technology as students grow to be wise stewards of their time, resources and learning in all areas of life.

As well as the BYOD program all senior classrooms also have access to digital projection facilities in order to facilitate teaching, learning and collaboration.

## DEVICE CRITERIA

- Must be wireless enabled devices that are compatible with international wireless standards.
- Applications must be able to operate in an offline environment.
- The screen size should be equal to or greater than **9 inches**.
- Battery life has a **minimum** of **8 hours** in order to last a full school day without charging.
- It should be able to have software uploaded that would allow the NT Christian College standard file types to be used, created, modified and stored.



## SOFTWARE CRITERIA

As we move to a situation of having a range of devices across the College, it becomes important that we work to ensure that the material created on a given device can be shared and opened by other devices. To facilitate this we are looking to standardise the file types that we will work with. This is in line with the NTCET and SACE Board electronic file submission guidelines which are as follows:

Image format:	An image file in PDF, JPEG, TIFF, or GIF format.
Video format:	A digital video file in MOV, AVI, WMV, MP4, FLV, or SWF format.
Audio format:	A digital audio file in MP3 or WAV format.
Electronic information files:	Word-processed documents, spread sheets, presentations, database files, and so on, should be submitted in any version that is compatible with Microsoft Office up to, and including, Microsoft Office 2010.

## SPORTSMANSHIP, REPRESENTATIVE OPPORTUNITIES AND SPORTING TEAMS

NT Christian College is committed to developing its sporting teams. In the past year teams have been involved in a wide variety of sports with impressive results.

Our students regularly shine on the sports field and are often recognised for positive and sportsman-like behaviour.

There are regular opportunities for representative senior sport with other local senior schools through the Northern Suburbs Cluster and NT school sport pathways.

We have innovative fun and inclusive school athletics, swimming and cross-country carnivals that also provide opportunities for progression to representative levels.

Sports that are offered at different times include AFL, netball, soccer, basketball and rugby league.



## NT CHRISTIAN COLLEGE LOCATIONS

### **MARRARA CAMPUS**

The Marrara Campus, located on the grounds of Marrara Christian College, is the oldest NT Christian College location and it is also the site of Year 10, Year 11 and 12. Students have access to a range of educational pathways that are tailored to their strengths and passions.

### **PALMERSTON CAMPUS**

The Palmerston Campus is located on the grounds of Palmerston Christian School and currently has students in Year 10.

### **SATTLER CAMPUS**

The Sattler Campus is located on the grounds of Sattler Christian College and is resourcing students in Year 10.

### **TRADE TRAINING CENTRE CAMPUS**

An adjunct to the main Marrara campus the Trade Training Centre provides award winning Vocational Education and Training (VET) in the area of Construction and Engineering. Students attending this campus are able to complete units in English and Mathematics in a work contextualised manner and complete their Northern Territory Certificate in Education and Training as well as progress in their VET competencies.



# YEAR 10

## CURRICULUM

Subjects studied for Year 10 include;

- English
- Mathematics
- Science
- Personal Learning Plan (PLP)
- History
- Geography
- Pastoral Care Group (PCG)
- Physical Education
- Elective classes that run for the whole year.

## PCG

Pastoral Care Group (PCG) is an important part of the Year 10 program. PCG provides a safe environment for students supporting one another under the guidance of a member of staff. Students spend time exploring the Bible together, developing personal skills as well as uncovering and challenging worldviews. They do this as a whole year group as well as individual classes.

## PLP

Personal Learning Plan (PLP) is a 10 credit point Stage 1 subject that contributes to a student's NTCET. This subject is designed to provide students opportunities for self-reflection and exploration of their gift and abilities as they consider the future direction of their lives, particularly in the area of vocation. Students have the opportunity to assess their strengths, participate in work experience, and develop their resume and personal communication skills.

## YEAR 10 TRIP

One major element of Year 10 is the 3 week Year 10 Trip. On this trip the students journey 10,000km around Australia taking in Adelaide, Canberra and Sydney as well as visiting other significant landmarks and gaining important knowledge about the country in which they live.

This is a multifaceted trip that takes in and makes direct links to multiple subject areas including History, Civics, Geography, Science, PE, English and others. Work is done during the trip and in reflection after students return.

The trip is also where significant social learning occurs as students cohabitate with one another for 3 weeks and learn to live, work and play within the context of a large team. This leads to great friendships being developed and emotional strength and resilience increasing.

Overall, the trip is a great time of learning and bonding and is generally a major highlight for students of the school year as students develop into a cohesive group that is able to provide support for each other as they progress through their senior years.





## YEAR 11 & 12

### THINGS TO CONSIDER WHEN CHOOSING SUBJECTS

- Plan with the end in mind
- Consider what your passions and interests are
- Select the right pathway for you, not your friend
- To achieve the Northern Territory Certificate of Education & Training (NTCET), there are some compulsory curriculum elements.
- To achieve the NTCET there are requirements in terms of results and a certain number of subjects need to be completed at a satisfactory level.
- To achieve an Australian Tertiary Admission Rank (ATAR), used for entrance into interstate universities, students need to complete four Stage 2 subjects.
- There are no dead ends in terms of career pathways at this stage, just different paths. Talk to others about what is right for you
- Credit for subjects already studied may be available.

### AUSTRALIAN TERTIARY ADMISSION RANK (ATAR)

The NTCET is your pathway for direct entry into university or TAFE. For university entry, you'll need to achieve 90 credits at Stage 2, including three 20-credit Stage 2 subjects. The final Stage 2 credits can be gained in a variety of ways defined by the Universities. Universities also specify required subjects for some of their courses.

For further information about university entry under the NTCET, see the fact sheet, a guide to university entry on the SACE Board website under new SACE information at [www.sace.sa.edu.au](http://www.sace.sa.edu.au)

TAFE SA recognises the NTCET as meeting the entry requirements for most of its courses. It also considers a variety of other qualifications and experiences in its entry and selection processes. Full details of university and TAFE entry requirements will be provided in the current Tertiary Entrance Booklet published by the South Australian Tertiary Admissions Centre (SATAC) and distributed to schools around July each year.

### LITERACY & NUMERACY REQUIREMENT

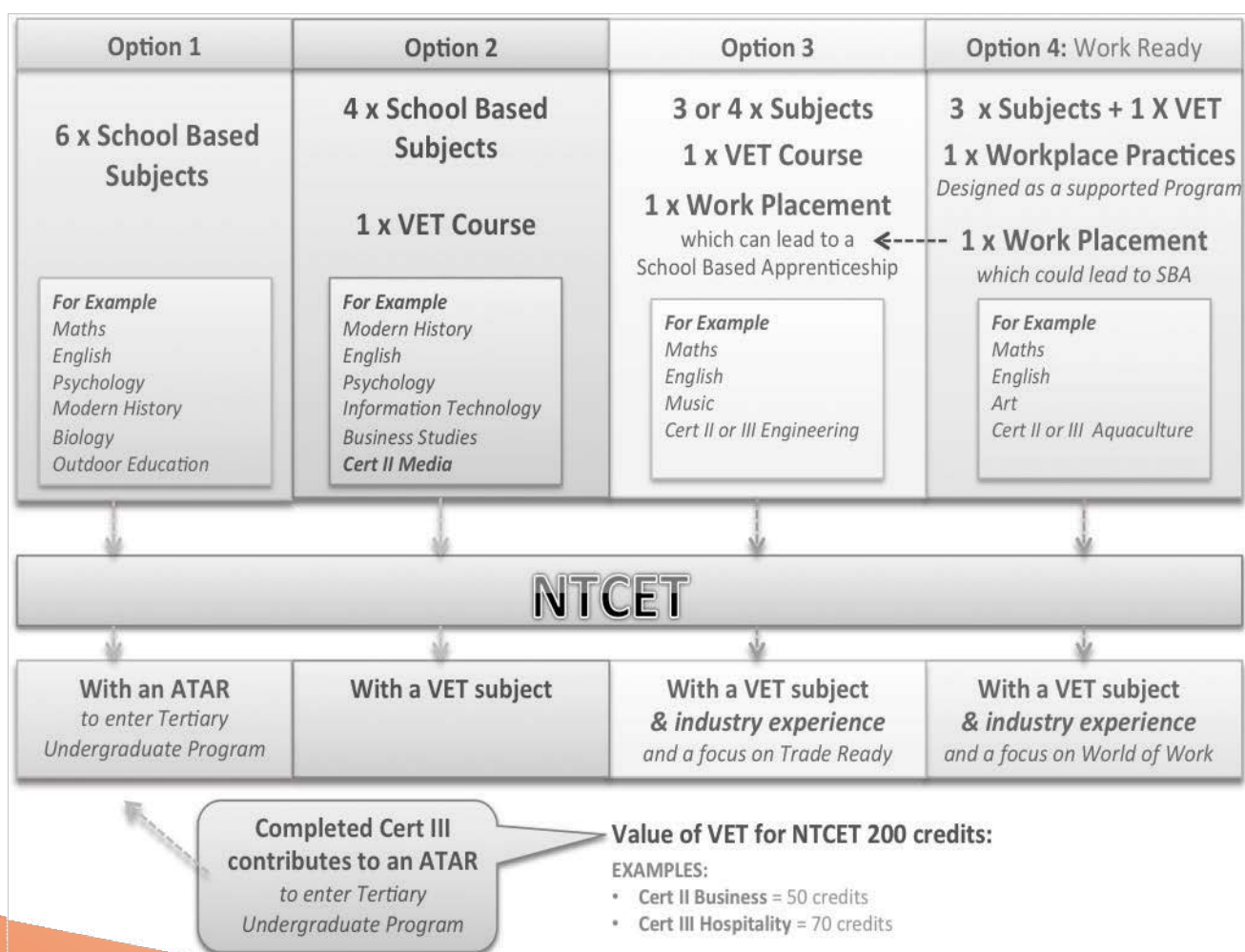
All students need to satisfactorily (to a C grade) complete 10 credits (1 semester) of “numeracy” and 20 credits (2 semester) of “literacy” as part of their NTCET. MCC encourages all Year 11 students to attempt the highest possible subject option that the student is capable of undertaking. This provides maximum options for future studies. No student will be adversely disadvantaged by attempting a “harder” subject as we have scope for internally moderating their progress. Specific information on these subjects can be obtained from the student's Year 10 English & Maths teachers.

# CURRICULUM | YEAR 11 & 12

At NT Christian College, we understand that the senior years are an important time for students as they look to complete their secondary education. We look to provide a trusting and supportive environment that allows students to achieve their best, no matter where their gifts may lie.

## TAILORED EDUCATIONAL PATHWAYS

We are committed to guiding each student in finding the educational pathway that best matches their unique God-given gifts and abilities. We are committed to assisting our students to move towards the goals that they and their families have set. This process begins in Year 10, where students spend intentional time across Pastoral Care Groups and in their Personal Learning Plan classes. Here they consider their future and explore the various paths available to them to achieve their goals. In Years 11 and 12 students they select one of the following 4 flexible pathways that assist them to move successfully through their schooling and towards their future.



## STUDY

Generally, NTCET Stage 2 (Year 12) students have a number of lessons a week of College time allocated for private study (called “study lines”) to undertake the research needed to complete assignments, projects and folios. During this time students are expected to work in the library. They may also use this time to obtain additional assistance from class teachers, to talk to the VET & Careers Coordinator, or to see the Head of College.

Stage 1 (Year 11) students may also have a study line, although this is not the norm, and is dependent on how many NTCET credits have already been completed and whether or not VET courses are being undertaken.

The study periods are not “free lessons” and students are expected to make good use of this valuable time.

## STUDENT COMMITMENT

The NTCET is a two-year program of study for most students. Some students, for personal reasons, may choose to take longer than two years. Some students will undertake some Stage 1 credits in Year 10. It is essential that students make a serious effort to fulfil tasks set from the beginning of the year, as credits undertaken count towards their final certificate. To achieve success, regular attendance is important.

Attendance is monitored and parents/guardians are notified of student absences. While the College offers much support and guidance, it is up to the student to take responsibility for punctuality and meeting work requirements.

## FLEXITIME

When students enrol in courses at NT Christian College, they undertake to attend all classes. Year 12 students are able to apply for flexitime if they have study lessons as first or last lessons on a given day. These must be negotiated (with parental permission) before students may leave the College. Year 11 students do not have permission to leave the Campus during school hours, without notification (in person or in writing) from parents.

## NTCET REQUIREMENTS

- Students must achieve an A, B or C for all the compulsory subjects or courses.
  - English (20 credits)
  - Mathematics (10 credits)
  - Personal Learning Plan (10 credits)
- Students must achieve an A, B or C in at least 140 credits.
- Students must achieve an A, B or C for a minimum of 60 credits at Stage 2
- Students requiring an ATAR (Australian Tertiary Admission Rank) must complete at least 90 credits at Stage 2

REQUIREMENTS	CREDITS
<b>STAGE ONE</b>	
Personal Learning Plan (usually in Year 10)	10
Literacy (from a range of English subjects and courses)	20
Numeracy (from a range of mathematics subjects and courses)	10
<b>STAGES 1 OR 2 (YEAR 11 OR 12)</b>	
Other subjects and courses of the student's choice*	up to 90
<b>STAGE 2 (YEAR 12)</b>	
Stage 2 subjects and courses**	60 or more
<b>TOTAL</b>	<b>200</b>

\*Your decisions about your free choice units will be guided by what you plan to do after you finish your NTCET and by the range of subjects offered by the College.

\*\*Most students will complete subjects or courses worth more than 80 credits at Stage 2.



# THE 4 PATHWAYS

Year 11 and 12 at NT Christian College provides four major pathways to the NTCET. These pathways are reasonably fluid and do not lock students into a particular path. However, all pathways require a commitment from the student in order to achieve their desired outcome. There is certainly no easy path to the NTCET. An outline of each of the pathways follows.

## PATHWAY 1

This pathway is the most recognisable for most parents and carers as it is in line with their own school experiences. Pathway 1 involves 6 school-based subjects in Year 11. This pathway can be further tailored to have a leaning in a particular area depending on subjects selected. Eg, a mathematics focus, a science focus, an arts or humanities focus.

## PATHWAY 2

Pathway 2 involves the study of 4 school-based subjects and a VET course. This pathway suits students who are not sure if a VET pathway is for them but would like to have a go or those students that have a good understanding of their direction and a VET course can assist them. If students study a Certificate III course they can still achieve an ATAR.

## PATHWAY 3

Pathway 3 is a School, VET and Workplace based pathway. This path most often suits students that are working towards or have a school-based apprenticeship (SBA). Students on this path achieve their English and Mathematics at school and also complete VET and have on the job training.

## PATHWAY 4

Pathway 4 is a supported pathway that meets the needs of students that require higher levels of literacy and numeracy support. It involves a similar structure to that of Pathway 3.



# CREDIT FOR NON-NTCET WORK

## CREDIT TRANSFER AND EXEMPTIONS

Students who have studied interstate or overseas or who have completed VET competencies may be eligible for some credit towards their NTCET qualifications, and where possible, an application for credit for previous study should be submitted at the time of enrolment. NTCET subjects completed at other schools in the NT do not require credit, as results are transportable between schools.

The NTCET Coordinator forwards a processed application to the Certification Section of the NT Board of Studies. NTBOS will recommend whether credit should be given; the NTCET Coordinator will inform the applicant of the NTBOS committee's decision.

## TAFE/VET ASSESSMENT AND NTCET CREDIT

Students undertaking the NTCET may seek credit for study. Usually the credit for TAFE/VET programs is granted at Stage 1. In some instances credit may be granted at Stage 2. Credit granted at Stage 2 allows for completion of the NTCET but may not count towards a Higher Education Entrance Score and/or ATAR. Students must achieve all learning outcomes of a competency or module to be deemed 'competent'. This is quite different to the NTCET where partial completion or partial effort can still be grade of A-E.

## RECOGNITION OF PRIOR LEARNING (RPL)

Students enrolling in VET courses at MCC may be eligible for prior learning, based on skills and knowledge gained as a result of formal training, work experience or life experience. Prior learning can encompass learning by informal or formal means. If RPL is granted for a TAFE/VET unit, the student receives the same Statement of Attainment as students who complete that unit. A fee is required for RPL Application regardless of outcomes and must be paid with the application form.

## COMMUNITY LEARNING OPTIONS

The SACE Board continues to recognise learning that happens in a range of community settings. Students can obtain up to 80 credits through Community Learning.

SACE students can gain recognition for Community Learning in two ways:

- Community-developed Programs through a current award or certificate of a community-developed program, such as those offered by the Royal Life Saving Society or the Duke of Edinburgh's Award.
- Self-directed Community Learning such as taking care of a family member, supporting a refugee family, or volunteering for a community project. To gain recognition for this kind of community learning, students need to show evidence about what they have learnt.

The NTCET Coordinator ensures that all Year 11 & 12 students are aware of the Community Learning Options, but it is the student's responsibility to follow through with the paperwork and the like.

# VET OVERVIEW

A wide range of Vocational Education Training (VET) programs are offered for students within an industry area of their choosing. Students undertake this training whilst continuing with their normal school curriculum. On successful completion of a program, credit may be gained towards the Northern Territory Certificate of Education and Training.

Most VET courses also allow students to gain Stage 1 or 2 Credits on the condition that they meet certain requirements in the process of undertaking the VET course. It is not necessary to complete an entire VET certificate to qualify for Stage 1 or 2 Credits.

## STUDENTS CAN GAIN

- Industry recognised national qualifications that are linked to further training programs or apprenticeships.
- Credit towards the NTCET for completed competencies.
- General vocational skills, useful in pursuing further studies, or for employment purposes.
- An insight into a chosen industry.
- An opportunity to meet potential employers.

## STUDENTS ARE RESPONSIBLE TO ENSURE THAT THEY

- Attend an interview as arranged by the VET Coordinator.
- Maintain complete attendance at the training venue/work placement, as required.
- Follow appropriate Occupational Health and Safety procedures, including wearing personal protective equipment at training.
- Follow all the instructions of the trainer or workplace supervisor.
- Demonstrate appropriate behaviour at all times.
- Contact the VET Coordinator and Registered Training Organisation (RTO) when absent from training.
- Negotiate with the trainer or workplace supervisor to catch up on any work missed.
- Keep a Training Record Book when on work placement – which is to be made available to the trainer or work placement supervisor.
- Inform the VET Coordinator immediately of any problems.





# STAGE 1 & 2 NTCET SUBJECTS

## BUSINESS ENTERPRISE & TECHNOLOGY

Business and Innovation  
Design & Technology

## CREATIVE ARTS

Drama  
Music  
Visual Art

## ENGLISH

Pre-English Literary Studies  
English  
Essential English  
English Literary Studies

## HEALTH & PHYSICAL EDUCATION

Food & Hospitality  
Outdoor Education  
Physical Education

## HUMANITIES

History  
Legal Studies  
Society & Culture

## MATHEMATICS

Mathematical Methods  
Mathematics  
Essential Mathematics

## SCIENCE

Biology  
Chemistry  
Physics  
Psychology

## CROSS DISCIPLINARY STUDIES

Community Studies  
Integrated Learning  
Research Project