

STEP 3: TEACHER / HEAD OF DEPARTMENT ACKNOWLEDGEMENT

Subject EXITING: _____ HOD: _____ Staffroom: _____ Results achieved: _____ <input type="checkbox"/> N/A Unit 1 - <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Unit 2 - <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Teacher Signature: _____ Date: _____	PROPOSED Subject / External Course: _____ HOD: _____ Staffroom: _____ <input type="checkbox"/> Change supported <input type="checkbox"/> Change not supported <u>Comments / External Course details & start date:</u> _____ HOD Signature: _____ Date: _____
--	--

Subject EXITING: _____ HOD: _____ Staffroom: _____ Results achieved: _____ <input type="checkbox"/> N/A Unit 1 - <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Unit 2 - <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Teacher Signature: _____ Date: _____	PROPOSED Subject / External Course: _____ HOD: _____ Staffroom: _____ <input type="checkbox"/> Change supported <input type="checkbox"/> Change not supported <u>Comments / External Course details & start date:</u> _____ HOD Signature: _____ Date: _____
--	--

Subject EXITING: _____ HOD: _____ Staffroom: _____ Results achieved: _____ <input type="checkbox"/> N/A Unit 1 - <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Unit 2 - <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Teacher Signature: _____ Date: _____	PROPOSED Subject / External Course: _____ HOD: _____ Staffroom: _____ <input type="checkbox"/> Change supported <input type="checkbox"/> Change not supported <u>Comments / External Course details & start date:</u> _____ HOD Signature: _____ Date: _____
--	--

STEP 4: GUIDANCE OFFICER OR ADMINISTRATION (DP or HOY/HOD) - PATHWAY REVIEW (SETP)

ATAR Eligibility Review	Current Eligibility	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	Proposed Eligibility	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
	Current: <4 General Subjects for unit 3-4 and/or 1 Applied or certificate III or higher	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	Proposed: <4 General Subjects for unit 3-4 and/or 1 Applied or certificate III of higher	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
	English subject	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	English subject	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible

QCE Eligibility	Current: 12 points from core learning	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	Proposed: 12 points from core learning	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
	Current: 20 credits	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	Proposed: 20 credits	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
	Literacy	<input type="checkbox"/> requirement met <input type="checkbox"/> requirement NOT yet met	Numeracy	<input type="checkbox"/> requirement met <input type="checkbox"/> requirement NOT yet met

Additional Comments:

Signature:

Date:

STEP 5: ADMINISTRATION (DEPUTY PRINCIPAL / HOY/ HOD) APPROVAL

<input type="checkbox"/> Change/s Approved <input type="checkbox"/> Change/s Not Approved	Details of Approval: _____ _____ _____	Approver: <input type="checkbox"/> OS update including SMS officer / finance officer / teachers / HOD / IT Champion (texts) / ISL <input type="checkbox"/> Student timetable issued
Approver's Name:	Approver's Signature:	SMS operator:
Comments:	Date:	<input type="checkbox"/> SMS updated <input type="checkbox"/> Markbook checked / updated <input type="checkbox"/> VET certification issued (where applicable) <input type="checkbox"/> Subject change application filed