

**Year 10 Course Advisor Checklist - 2016**

- Have you looked at the student's **Individual Pathway Plan** and other documentation (**including Passport**) to ascertain the degree of knowledge that they have developed about their career options. (Ask probing questions to further clarify the level of student knowledge about their chosen career(s)).
  - Have you collected the students USI – printed copy or evidence that they have emailed to Cathy Coleman?
  - Have you ensured that student has completed all sections of the **Course Selection Form**?
  - Do the courses selected in the Course Selection Form provide the student with the best opportunity to enter TAFE (if applicable)?
  - Does the course selected in the Course Selection Form meet the requirements of chosen university course (if applicable)?
  - Has the student selected an English Course? (Required)
  - Have you encouraged the student to do a Mathematics course? (required for non-ATAR students)
  - Has the student chosen a Certificate Course as a part of their program for Year 11 and 12?
  - If the student is choosing **ATAR** or **General** pathway has the student selected six courses in total including English, Mathematics and a Certificate Qualification. **If the student has chosen a General pathway then they should have no ATAR courses.**
  - Have you completed a final review with student when all six courses for 2017 have been selected?
  - Has the student included two (2) Reserve Courses which fall within the Teacher Recommendations; and two (2) Reserve Qualifications?
  - Have you checked to ensure that there is at least one List A and List B course included in the students Senior School program. (An English and a Mathematics will satisfy this).
  - Have you initiated 'letter one' being sent home if student is **not prepared** for the course selection process (have you alerted Owen to this)?
- or**
- Have you initiated 'letter two' being sent home if the student is **not able to agree** on an appropriate course for 2017 because their request does not match teacher recommendation (have you alerted Owen to this)?
- or**
- Have you given the student a copy of the 'Successful Completion of Counselling' letter to take home to parents if they have done so?
  - Have you **given** the Course Selection Form to **Owen Martin**? (This should be done at the end of each day).