

Year 10 Course Advisor Checklist - 2015

- Have you looked at the student's *Individual Pathway Plan* and other documentation 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 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.**
 - If the student is choosing the **VET** Program have they selected General English, Essential Mathematics, General Career and Enterprise and a VET qualification.
 - Have you completed a final review with student when all six courses for 2016 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 2015 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).