



# APPLICATION TO CHANGE SUBJECT YEARS 11 & 12

Name \_\_\_\_\_

Current Year Level \_\_\_\_\_

STUDENT TO COORDINATE THE COMPLETION OF SECTIONS 1 THROUGH TO 5

## STEP 1: PROPOSED SUBJECT CHANGE

Subject Currently Enrolled in	Teacher's Name	Latest Result/s e.g. x/15; x/25 etc				Request to Change Subject to
		UNIT 1		UNIT 2		
		IA1:	IA2:	IA3:	EA4:	

### Tick reason for SUBJECT CHANGE:

- Subject is not required for my career choices  
 Subject is too difficult and need to make this change  
 I have commenced a University or TAFE course or have started a School-based Apprenticeship/Traineeship  
 Other: \_\_\_\_\_

### Student Reflection: to be completed by Year 11 students with parents

- I have checked that at least 3 of my subjects will have been studied over the 4 units of Year 11 and 12 (QCE CORE\* eligibility).  
 I have checked that I will study a minimum of 5 General Subjects; or, 4 General Subjects + 1 Applied or, 4 General Subjects + 1 Certificate III/IV/Diploma VET subject if I wish to remain ATAR eligible.  
 I am aware that to meet the literacy/numeracy requirements of the QCE, I need a semester with a *Satisfactory* achievement in any English or Mathematics subject; or, complete an alternative course to satisfy Numeracy and Literacy requirements (e.g. QCAA short course, Certificate II Skills for Work and Vocational Pathways)  
 I am aware of the prerequisite subjects required for tertiary courses I am interested in studying after school.  
 I have discussed these changes with my parents or carer.

\*Vocational Education and Training (VET) subjects Cert II, Cert III, Cert IV or Diploma contribute to Core.

## STEP 2: PARENT APPROVAL

I support my child's request for this subject change  Yes  No

I understand that this proposed change will mean that my child **will be ATAR eligible/ineligible (please circle)**

Note: changing subjects may affect subject fees – enquire at Office

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submitting this form does not guarantee the approval of these changes.  
 Subject changes are not approved until students receive a new timetable.**

**STEP 3: TEACHER OF DISCONTINUED SUBJECT**

Checked subject results  Yes  No

Possible to rate this Unit  Yes  No      Level of Achievement \_\_\_\_\_

**APPROVED**       Yes  No *(If no, form to be given to College Corrdinator for filing)*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 4: TEACHER OF PROPOSED NEW SUBJECT**

Possible to rate this Unit  Yes  No      Checked class size of new subject  Yes  No

**APPROVED**       Yes  No *(If no, form to be given to College Coordinator for filing)*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 5: 11/12 YEAR ADVISOR (YEAR 11 STUDENTS MUST SEE FOR APPROVAL)**

**APPROVED**       Yes  No

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 5: STUDENT SUBMITS CHANGE OF SUBJECT FORM TO COLLEGE COORDINATOR**

**COLLEGE COORDINATOR**

**APPROVED & PROCESSED**  Yes  No

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_