



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 Coordinator 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: Careers and VET Pathways Advisor

APPROVED Yes No

Name: _____ Signature: _____ Date: _____

STEP 6: STUDENT SUBMITS CHANGE OF SUBJECT FORM TO COLLEGE COORDINATOR

COLLEGE COORDINATOR

APPROVED & PROCESSED Yes No

Name: _____ Signature: _____ Date: _____