



VCEPP410 SUBJECT SELECTION POLICY AND PROCEDURE

PURPOSE

To emphasise the importance of selecting the most appropriate subjects which will assist with students career choices.

SCOPE

This policy applies to and provides guidance to all staff and students of NMGC.

DEFINITIONS

CoE	Confirmation of Enrolment
DHA	Department of Home Affairs
NMGC or College	North Melbourne Grammar College
SMS	Student Management System
SWO	Student Welfare Officer(s)
VCE	Victorian Certificate of Education

POLICY PRINCIPLES AND STATEMENT

It is very important when students are selecting their subjects for the semester or following year, that they are making an informed decision.

NMGC will endeavour, where possible, to accommodate the students subject selection.

PROCEDURES

Subject Selection

Who	Action
Students	<ul style="list-style-type: none">• Will select subject from the available list of NMGC Subjects• Will complete one of the following forms:<ul style="list-style-type: none">○ VCEFOR40702 Year 11 Subject Selection Sem. 1 Form○ VCEFOR40703 Year 11 Subject Selection Sem. 2 Form○ VCEFOR40703 Year 12 Subject Selection Form• Will submit their Subject selection form to the Administration team by the required date



Subject Selection Approval

Who	Action
Administration Team	<ul style="list-style-type: none"> Once received, a member of the Administration Team will record the students request
The Principal	<ul style="list-style-type: none"> Will approve the students subject selection request
The Administration Team	<ul style="list-style-type: none"> Once approval is granted: <ul style="list-style-type: none"> The subject selection will be input into the Student Management System (SMS) The student will be provided a copy of their timetable for the following Semester or Year and subject requirements.

RELATED DOCUMENTS

VCEPP401 Teaching and Learning Policy and Procedure
 VCEPP405 Learning Support Policy and Procedure
 VCEPP407 Student Outcomes Policy and Procedure
 VCEFOR40702 Year 11 Subject Selection Sem. 1 Form
 VCEFOR40703 Year 11 Subject Selection Sem.2 Form
 VCEFOR40703 Year 12 Subject Selection Form

LEGISLATIVE CONTEXT

- Education Services for Overseas Students (ESOS) Act 2000
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018'
- Education Services for Overseas Students Regulations 2001
- Education Services for Overseas Students Act 2000

RESPONSIBILITIES

Role within NMGC	Area of responsibility
Principal	Approval Authority
Principal	Development/Review
Compliance Manager	Monitoring and Evaluation
Compliance Manager	Compliance
Principal	Implementation



Authorised by	NMGC Committee of Management
Effective date	September 2018
Version	V1.0
Review date	September 2020 The policy review should be scheduled 2 years from the approval date