

3. Year 12 Information Handbook

Australian blueprint for career development

Career Management Competency											
1	2	3	4	5	6	7	8	9	10	11	12

Learning intention

Students will know how to access and navigate the Year 12 Information Handbook, published by the School Curriculum and Standards Authority, to equip themselves with information they need to make informed choices.

Success criteria

Students can access and navigate the Year 12 Information Handbook to seek information relevant to their particular pathway.

Resources

- [SCSA Student Website](#)
- The School Curriculum and Standards Authority (SCSA) releases a [Year 12 Information Handbook](#) Part 1 and Part 2 each year. Part 1 updates by the end of Term 2.
- Western Australian Student Number (WASN)
- SCSA Student Portal
- [WACE checker](#)
- Student reports

Classroom organisation

- Individual
- Pairs

Preparation

- Familiarise yourself with:
 - [SCSA Student Website](#)
 - [Year 12 Information Handbook](#) (Handbook)
 - SCSA Student Portal
 - [WACE checker](#)
- Online or hard copy access to the Handbook for students
- Computer access for students
- Western Australian Student Number (WASN) access for students.

Activity 1

- Direct students to the [SCSA Student Website](#). Students view the various sections of the website and add to their favourites.
- Introduce the Year 12 Information Handbook.
- Check for understanding of the acronyms used in the Handbook.
- Students consider and note dates that are important to them.
- Discuss the WACE requirements. Encourage students to see clarification if unsure.
- Guide students to access the Student Portal. The Handbook outlines information that can be checked and completed via the Student Portal. Students will need their student number and a password to access the portal.
- Direct students to the WACE Checker. This is a tool for students to check on their progress towards their WACE and inform decision-making. Students will need access to their school reports to complete the WACE checker using past and predicted achievement.

Activity 2

- Students work with a partner, ideally someone who is on a similar academic pathway.
- As students investigate the Handbook, they take turns posing questions for their partner to find the answer to, discussing their understandings as they go. For example:
 - Can you tell me which 3 points in the chapter **Make the most of Year 12** are most important to you?
 - How many unit equivalents can you be awarded for the successful completion of a Certificate II?

Reflection

Pose the following questions to the class:

- Are you on track to achieve your WACE?
- If not, what action do you need to take to work towards achieving your WACE?
- How will achieving a WACE help you to achieve your post school pathway plan?